



**CPAC**

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# What is CPAC?

Bookmark's data resides on your computer or a server at your location.

CPAC puts a copy of your library's catalogue on the Internet.

Users can search from anywhere (at home, book shopping, in the school), on any device with an Internet browser – desktop computer, laptop, tablet, iPad, phone – on any operating system: Windows, Macintosh, iOS, Android, Linux, Unix, etc.

CPAC works with a copy uploaded to a cloud server. Because it is separate, data uploading should be done regularly to update.

Your data is completely secure and cannot be altered in any way. No borrower information is held in the CPAC database. Only items in the catalogue.



The process is similar to Search and Webopac. Users go to an online "Search page". They enter a search and then see a list of items found "Results page". Clicking on a title shows the item's details "Details page".

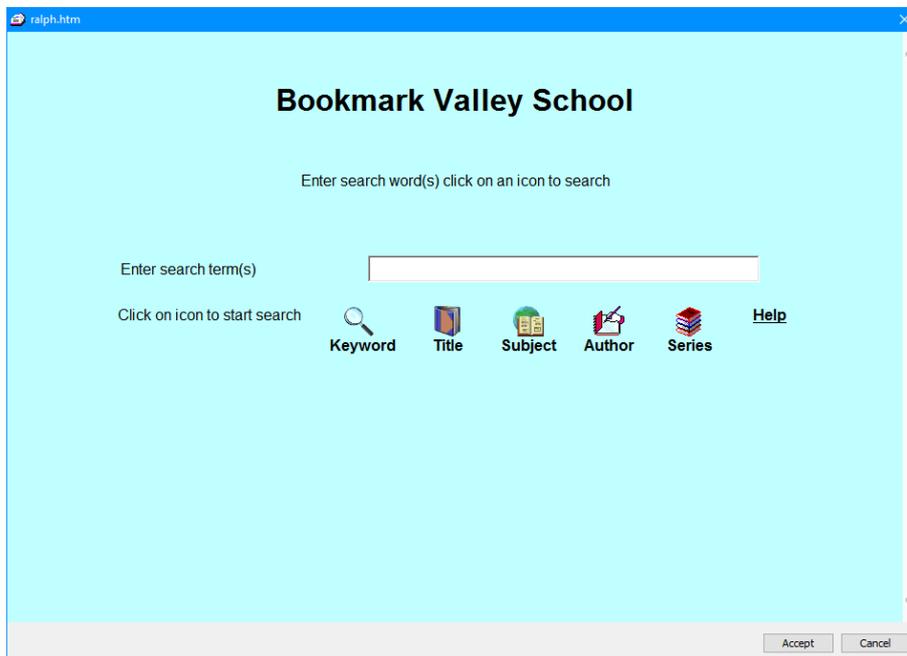
CPAC can be used for one site, but a single page can be set up to allow searching many databases at the same time. One search page can serve multiple schools.

There are two different forms of CPAC:

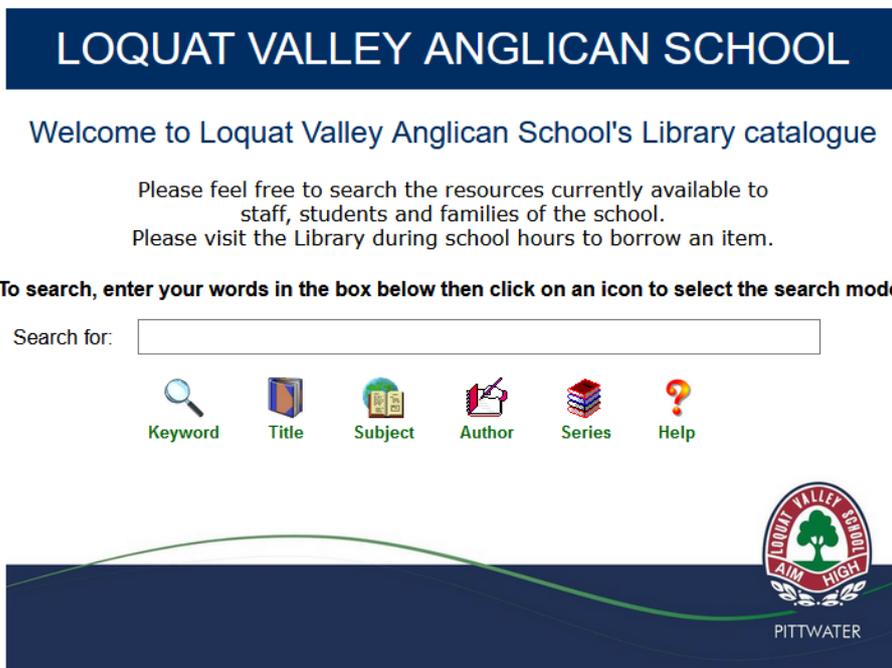
- Basic
- Custom

# Search Page

Example of a *Basic Search Page*:



Example of a *Custom Search Page*:



# Results page

A list of items found by the search appears on the Results Page. This can appear in either Row or Column formats. Shows can show book cover images (optional).

Bookmark Library System | Search Results | bookmark.central.sa.edu.au/bmcpac.exe

180 titles found for keyword search: cats

Printer friendly | [Return to Search Page](#)

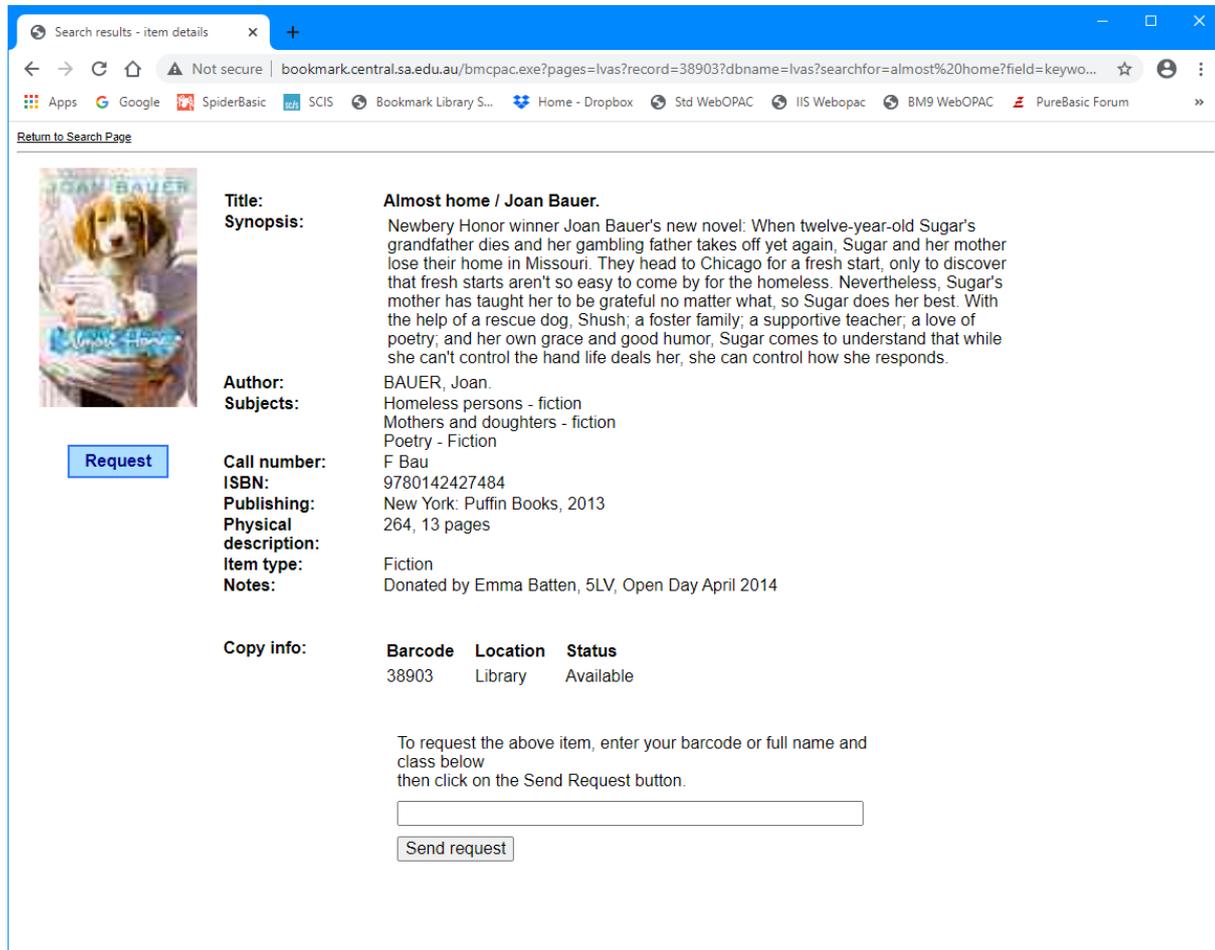
	<b>All Cats Have Asperger Syndrome</b> Hoopmann, Kathy London: Jessica Kingsley, 2006	616.85 HOO * NF Non-Fiction Copies: 1
	<b>Alone In a Boat</b> PARKER, John Power, Margaret Port Melbourne: Rigby Heinemann, 1996	F PAR FIC Fiction Copies: 1
	<b>The Amazing Story of Adolphus Tips</b> MORPURGO, Michael FOREMAN, Michael London: HarperCollins Children's, 2005	F MOR * FIC Fiction Copies: 1
	<b>Aristotle</b> KING-SMITH, Dick GRAHAM, Bob London: Walker, 2004	F KIN * FIC Fiction Copies: 1
	<b>Bad Cat, Good Cat</b> BANKS, Lynne Reid ROSS, Tony London: HarperCollins, 2011	F BAN FIC Fiction Copies: 1

A maximum of 500 entries can be displayed on a page.

Click on a title to see the item's details.

# Details Page

Clicking on a title displays details about the entry:



The screenshot shows a web browser window with the following content:

- Browser Address Bar:** Not secure | bookmark.central.sa.edu.au/bmcpac.exe?pages=lvas?record=38903?dbname=lvas?searchfor=almost%20home?field=keywo...
- Navigation:** Return to Search Page
- Book Cover:** 
- Title:** Almost home / Joan Bauer.
- Synopsis:** Newbery Honor winner Joan Bauer's new novel: When twelve-year-old Sugar's grandfather dies and her gambling father takes off yet again, Sugar and her mother lose their home in Missouri. They head to Chicago for a fresh start, only to discover that fresh starts aren't so easy to come by for the homeless. Nevertheless, Sugar's mother has taught her to be grateful no matter what, so Sugar does her best. With the help of a rescue dog, Shush; a foster family; a supportive teacher; a love of poetry; and her own grace and good humor, Sugar comes to understand that while she can't control the hand life deals her, she can control how she responds.
- Author:** BAUER, Joan.
- Subjects:** Homeless persons - fiction; Mothers and daughters - fiction; Poetry - Fiction
- Call number:** F Bau
- ISBN:** 9780142427484
- Publishing:** New York: Puffin Books, 2013
- Physical description:** 264, 13 pages
- Item type:** Fiction
- Notes:** Donated by Emma Batten, 5LV, Open Day April 2014
- Copy info:**

Barcode	Location	Status
38903	Library	Available
- Request:** A blue button labeled "Request" is located to the left of the book details.
- Request Form:** Below the copy info, there is a text box for entering a barcode or full name, and a "Send request" button.

