

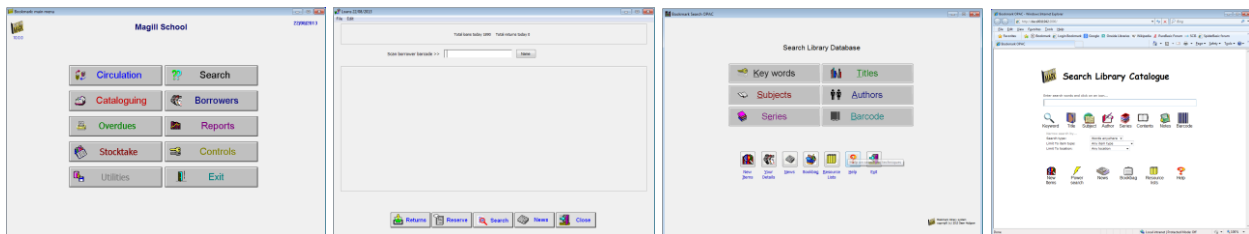


Bookmark Setup and Networking Guide

March 2018

This guide contains information for the IT Technician on how to set up the Bookmark library management system on a stand-alone computer and on a network for multi-user access.

The Bookmark system consists of four parts:



Main Menu
Librarian's program

Circulation
Loans and returns only

Search
Search only

Webopac
search

- The **Main Menu** is used by library staff only. It provides access to the entire system.
- **Circulation** is used with a barcode reader on a workstation to issue loans and returns without the need to access the rest of the system.
- **Search** allows users to search the library's catalogue but not have access to any other area. Search can be set upon numerous workstations. This is a Windows program.
- **Webopac** offers the same functions as Search but does so via a browser rather than a Windows program. A URL is used to access. It works within the local network's firewall and therefore is "intranet" unless a DMZ is created. Webopac is optional.

Windows Version

- Any device with a 32 or 64-bit version of Windows XP, 7, 8, 10 and Server 2003 onwards. This includes laptops and Windows tablets.
- 2Gb is the bare minimum. 4Gb or more is better.
- Bookmark can also operate on Macintosh computers equipped with PC emulators such as VMWare Fusion.

- The *Webopac* component is a browser-based search system. It can be used on any device with a browser, including Macintosh, iPad and Android, regardless of operating system as long as the device can connect to the network.

Backups

Bookmark contains its own backup system, which users are strongly encouraged to use even if another backup system is in place. See the Backup manual for more information.

Database

Bookmark's SQLite database engine is integrated into the software. A database system does not have to be installed separately.

Installation

The installation file is Bmsetup.exe. Contact the Bookmark website for the URL to download a zip file with the latest version.

The setup process is the same whether it is to a single user system or Bookmark is to be used on multiple computers across a network. For the network, install to a "host" computer. (See below.)

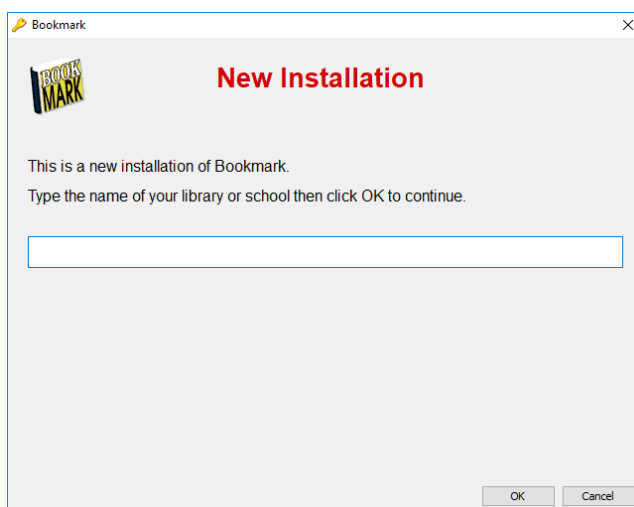
Run the downloaded file Bmsetup.exe. Follow the on-screen steps. Two desktop icons are created.



The cyan icon is the main Bookmark program. It opens the Main Menu. The red icon opens the Webopac webserver. If it is not going to be used, it can be deleted.

