

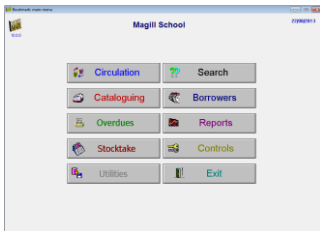


Bookmark Setup and Networking Guide

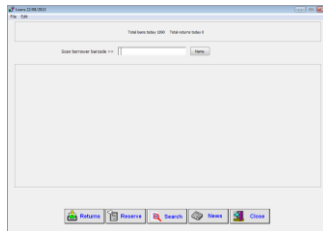
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Information for the IT Technician on how to set up Bookmark.

The Bookmark system consists of four parts:



Main Menu
 Librarian's program
 Bm.exe



Circulation
 Loans and returns only
 Bmcirc.exe



Search
 Search catalogue only
 Bmsearch.exe



Webopac
 Online search
 URL

- 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 items on loan and to return them without the need to see 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. It works within the local network's firewall and therefore is "intranet".

Windows versions

Bookmark operates on any device that has a Windows operating system. This includes PC's, laptops, notebooks and tablets.

32 and 64-bit versions of Windows XP, 7, 8, 10 and Server 2003 onwards can be used. It does not work on older versions – e.g. 2000, 98, etc.

A minimum of 2Gb of RAM is needed. More is always desirable.

It can also operate on Macintosh computers equipped with PC emulators such as VMWare Fusion.

The Webopac component can be used on any computer with a browser, including Macintosh, iPad and Android, regardless of operating system.

Barcode Readers

Barcode scanners attached via USB can be used. The reader must be capable of reading Code 39, Code 128 and ISBN barcode standards. Refer to the Barcode Readers fact sheet for a range of readers.

Printer

Bookmark can print to most types of printers.

Backups

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

Database

Bookmark's SQL database engine is built into the programs themselves so a database system does not have to be installed separately.

Screen Resolution

Bookmark requires a minimum screen resolution of 1024 x 768 pixels or greater. This allows use on most laptops and tablets. A higher resolution is advantageous.

With the exception of Circulation and Search, Bookmark's windows do not allow resizing. Circulation and Search can be set to either "Window mode" (default) or "Full screen" mode but the other modules have a fixed size. To make Bookmark's main windows almost fill the screen, set the resolution to as close to 1024 x 768 as possible, or increase the magnification to more than 100%.

Because the Webopac component is browser-based, resolution is irrelevant.

Installation

The installation file is Bmsetup.exe. Contact the Bookmark website for the URL to download a zip file or install from a supplied CD.

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

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



The cyan icon is the main Bookmark program. The red icon is for the special Webopac component. 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.

The code is based in part on the site name. Provide this to the Bookmark Help Desk when requesting the code.

Note: Bookmark will operate without the code. However, to remove the nag window, obtain and enter a valid code.

Note: No software is installed on workstations, only on the host.

Host Setup

- The "host" is the computer on which Bookmark is physically installed.
- 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.
- Hosting Bookmark from a virtual machine may significantly decrease performance. This is not universal but has been found in over two-thirds of cases.
- On the host, install the software to C:\Bookmark. Do not put the Bookmark folder inside Program Files as it will not function correctly in that area.
- Share the Bookmark folder so others can access it.
- If an icon is needed to open Bookmark, set up a shortcut to Bm.exe for the Main Menu.

Workstations

- Map Network Drive. The Main Menu program (Bm.exe) and Circulation (Bmcirc.exe) require a drive letter in their paths. They may not work reliably with a UNC address. Drive L: (for 'library') is suggested but other letters can be used. Example: L:\Bm.exe.
- Search is the only part of Bookmark that 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. Drag-and-drop from Windows Explorer may fail to generate the correct path in icon properties. After creating an icon, check its properties to ensure "Start in" is correct. It cannot be blank: it must contain Bookmark's location relative to the workstation. If the path to launch Bookmark is L:\Bm.exe, then the Start-in path is L:\.
- Bm.exe This is Main Menu. It is only used by library staff. It should not be set up for all users.

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.

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 in Read-only or Read/Write.
- *Circulation* can work with either Modify level (preferred) or Read/Write (Change) level.
- *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 Servers

Proxy servers must be set to allow access to <http://bookmark.central.sa.edu.au> (no www at start). Bookmark uses this address to update the software and provide other data and services.