# Setting Up a Basic CPAC Website

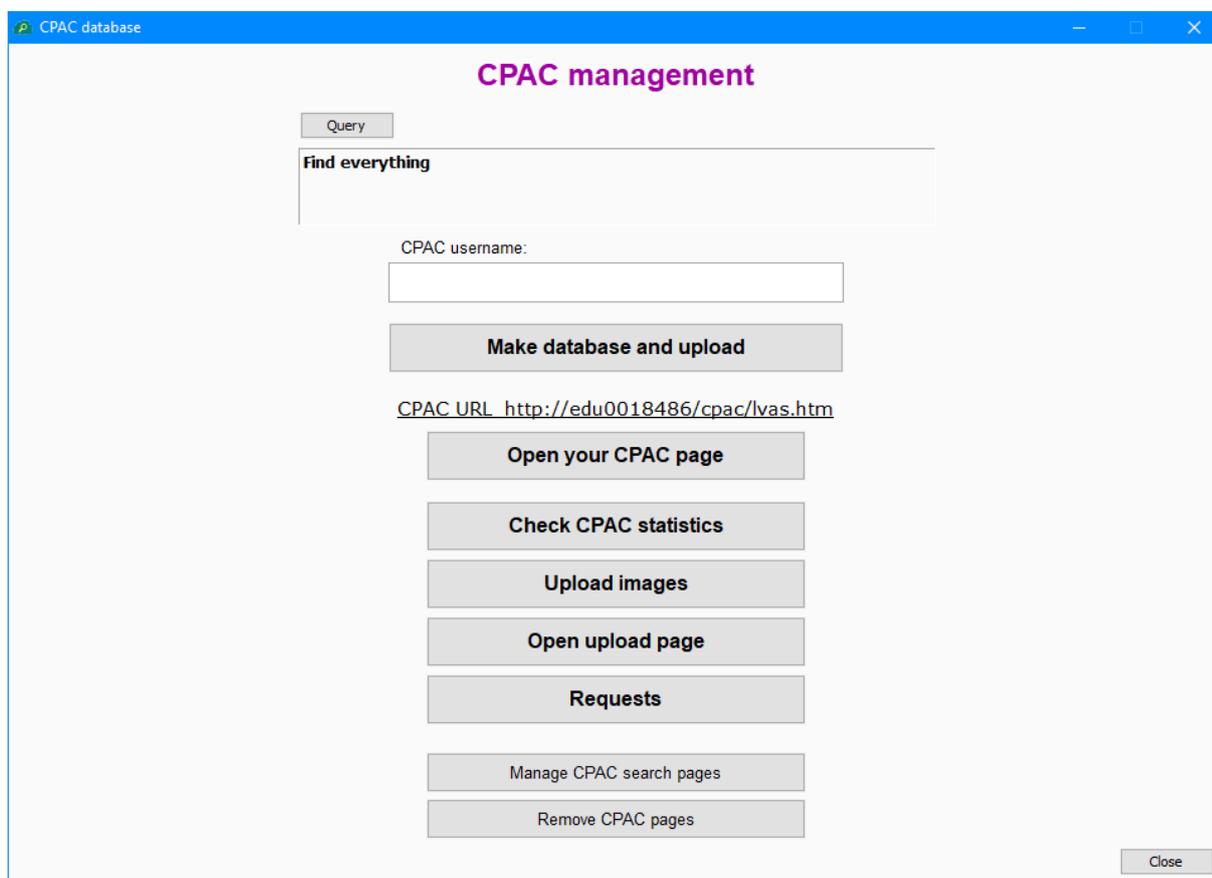
A Basic CPAC website or "site" can be created within Bookmark. Technical knowledge is not required.

After making all the choices, Bookmark will try to upload the created pages to the CPAC server.

*Note: some network systems block the uploading function, which disables making a basic site. To see if you are blocked or not, go to Controls then General Controls. Click on the System tab then click on Test File Upload. If unsuccessful, it is blocked. In this case, a Custom site can always be produced. Skip ahead to that section.*

Extra note: a Basic site can be produced first then Custom pages added later. This is strongly recommended.

Go to the Cataloguing menu. Click on the CPAC button.



To make a new Basic site, click on "Manage CPAC search pages".

**Create CPAC site**

CPAC username:

Background colour:

Heading text:

Search entry type:  Icons (default)  
 Radio buttons  
 Dropdown list

Title list style:  Rows (with cover images)  
 Columns

Copy info shown:  Barcode, Location and Status  
 Barcode, Location, Status and Call number  
 Barcode and Location (no status)  
 Barcode, Site, Location, Status, Call number  
 Barcode, Location, Sublocation, Status, Call number

Requests:  Include Requests option on Item Details page

Cover images:  Upload covers to public folder (default)  
 Upload covers to private folder

\* Refer to the CPAC manual for instructions on setup and options

### CPAC Username (required)

Make up a username that you wish to have. Type it into the first field. The username will appear in the URL and the database. **The username can consist of only lower case letters.** No blank spaces. No symbols or numbers. No upper case letters. The username can be Initials of the site name such as fhps, hepcsa, bps, mpps, or full names like bookmarklibrary or myschool.

Note: when clicking on the "Create" button, if an existing username is entered, a notice appears. Try a different username.

### Background colour

The default background colour is white. Use the Choose... button to select a different colour. Select a light colour for contrast as text is always displayed black.

### Heading

The heading appears at the top of the page. To change the text colour, use the Colour... button.

## Search Entry

This is where users type in their query. Three types of "search entry" are available. Put the dot next to the one you would like to have on the page.

### Icons (default)

Enter search term(s)

Click on icon to start search

 **Keyword**    **Title**    **Subject**    **Author**    **Series**   [Help](#)

### Radiobuttons

**Search for:**

**Search by:**    **Keyword**    **Title**    **Subject**    **Author**    **Series**   [Help With searching](#)

### Dropdown list (default)

**Search for:**

Keyword  
Title  
Subject  
Author  
Series

## Results Page List

Dot against the type of display to list titles found by the search. "Rows" is default and it includes any available book cover images.

## Copy Info

Information about copies is displayed on the Item Details page. Choose the data to be included in this list.

## Requests

Tick the box to include the Request function.

## Covers

Where possible use the public folder for covers. CPAC has a large pool of shared book covers. All public covers are available to everyone. This is recommended. However, if you wish to have your images separate from the pool, put the dot next to Private.

## Create CPAC search database and page.

When everything has been entered, click on Create CPAC Search Page.

A sample of the generated search entry page then appears. Click on Accept to send the page to the Internet, or Cancel if you would like to change something.

Bookmark will send a command through the Internet which to create the CPAC pages and an empty database. Note: this may not work if *blocked by the network*. In which, case use the Custom Designed Search Page method and have a CPAC site made for you. See later.

The URL of the page is shown on the previous window. The URL will look something like <http://bookmark.central.sa.edu.au/gps.htm>. *The letters before 'htm' are the username.* This is the URL to use to access the CPAC search.

The page can be changed later. No data is lost when changing as long as the same username is used.

### **Change Cover Images Folder**

This is only used if you have been using the public images folder and wish to have a private one instead. It will adjust to whichever has the dot.

Changing from a private back to the public folder removes the private book cover images, not public ones.

*Use of the public folder is strongly recommended.*

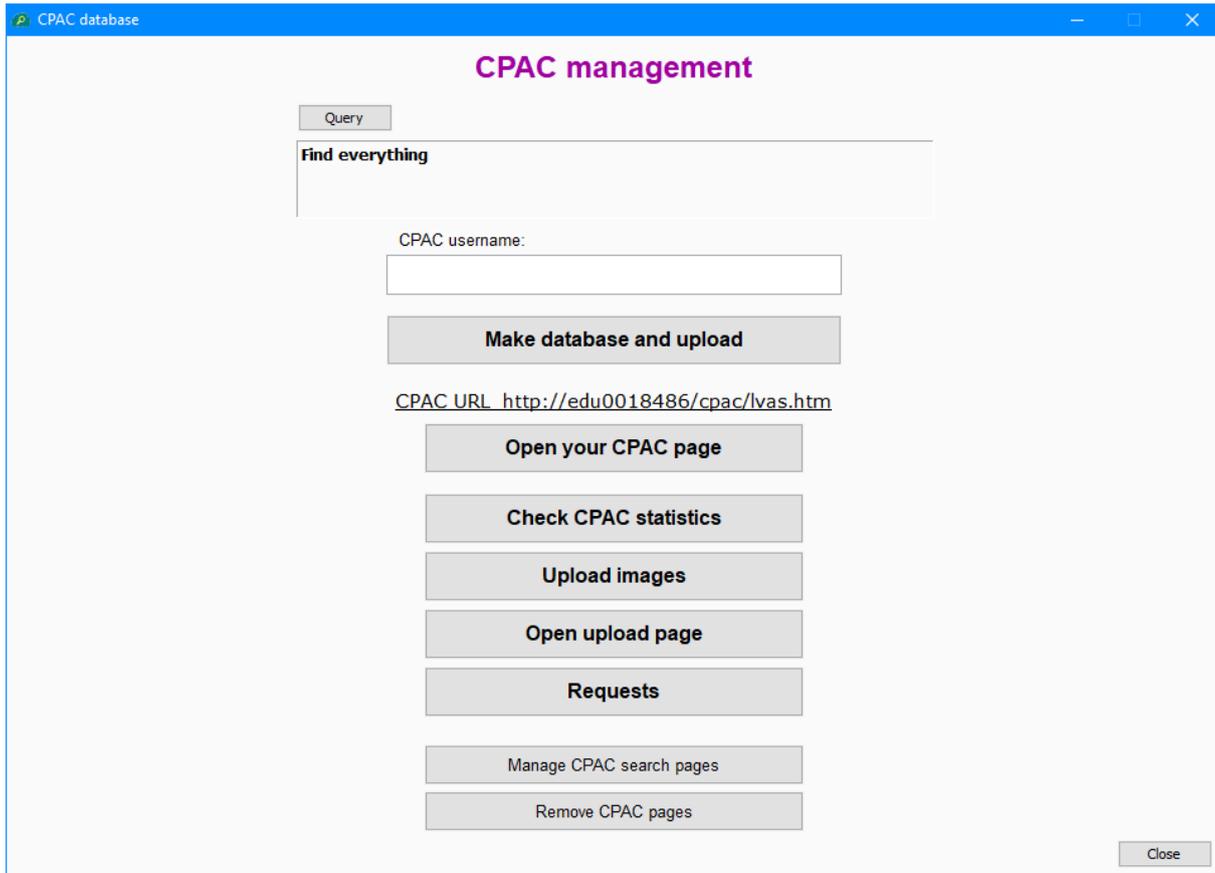
# Managing CPAC

This applies to both Basic and Custom sites.

Open Bookmark.

Open Cataloguing.

Click on CPAC



The screenshot shows a web browser window titled "CPAC database". The main heading is "CPAC management" in purple. Below the heading is a "Query" button and a search box containing the text "Find everything". Underneath is a "CPAC username:" label and an empty text input field. A large grey button labeled "Make database and upload" is positioned below the input field. Further down, the "CPAC URL" is displayed as <http://edu0018486/cpac/lvas.htm>. A series of stacked grey buttons follow: "Open your CPAC page", "Check CPAC statistics", "Upload images", "Open upload page", "Requests", "Manage CPAC search pages", and "Remove CPAC pages". A "Close" button is located in the bottom right corner of the window.