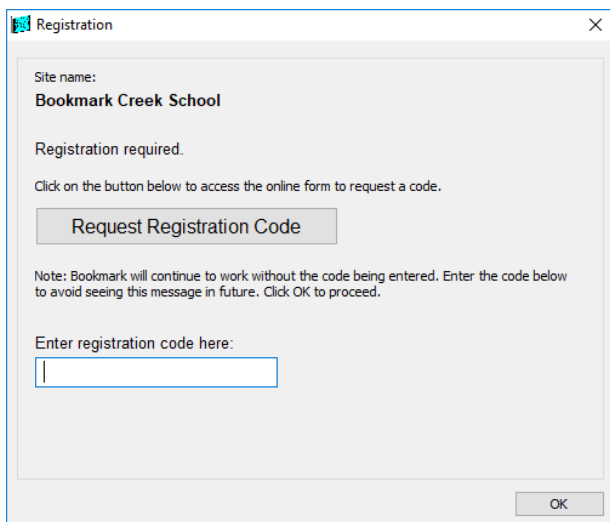
The first time the Bookmark is run it creates folders and extracts additional files.

It will then ask for the site name followed by a registration code.



The site name is the name of the school or institution.

Bookmark will then ask for a registration code.



The screenshot shows a dialog box titled "Registration" with a close button (X) in the top right corner. The dialog contains the following text and elements:

- Site name: **Bookmark Creek School**
- Registration required.
- Click on the button below to access the online form to request a code.
- A button labeled "Request Registration Code".
- Note: Bookmark will continue to work without the code being entered. Enter the code below to avoid seeing this message in future. Click OK to proceed.
- Enter registration code here: [text input field]
- An "OK" button at the bottom right.

At this stage, do not enter a code. Bookmark will operate without the code. Click on OK to continue.

Note: Library staff should click on the *Request Registration Code* button to request the code as they need to provide an email contact address. Library staff can complete the form at a later date.

This completes the software installation.

Multi-User Operation

For multi-user access, Bookmark is installed on a "host" computer. The folder is shared. Workstations and tablets can have short-cut icons put onto their desktops. The Main Menu and Circulation also require mapped drive letters to the Bookmark folder. The host is treated like a remote drive.

Host Setup

- The "host" is the computer on which Bookmark is physically installed.
- Bookmark is demanding. In larger schools, ideally, Bookmark should be installed on its own host. This can be a special server or the librarian's workstation. Hosting on a busy network server is possible but may result in slower speed.
- On the host, install the software to C:\Bookmark. Do not put the Bookmark folder inside Program Files as it will not function correctly.
- Share the Bookmark folder so others can access it.
- If an icon is needed on the host to open Bookmark, set up a shortcut to Bm.exe for the Main Menu.

- *Important: hosting Bookmark from a virtual machine may significantly decrease performance.* This varies from one network to another, from hardly affected to severe. It is recommended not to host Bookmark within a VM.

Workstations

- Map Network Drive. This is now optional but recommended. Drive L: (for 'library') is suggested but other letters can be used. Example: L:\Bm.exe. A UNC \\Servername\Bookmark\Bm.exe address can be used as well.
- The Search module can work from either a mapped drive or a UNC address. Example: \\Servername\Bookmark\Bmsearch.exe or L:\Bmsearch.exe.
- Icons: Create desktop shortcut icons using the Windows Create Shortcut Wizard (Right click on the desktop and select New then Shortcut) or via the "Send to" method. After creating an icon, check its properties to ensure "Start in" is correct.
- *Bm.exe* This is Main Menu. It is only used by library staff. It should not be set up for all users. It is not intended for student access.

Bmsearch.exe Use this icon to allow users to only search the library database. It can be set up on as many computers on the network as required. It is intended for staff and student use.

Bmcirc.exe Use this program on workstations at which users will only be borrowing and returning (circulating). It is normally on a computer equipped with a barcode reader. More than one can be set up.

User Permissions

- Library staff require Modify or Full Control permission to use the *Main Menu* (Bm.exe). Users need to be able to create and delete files as well as save downloaded files. The Main Menu part will fail with Read-only or Read/Write.
- *Circulation* can work with either Modify level (preferred) or Read/Write (Change) level. Modify is preferred.
- *Search* can work with any permission level – including Read only - but Change is recommended as it allows reservations to be made. In read-only mode it cannot write data but it will search.

Proxy Server

The proxy server must be set to allow access to <http://bookmark.central.sa.edu.au>. Bookmark uses this address to update the software and provide other services.

Help

<http://bookmark.central.sa.edu.au>

Webopac

Webopac is a browser-based search component. It provides similar functionality to Search but through a browser. Non-Windows operating system devices – iPads, Android tablets, etc - can access Webopac via browsers.

Bookmark has its own webserver but Webopac can also work via standard web servers such as IIS and Apache. Bookmark's webserver can co-exist with another webserver on the same host.

Setup of Webopac is covered in the separate Webopac Setup Guide, found in the Fact Sheets section of Bookmark.