Help

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

Webopac

Webopac does not have to be set up to use Bookmark. It is provided as an option.

Webopac offers searching the catalogue via a browser rather than a Windows program.

Users can open a browser, enter a URL or click on a link to that URL and see and use a search page.

Webopac works via its own webserver. It does not require IIS, Apache or any other webserver. It can co-exist with another webserver on the same host.

To use, the Webopac webserver must be open and running on the host.

Webopac Setup

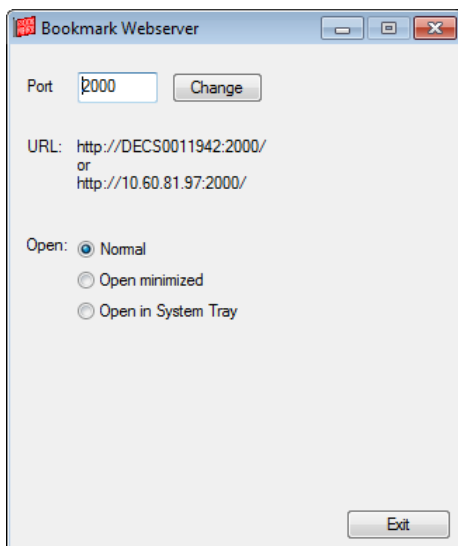
Webopac is included as part of Bookmark. It comes with updates and installations.

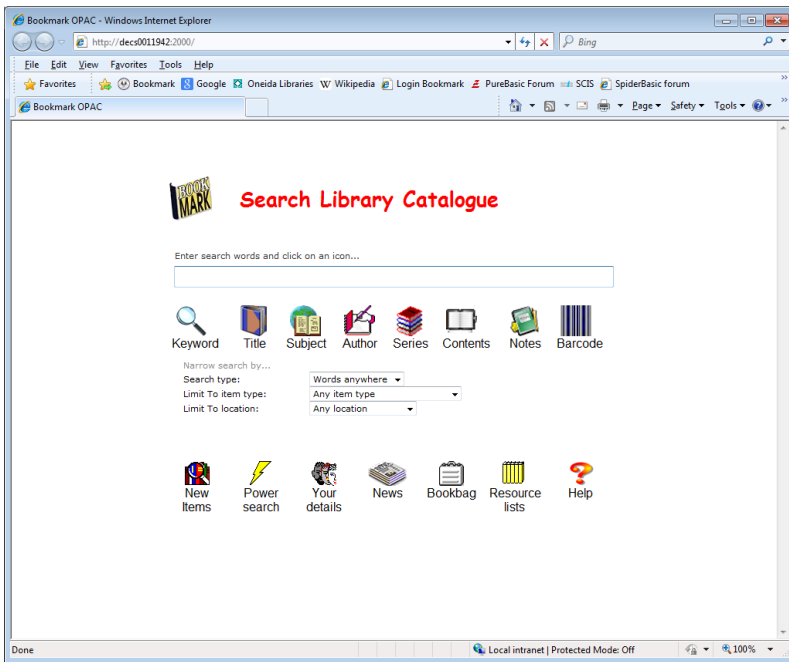
On the host, create a desktop icon to Bmwebsvr.exe. This icon can be used to launch the webserver.

The icon can also be placed into the Startup folder so it is launched when the host is booted.

Once opened, leave it open.

The URL displayed is the name of the host computer – e.g. <http://HostComputer>. An optional Port may be required if port 80 is being used. <http://HostComputer:2000>. The default port is 80 but if that is busy, 2000 and upwards is used. The port value can be configured manually to any available value. Enter the value and click Change.





The webserver can be set to open normally or minimized or in the computer's system tray.

The Webserver's Controls is found in the Bookmark main program: Controls / Webopac Controls / Webserver Controls.

On some systems, if set to the system tray, the webserver icon may not appear. In this case, the only way the webserver can be closed is to open the Task Manager and kill the process.

By default, the window opens normally.

Webopac User Icons

A user icon to launch Webopac is optional as the URL can be included in a browser's favourites or bookmarks list. A hyperlink to the page can also be placed on other webpages – e.g. master library page.

An optional desktop shortcut icon can be made and only requires the URL as the target – e.g. <http://decs0011942:2000/>.

Several 32x32 pixel Bookmark icons are available at Bookmark's location.