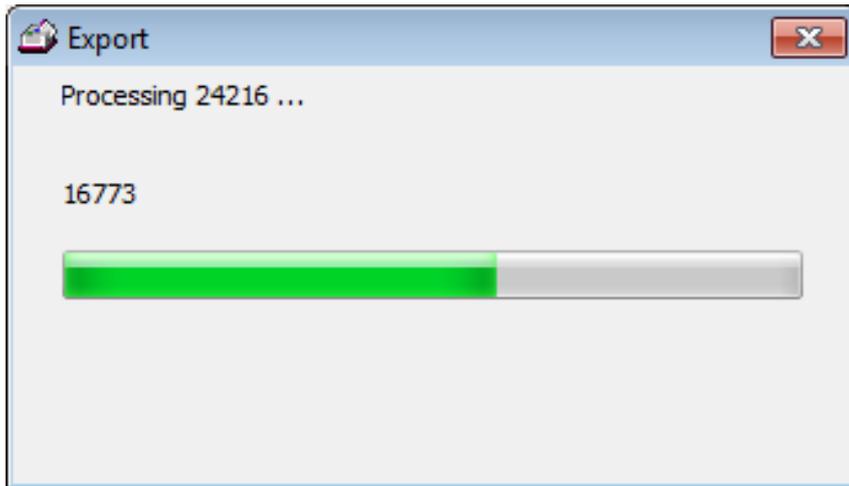
The CPAC database is empty when first created. Data must be uploaded to the CPAC server to fill the database. Once that is done searches can be made.

Normally, everything is uploaded. However, if you would like to only have part of the collection, use the Query before making the database. Save the query for later re-use as this part of Bookmark does not remember the query.

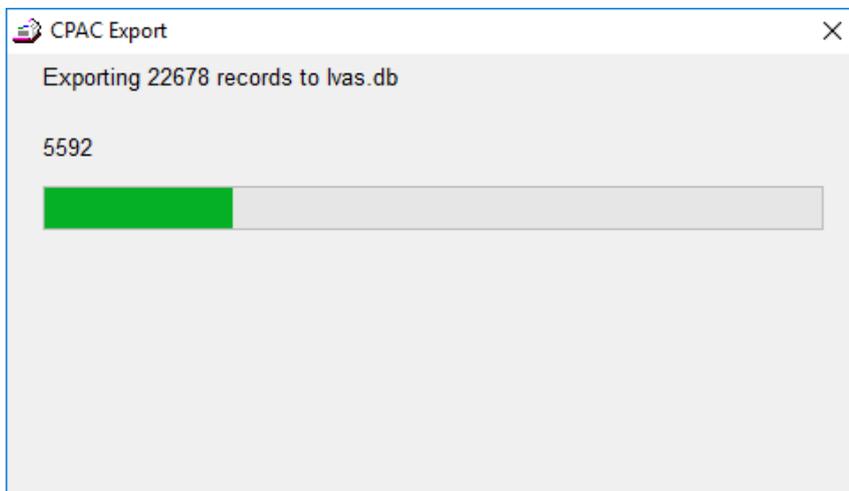
If not shown, enter your CPAC username.

Click on *Make database and upload*.

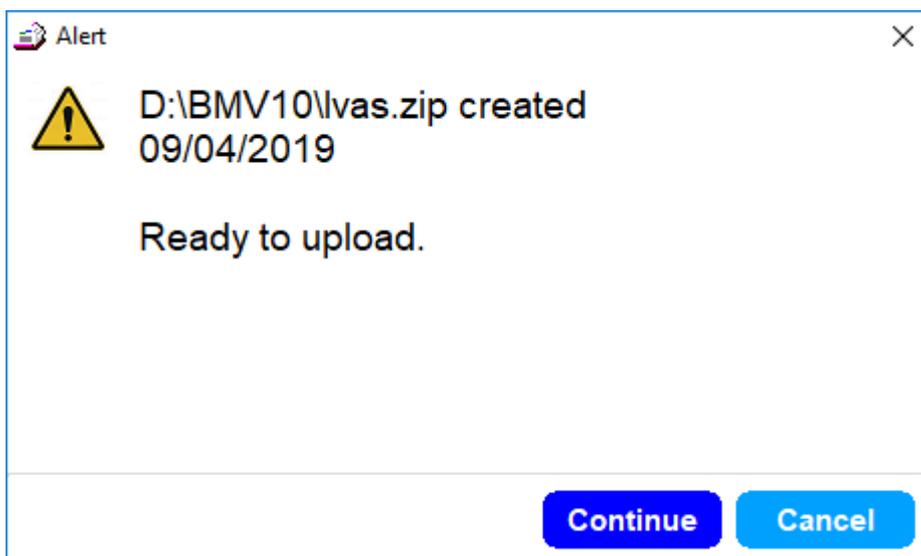
Data is first read, then it is processed and a database produced, then it is exported.



After reading the items, the CPAC database is generated.

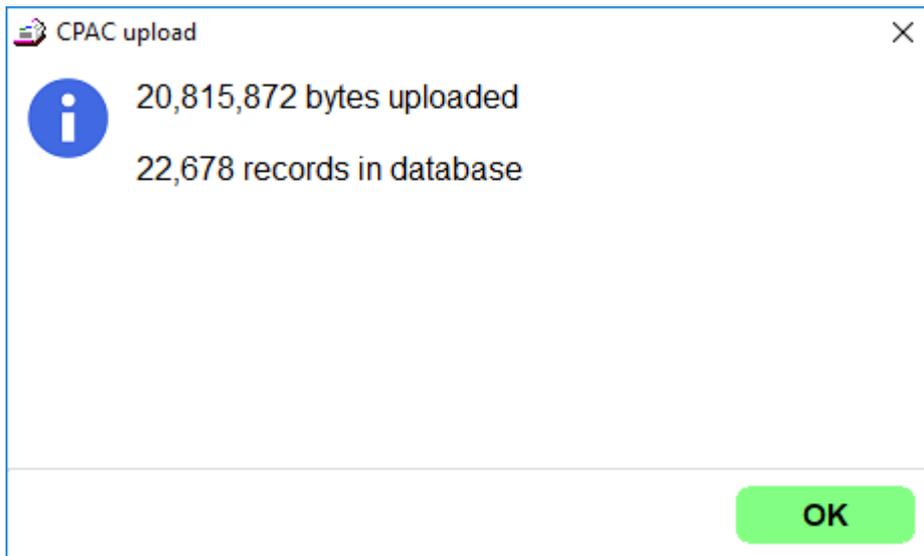


It is then ready to be uploaded to the CPAC server on the Internet. Click Continue.



Click Continue.

If it is uploaded successfully, something like this appears...



The uploading stage may not work if Bookmark's access is blocked.

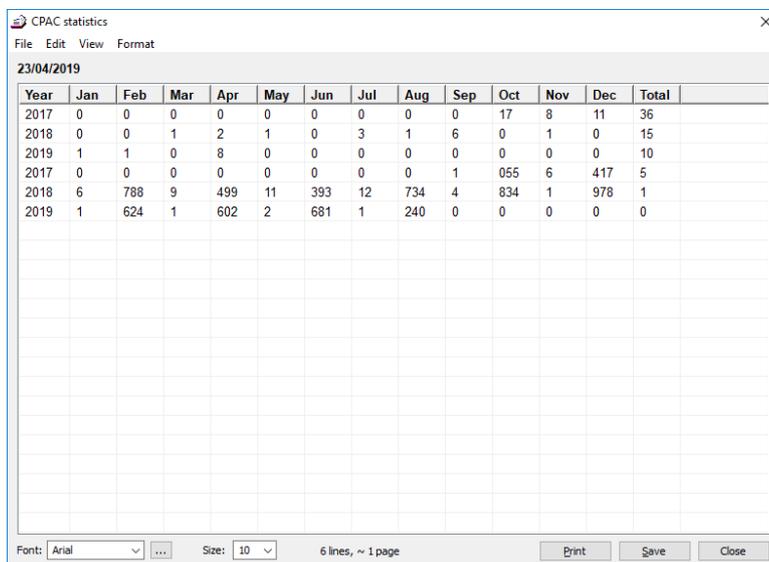
If the upload does not work, the Upload Page button can be used as an alternate method of uploading the data. This allows uploading the file via an Internet browser.

Important: The CPAC data resides on a server external to your site. *The data for CPAC is not automatically updated!* The Make Database and Upload procedure should be repeated periodically to update.

The CPAC data upload process can be scheduled. See the appendix for details.

# Check CPAC Statistics

This shows the number of times users searched your page.



CPAC statistics

File Edit View Format

23/04/2019

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2017	0	0	0	0	0	0	0	0	0	17	8	11	36
2018	0	0	1	2	1	0	3	1	6	0	1	0	15
2019	1	1	0	8	0	0	0	0	0	0	0	0	10
2017	0	0	0	0	0	0	0	0	1	055	6	417	5
2018	6	788	9	499	11	393	12	734	4	834	1	978	1
2019	1	624	1	602	2	681	1	240	0	0	0	0	0

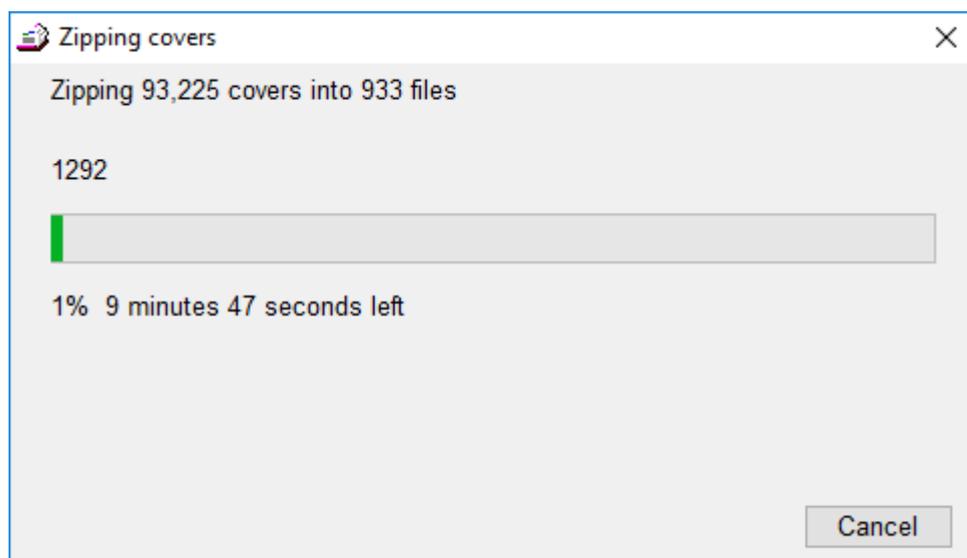
Font: Arial Size: 10 6 lines, ~ 1 page

Print Save Close

# Upload Images

CPAC maintains a very large pool of book cover images contributed by users. All covers in the shared public folder are available to everyone. Images you have on your own system are not automatically sent to CPAC. These, too, must be periodically updated.

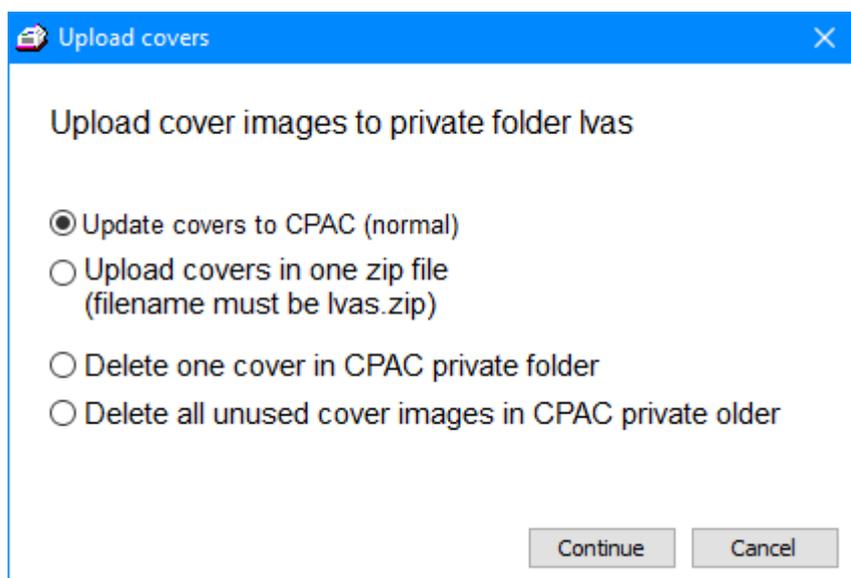
Clicking on Upload Images causes bookmark to send book cover images from your system to CPAC. It will only send the images that it does not already have.



Images are collected in batches of 100 into a "zip file". Each batch is sent online to CPAC where they are then unzipped and popped into place. If a private covers folder has been set up, they are uploaded there.

The time required to upload covers varies considerably. It depends heavily on the Internet speed, not so much the computer itself.

Click on Cancel to stop. The process can be stopped and re-started as many times as needed.



The last two options are only available for private covers.

# Custom CPAC Website

## Outline of the Steps to Create a Custom CPAC Site

The Basic Search Page is deliberately sparse. A fancier custom page can be made with a different, more appealing design. It can contain school logo and other images. Other options are available, too.

It is not necessary to create a Basic CPAC website first, although that can be a starting point.

Prepare a design using the information below and submit it to the Bookmark team. They will put it together. The same URL is used.

An IT person is normally required unless something advanced is designed.

Step 1 – Look at many of the CPAC example pages to see how others have designed their search page. Collect ideas. Go to <http://bookmark.central.sa.edu.au/> . Click on CPAC and Examples.

Step 2 – Design your own Search, Results and Details pages. *There are many choices available!* Make a mockup in *Word*. (Do not make it in Publisher or the design may be rejected). Fill out the **CPAC Design Form**. (See below)

Step 3 – Email the form to the Bookmark team. Attach image files and the mockup file. The email address is [education.bookmark@sa.gov.au](mailto:education.bookmark@sa.gov.au).

Step 4 – The team produces the pages and creates a CPAC database.

Step 5 – The CPAC URL is emailed to you along with a username.

Step 6 – Export your cataloguing data and covers and upload it to CPAC.

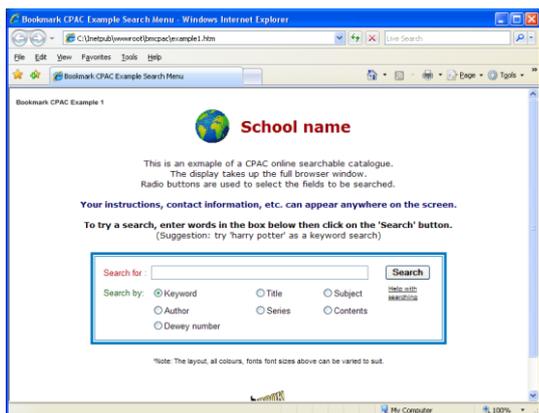
Step 7 -- Start using!

# Designing a Custom Search Page

## Search Page Formats

The *Search Page* is where users start.

The first thing to decide is the format of the search page you wish to use. Three general formats are available...



### Full Page

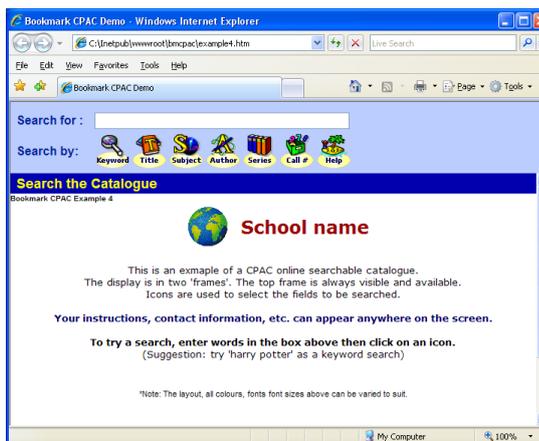
This is the normal search page display. It fills the Internet browser's entire window. Results of searches are displayed on the next page. The design can vary a great deal.

### Split page aka 'Frames'

This appearance has a top "search entry area" and a bottom section.

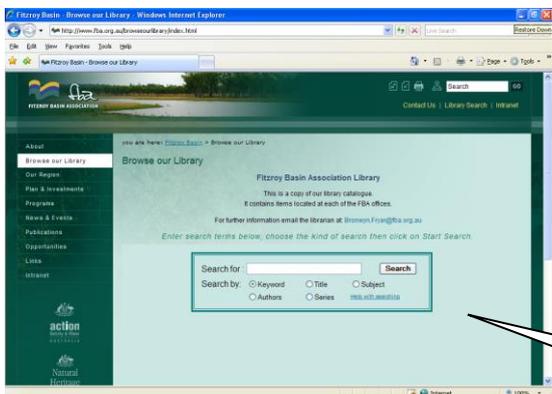
The bottom area can contain the logo, heading, instructions, etc. When a search is entered, this area displays the results.

There are two different sets of icons available. Radiobuttons or dropdown lists can be used to select fields, too.



### Insert Panel

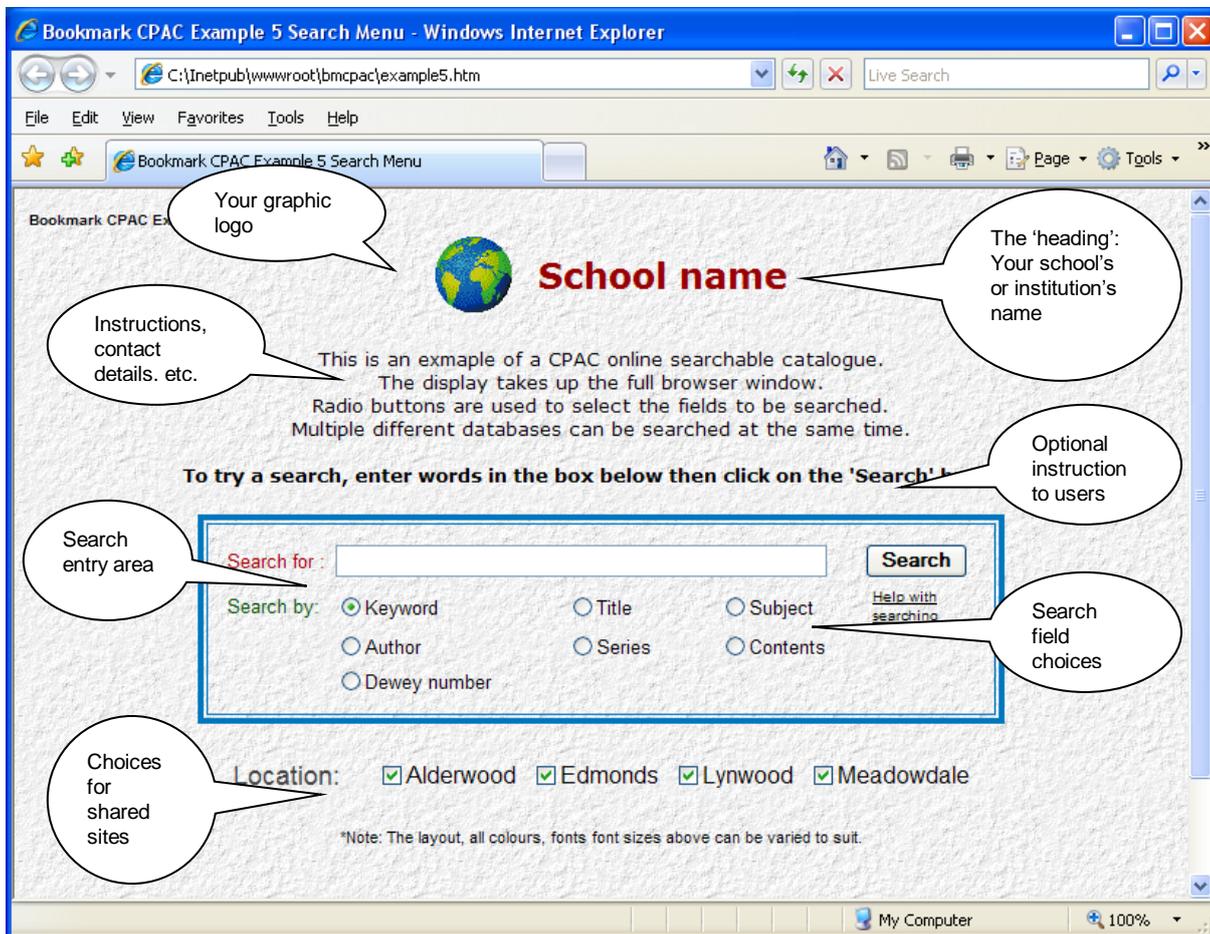
On this screen, most of the webpage is produced by the user but a frame is made available for search entry. A link is added by the web designers on their page to the insert panel. This is a very advanced design and may require liaison with the website designer/programmer.



This is the Insert Panel.  
Instructions above

USEFUL: Look at many of the examples to get a "feel" for possible page designs!

A normal search page has several parts. Many are optional and all can be redesigned.

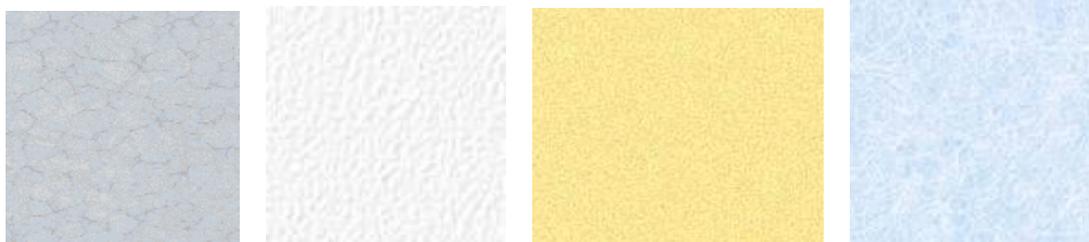


- **Background** – this is a solid colour or a graphic “wallpaper” image (the example above shows wallpaper)
- **Heading** – the name of your school, institution, library, etc. (could be replaced by a banner)
- **Logo** graphic image – school or business emblem, etc. (optional)
- **Instructions** – these are usually placed between the heading and the search area (optional)
- **Search Area** – several choices are available (see below)

Other instructions or information can also be placed anywhere.

**Background colour** -- Each page has a background colour. When choosing a colour other than white, provide the “colour code” – e.g. #00ffff”. Try to choose a colour that allows text to be easily read. The background colour can be “carried through” to the Results and Details pages if requested. Note that it is best to choose "Internet safe" colours if possible.

**Background wallpaper** – This is an option! It is not required. Wallpaper is a graphic pattern design, like a floor tile. It is optional and can be used instead of a background colour. There are nine wallpapers already available (see below) or you can email to us an image that you would like to use. (Please do not send it as part of a Word document!) Wallpaper can be carried through to the Results and Details pages.



1

2

3

4



5

6

7

9

**Heading** – This is the name of your library, school, institution site or whatever you want to appear at the top. It usually has a larger font. The font can be a design, size and colour that you specify. Alternately, a graphic banner can be used that appears across the top of the page. (see below for an example). Headings usually are between 16 and 20 points in size. See below for more information about fonts.

**Logo** – This is the graphic image that appears on your page. It is often to the left of the heading. It can be replaced by a banner across the top, side, etc., or it can be omitted entirely.

**Instructions** – These are optional and can appear beneath the heading or elsewhere. They may be omitted or contain information, instructions, email contacts, etc. Instructions can be a different font, size and colour if you wish, even combinations.

## Search Entry Area

The most important part of the first page is where the search is entered. This is called the “**search entry area**”.

### Simple Search

A **simple search** consist of a textbox in which words are typed and a **Search** pushbutton, which can be a button or a graphic image (such as a ‘Go’) button. This is similar to a Google search.

Search for :

Simple searches are always the keyword variety, which checks titles, series, authors, subjects, isbn, notes and contents all at the same time. Users do not have the option of selecting a field.

### Adding Fields

Search entry areas can allow users to select the field to be searched. Field selection can be made by:

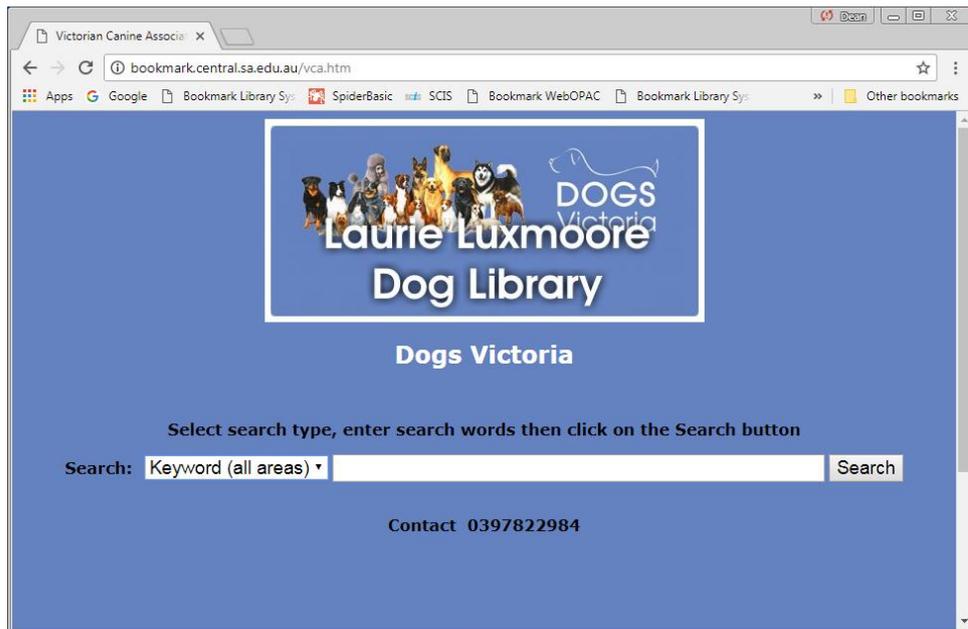
- **Radiobuttons**, one each for Keyword, Title, Subject, Author, Series and Contents. Not all of these need to be displayed, only the ones that you wish users to be able to search. Radiobuttons usually appear beneath the textbox but they can appear above.

Keyword       Title       Subject  
 Author       Series       Contents

- **Dropdown list**. This is a simple line which, when clicked, presents a list of the fields. One can be the default which always appears first. The droplist can appear to the left or beneath the textbox. Again, the fields can be limited.

Search for:

Search by:



- **Icons.** Icons can appear beneath or next to the text entry box. Clicking on an icon activates a search. The “Search” pushbutton is not needed.



## Fonts

All text is shown in a **font**.

Fonts have a *style*, *colour* and *size*.

*Only a limited range of fonts are available!*

Arial, Tahoma, Verdana, Times, Courier and Comic Sans

### **Do not use any other font !**

(For more information, Google "web safe fonts".)

Font sizes are available in ‘points’. 8pt is small, 10pt is normal, 12pt is slightly larger, and 14pt and bigger are used for headings. 20 is very large. Note: web sizes are usually one size larger than the sizes in Word.

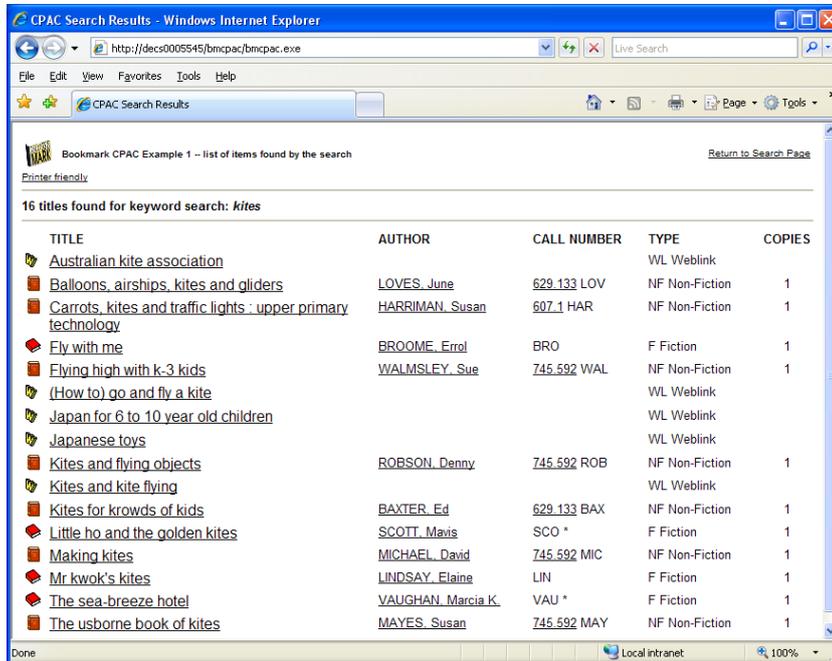
When submitting your page design to the Bookmark team, the font(s) to be used and their colours and sizes must be specified.

## Important Notes

- For graphics - such as your logo, wallpaper or banner - only provide GIF, PNG or JPG files. **Graphic images must be sent as attached files.** *Do not send graphics included in Word, Publisher, PDF or any other document.* They cannot be used. Must be separate files.
- Indicate *where* on the page the graphic is to be located. Top, left, bottom... where?
- Microsoft Word is the best way to design a mockup of the search page. The exact page produced may not be exactly the same but similar. *All images must be emailed as separate files and not as part of a Word document.*
- Do not submit designs with Publisher or as a PDF as they cannot be extracted accurately.

# Results Page

The result of a search is always a list of titles. These can be displayed either as *columns*



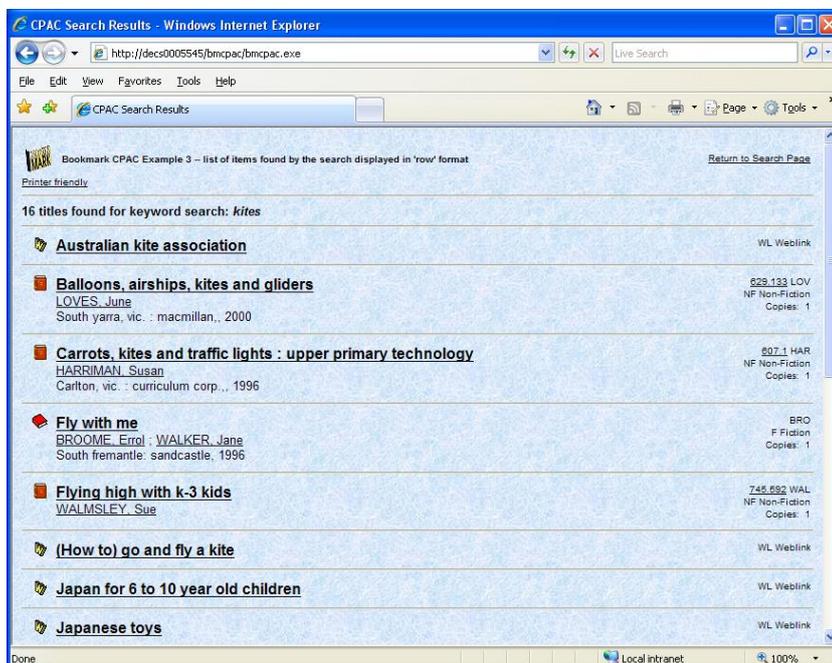
Bookmark CPAC Example 1 -- list of items found by the search

Printer friendly

16 titles found for keyword search: *kites*

TITLE	AUTHOR	CALL NUMBER	TYPE	COPIES
<a href="#">Australian kite association</a>			WL Weblink	
<a href="#">Balloons, airships, kites and gliders</a>	LOVES, June	629.133 LOV	NF Non-Fiction	1
<a href="#">Carrots, kites and traffic lights : upper primary technology</a>	HARRIMAN, Susan	607.1 HAR	NF Non-Fiction	1
<a href="#">Fly with me</a>	BROOME, Errol	BRO	F Fiction	1
<a href="#">Flying high with k-3 kids</a>	WALMSLEY, Sue	745.592 WAL	NF Non-Fiction	1
<a href="#">(How to) go and fly a kite</a>			WL Weblink	
<a href="#">Japan for 6 to 10 year old children</a>			WL Weblink	
<a href="#">Japanese toys</a>			WL Weblink	
<a href="#">Kites and flying objects</a>	ROBSON, Denny	745.592 ROB	NF Non-Fiction	1
<a href="#">Kites and kite flying</a>			WL Weblink	
<a href="#">Kites for krowds of kids</a>	BAXTER, Ed	629.133 BAX	NF Non-Fiction	1
<a href="#">Little ho and the golden kites</a>	SCOTT, Mavis	SCO *	F Fiction	1
<a href="#">Making kites</a>	MICHAEL, David	745.592 MIC	NF Non-Fiction	1
<a href="#">Mr kwok's kites</a>	LINDSAY, Elaine	LIN	F Fiction	1
<a href="#">The sea-breeze hotel</a>	VAUGHAN, Marcia K.	VAU *	F Fiction	1
<a href="#">The osborne book of kites</a>	MAYES, Susan	745.592 MAY	NF Non-Fiction	1

OR ROWS



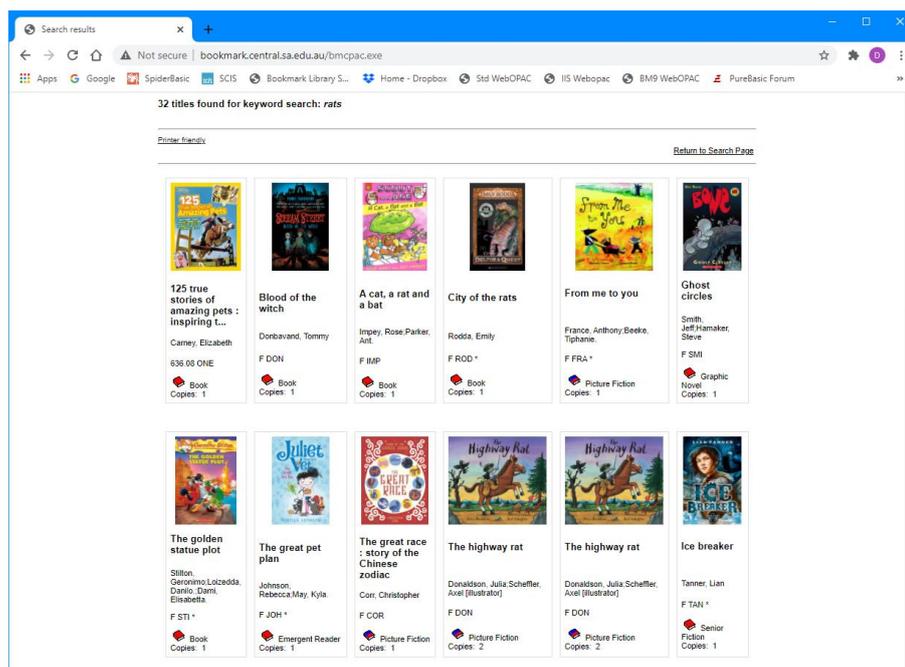
Bookmark CPAC Example 3 -- list of items found by the search displayed in 'row' format

Printer friendly

16 titles found for keyword search: *kites*

<a href="#">Australian kite association</a>			WL Weblink
<a href="#">Balloons, airships, kites and gliders</a>	LOVES, June South yarra, vic. : macmillan., 2000	629.133 LOV	NF Non-Fiction Copies: 1
<a href="#">Carrots, kites and traffic lights : upper primary technology</a>	HARRIMAN, Susan Carlton, vic. : curriculum corp., 1996	607.1 HAR	NF Non-Fiction Copies: 1
<a href="#">Fly with me</a>	BROOME, Errol ; WALKER, Jane South fremantle : sandcastle, 1996	BRO	F Fiction Copies: 1
<a href="#">Flying high with k-3 kids</a>	WALMSLEY, Sue	745.592 WAL	NF Non-Fiction Copies: 1
<a href="#">(How to) go and fly a kite</a>			WL Weblink
<a href="#">Japan for 6 to 10 year old children</a>			WL Weblink
<a href="#">Japanese toys</a>			WL Weblink

or tiles.



Rows and tiles can have book covers displayed! Rows is the default.

Results pages have a *background colour* or *wallpaper graphic* and a font colour. The fonts used and their sizes are pre-defined and cannot be changed.

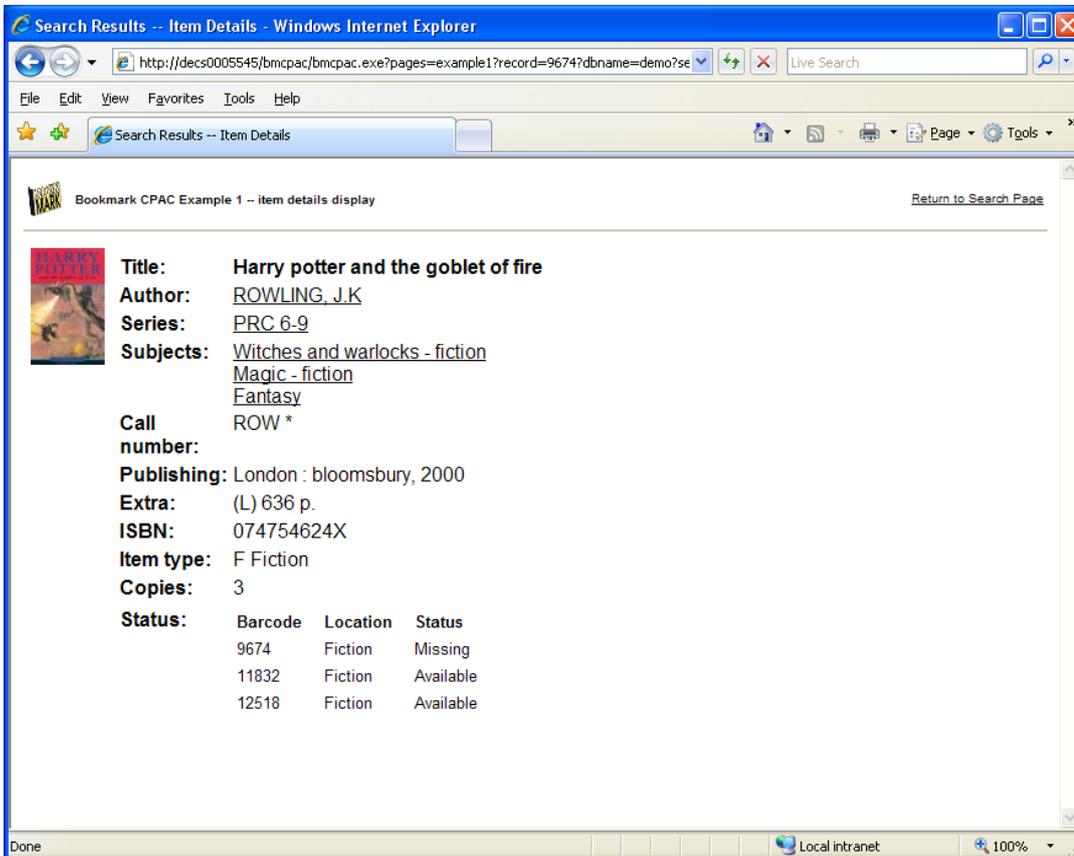
The Item Type icons are optional.

Special headings, graphics, links, etc., can be added to the Results page.

The tiles format benefits from a large number of book cover images.

# Item Details Page

Click on a title on the Results page to see details about the item. Cataloguing details area always displayed.



The **Status** chart at the bottom is optional. It shows each copy of a title at the time the data was exported.

You can specify a background colour (white is default) or a wallpaper graphic, a font and font colour (black is default) and you can have a logo, heading and/or banner added to the top of the page.

The *book cover graphic* is optional. It is only displayed if a picture has been uploaded.

Every copy of the title is listed. You can choose the arrangement of columns shown.

- Barcode, Location and Status
- Barcode, Location, Status and Call Number
- Barcode, Location only
- Barcode, Site, Location Status and Call Number
- Barcode, Location, Sublocation, Status and Call Number

The Requests function can also be included.

## Linking the Search Page to your Website

If you have a library website, you may wish to add a link to the search page.

The Bookmark team is unable to do the actual linking. Your site's webpage designer does this.

## Applying for a Custom CPAC page

Important: Produce a "mock up" of the design of the search entry page in Word. This helps us put the custom pages together. Do not use Excel or Publisher.

Once decisions have been made about the page designs, download an application form document, fill it out, and send it to [education.bookmark@sa.gov.au](mailto:education.bookmark@sa.gov.au).

The form can be found at <http://bookmark.central.sa.edu.au> in the CPAC section.

# Requests

Users can make a Request for items they find.

The requests are saved to a file that can then be examined. It is then up to the librarian to decide what to do with each request.

Bookmark does not automatically make reservations.

Bookmark is not able to automatically email the requests directly to library staff.

## Adding the Request Function

The Request function can be selected when creating a Basic CPAC site the first time. Simply tick the appropriate checkbox on the Create CPAC Site page.

If you have a Custom CPAC site, Request can be easily added. Contact the Bookmark help desk and ask for the Request function to be added.

The request function can be presented either as

- a coloured button beneath the cover image
- or beneath the list of copies.

If unspecified on the application form, a light blue button is used. If you wish a different colour, please write it on the form.

This image shows both the button beneath the cover image and the request area below the list of copies.



Request

**Title:** The amazing story of Adolphus Tips / Michael Morpurgo ; illustrated by Michael Foreman  
**Synopsis:** A stunning novel about friendship, war, and one girl's bravery which changes her life forever. It's 1943, and twelve-year-old Lily Tregenza lives on a farm in an idyllic seaside village in England. Apart from her father being away and the "townie" evacuees at school, her life is scarcely touched by the war. . . . until Lily and her family, along with 3,000 other villagers, are ordered to evacuate their homes to allow the Allied forces to practice their landings for D-day. It's a dangerous operation—guns firing and bombs exploding—and the whole area is off-limits. But Adolphus Tips, Lily's adored cat, has other ideas—barbed wire and "Keep out!" signs mean nothing to her.

**Author:** MORPURGO, Michael  
FOREMAN, Michael [illustrator]  
**Subjects:** Cats - Fiction  
World War, 1939-1945 - England - Fiction  
World War, 1939-1945 - Evacuation of civilians - Fiction  
Adventure stories  
**Call number:** F MOR \*  
**ISBN:** 0007182457  
**Publishing:** London: HarperCollins Children's, 2005  
**Physical description:** 190 p. : ill.  
**Item type:** Fiction  
**Notes:** Summary: When Boowie reads the diary that his grandmother sends him, he learns of her childhood in World War II England. It's 1943, and Lily Treganza and her family, along with 3000 other villagers, have to move out of their seaside homes. Soon the whole area is out of bounds, as the Allied Forces practise their landings for D-Day. But the barbed wire means nothing to Tips, Lily's adored cat. So Lily goes into the danger zone to look for Tips herself.

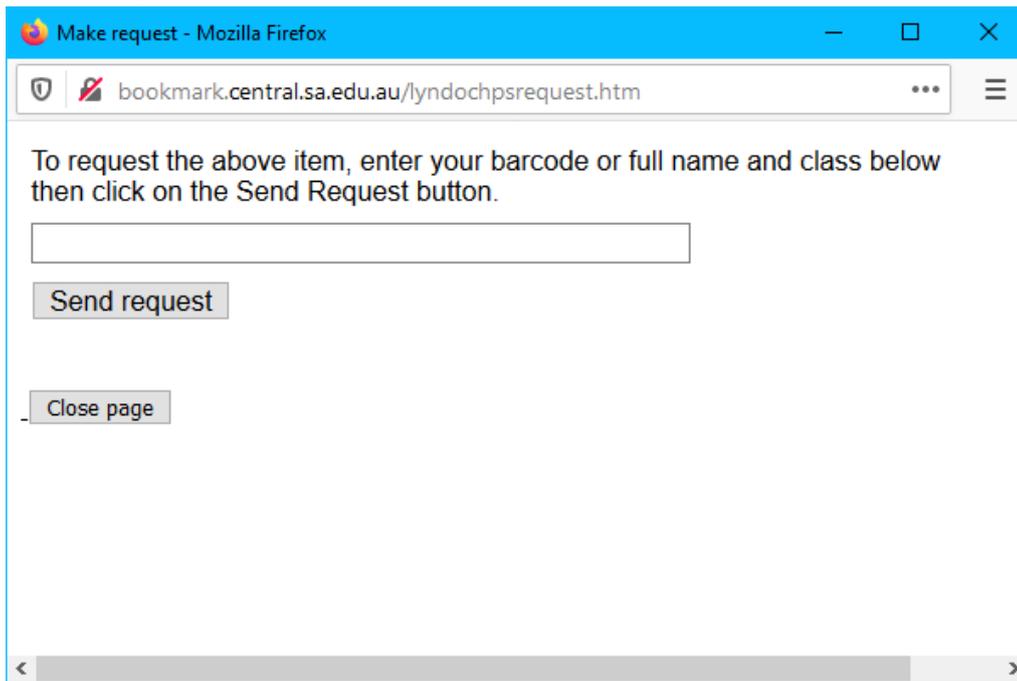
**Copy info:**

Barcode	Location	Status
1	Library	On loan due 06/04/2020
9828	Library	Available

To request the above item, enter your barcode or full name and class below then click on the Send Request button.

Send request

## Making a Request



The screenshot shows a Mozilla Firefox browser window titled "Make request - Mozilla Firefox". The address bar contains the URL "bookmark.central.sa.edu.au/lyndochpsrequest.htm". The main content area of the page has the following text: "To request the above item, enter your barcode or full name and class below then click on the Send Request button." Below this text is a single-line text input field. Underneath the input field is a button labeled "Send request". At the bottom of the form area is another button labeled "Close page".

The user enters enough information to identify themselves. This can be their full barcode, their borrower number or name. Entering a class may be helpful, too.

As CPAC does not contain any borrower data, it is unable to validate an entry. The information entered is simply saved to the request file "as is". It is up to library staff to identify the person.

## Viewing Requests

Library staff can view the Requests file in two ways:

1. Online
2. In Bookmark

### Online Viewing Requests

Go to <http://bookmark.central.sa.edu.au/upload.htm>

Or

Open Bookmark  
Click on Cataloguing  
Click on CPAC  
Click on Open Upload Page

**View requests**

**Username:**

Enter your username in the bottom 4<sup>th</sup> frame and click on View requests.

## CPAC Requests

Date	Item	Title	Request by	Call number	Item type
01/05/2020	5796	Matilda's jokes for awesome kids	198	808.88 LEW	

### Viewing Requests Within Bookmark

On the CPAC menu in Cataloguing, click on the Requests button. The View Requests menu appears if any requests are contained in the Requests File.

Requests ×

**View requests**

There are 27 requests

**View Requests** lists the requests in a standard reports window. They can be printed or saved.

**Email Requests** creates a PDF of the requests list which can be emailed to the librarian (as entered in Controls > General Controls > Email tab).

**Clear All Requests** erases everything from the online requests file. This action can also be performed using the online View Requests page (see above).

## Emailing the Requests List

Due to restrictions imposed on the CPAC webserver's network, it is not possible for CPAC to email each request to library staff as they are made.

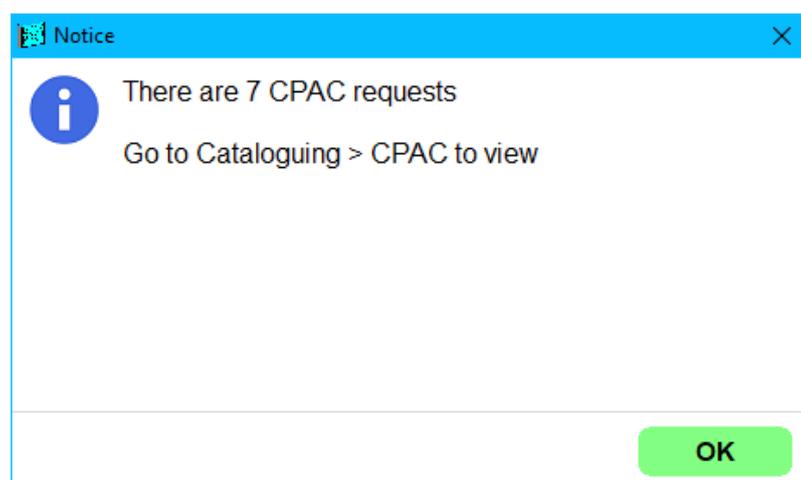
It is possible, however, to email the requests list file once it has been downloaded.

This can be done manually or semi-automatically.

First, the Bookmark email system must be set up and operational. See the Overdues manual or the Emailing Overdue Notices fact sheet for information on how to do this. Emailing the requests lists can only be done if the email function is working. Note: sending emails may be blocked by network security.

The list can be manually emailed by going to the CPAC menu and clicking on Requests. Then click on Email Requests.

An automatic alert can be set up. The alert produces a popup notification in the morning when Bookmark is first opened.



To activate the requests alert function, go to Controls then General Controls. Click on the Start of Day tab. Tick the checkbox to activate this function.

*Start of day*

During the start of day process, do the following:

- Show due date summary only
- Show due date summary and statistics
- Do not show start of day dialog
  
- Show alert if there are any CPAC requests

The Requests List can also be popped up at any time on the main menu by holding down the ALT key and pressing R at the same time.

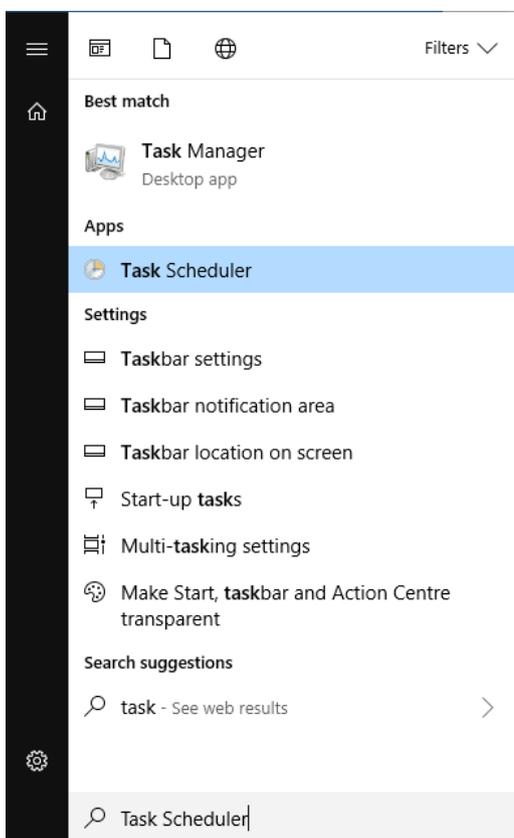
## Appendix – Automatic data upload

Uploading data to the CPAC database "in the cloud" can be done either manually or automatically.

Automatic uploading allows the data to be exported, zipped and uploaded at a set time. It is done via the Windows Task Scheduler.

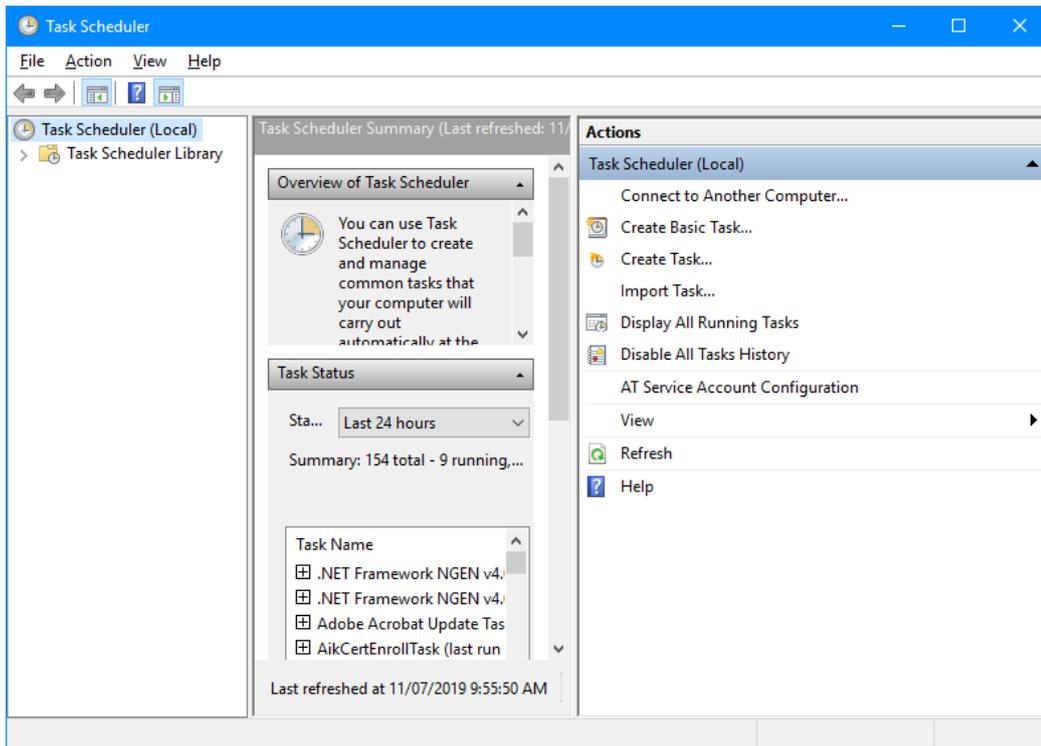
The Task must be set up on the computer which hosts Bookmark. It should not be set up on a workstation unless the workstation is never turned off. The computer on which the scheduled task must be turned on when the task – in this case uploading data to CPAC – is scheduled.

Several ways exist to find the Task Scheduler in Windows 10. Left click on the Start button. Start typing Task Scheduler. A popup menu should appear something like this:



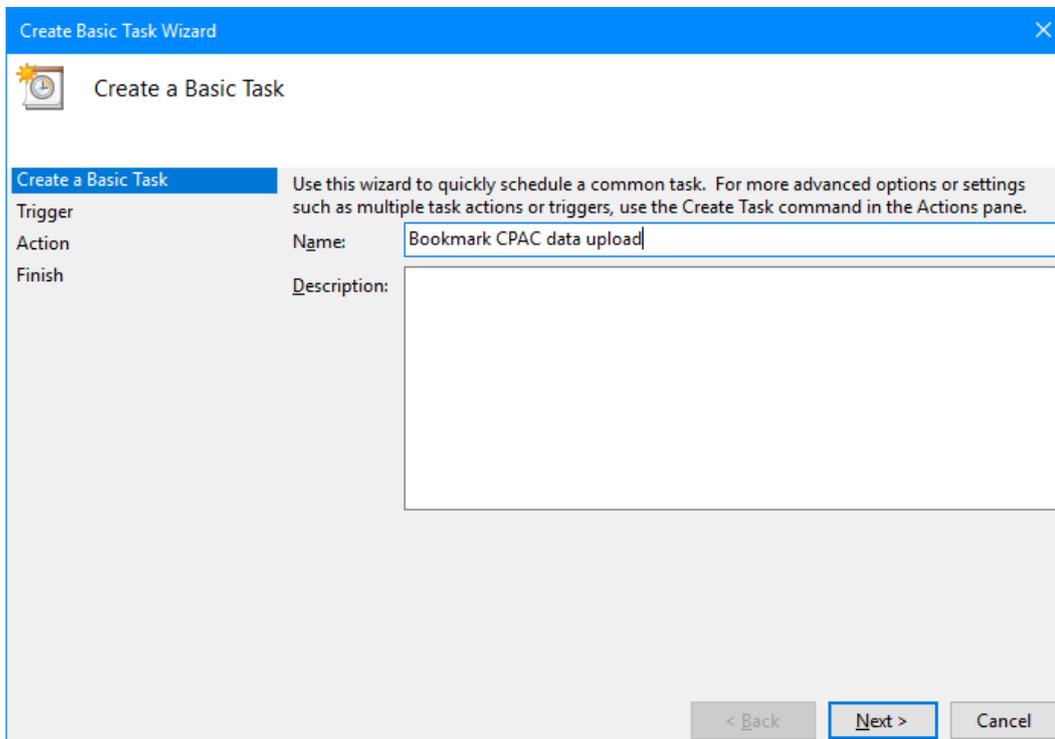
Click on Task Scheduler.

In Windows 7, open the Control Panel then click on Task Scheduler.

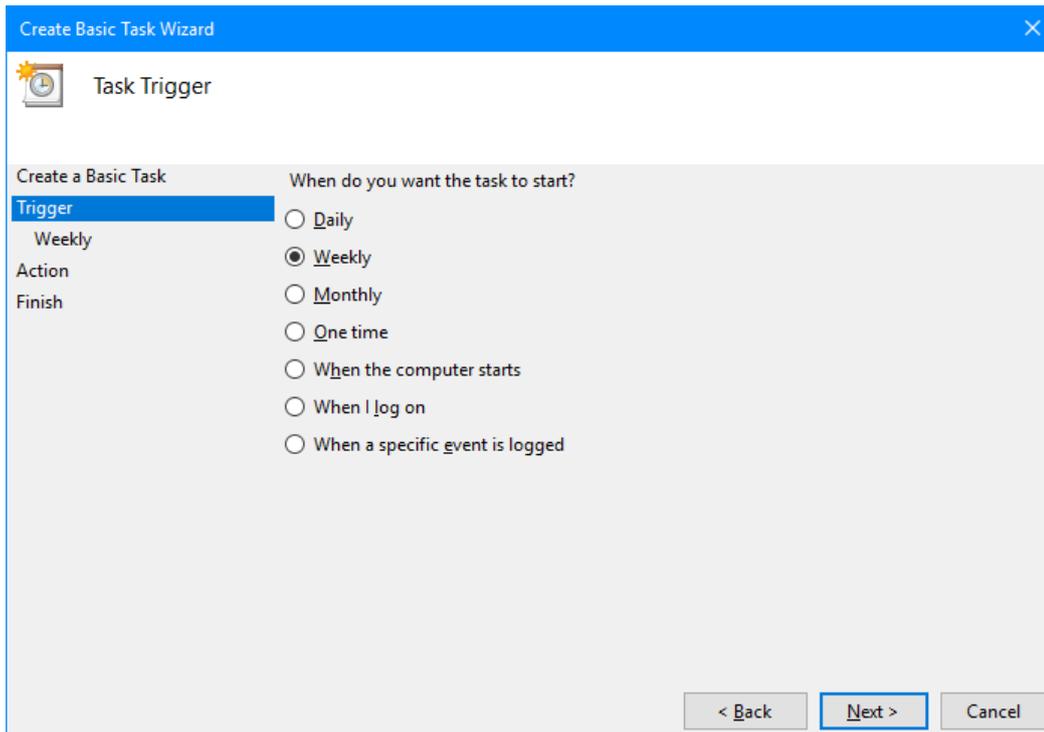


Click on *Create Basic Task*. This is either on the right side or beneath the Action dropdown menu.

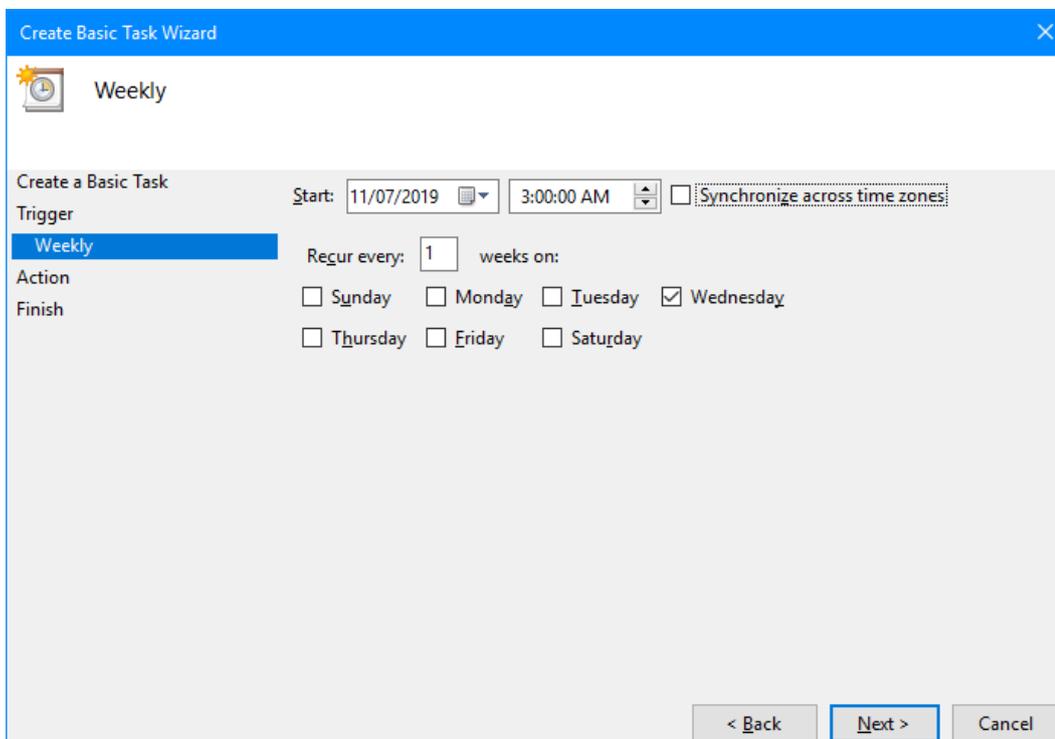
Enter a name for the – e.g. Bookmark CPAC data upload. Click on *Next*.



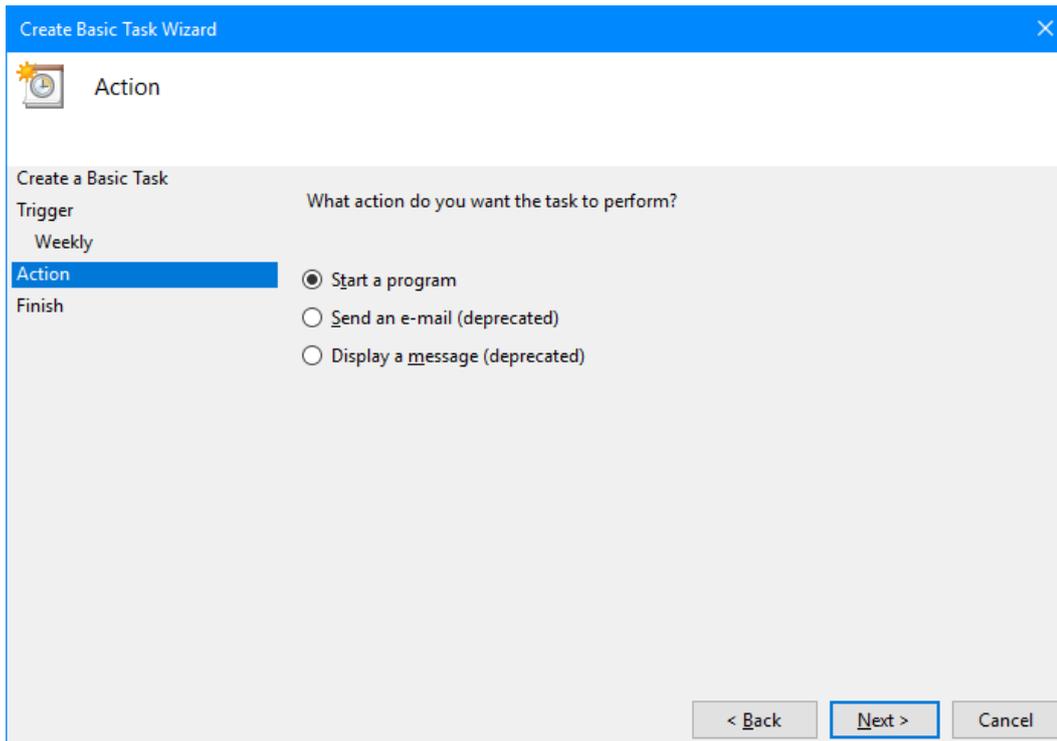
Set the frequency. Click on *Next*.



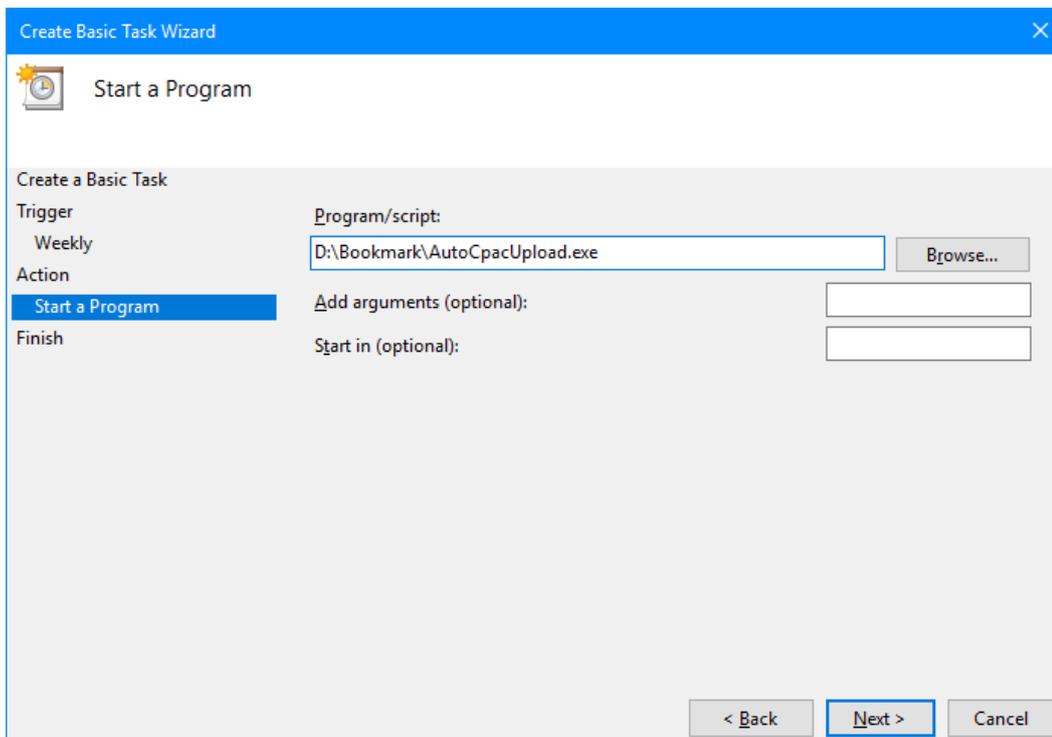
9. Set the time when the task should occur. It is best to set a time when Bookmark will not be in use. Click *Next*.



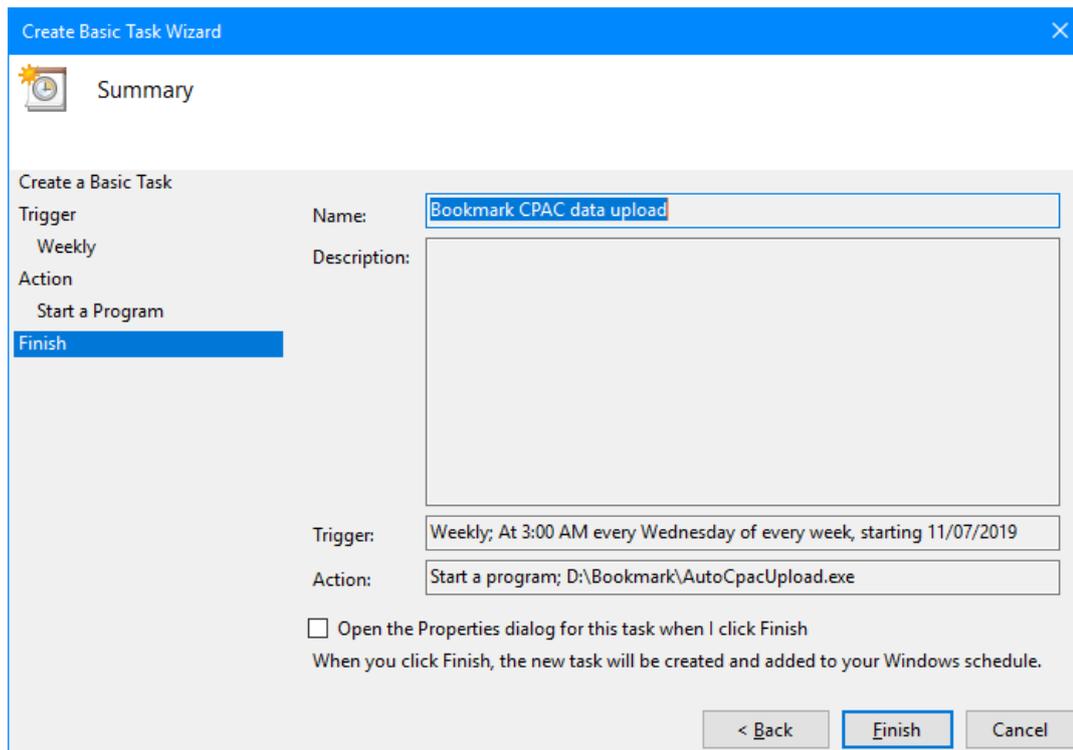
10. Make sure *Start a program* is marked. Click on *Next*.



11. Enter the path and filename of the automatic upload program *AutoCpacUpload.exe*. Use the Browse button to locate Bookmark. (The location is also given in System Info in Utilities in Bookmark.) The path given below is illustrative only. A UNC address can be used. The actual location on your system will vary! When correct, click on *Next*.



12. The last window summarizes the scheduled task. Click *Finish*.



This completes setting up the automatic CPAC upload.