

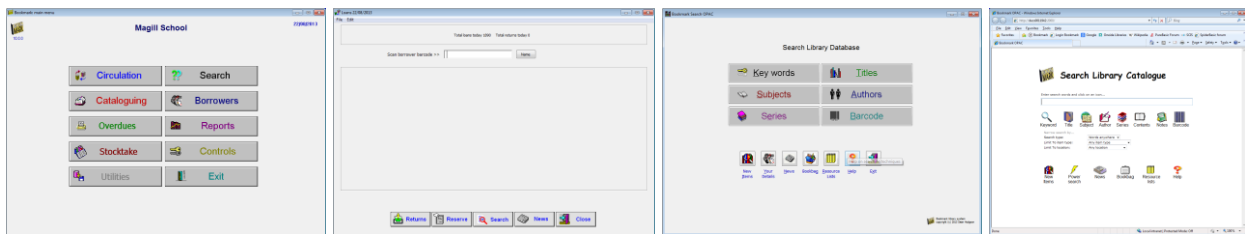


## Bookmark Setup and Networking Guide

October 2017

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.

### General Configuration

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.

## 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.

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

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

Exception: 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.

### 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 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 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.)

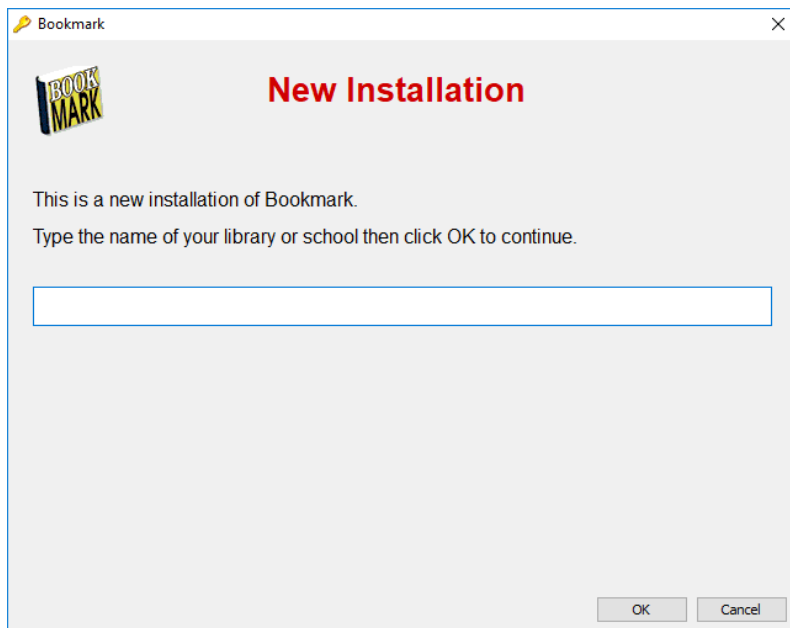
Run the downloaded file Bmsetup.exe. Follow the steps. Two desktop icons are created.



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

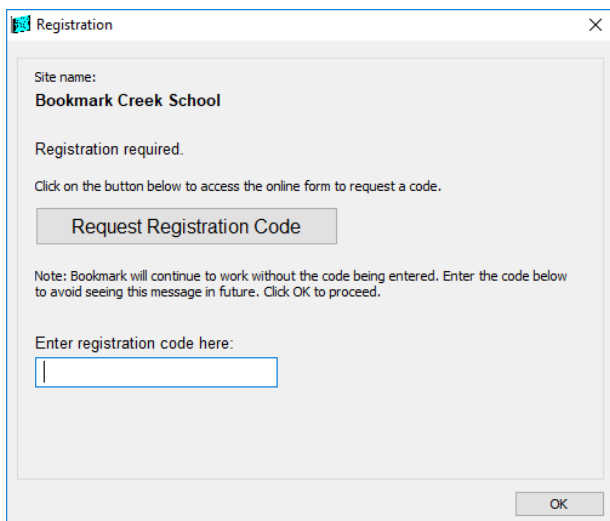
The first time the Bookmark is run, it creates folders and extracts additional files.

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.



Bookmark will operate without the code. Click on OK to continue.

To obtain a code, click on the Request Registration Code button.

File Edit View History Bookmarks Tools Help

Bookmark

https://decdbbookmark.wufoo.com/forms/z1mcixq50pq4s3b/

Google DuckDuckGo TUBE+ Facebook Bendigo Bank Weather Wikipedia Dictionary Thesaurus Rotten Tomatoes Author Central

**WUFOO**

## Bookmark

This form has been designed to help users request upgrades and information to help maintain their copy of Bookmark.

**Name \***

First Last

**School or organisation name \***

**Location \***

Select a Location to Continue ▾

**School or organisation address \***

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

**Email \***

**This email address belongs to \***

Select the closest option ▾

**How can we help?**

Please select all that apply to your query. If we have not provided an option that defines what you are looking for, please select "None of the above" and use the "Other" section to help us help you.

The details requested are for the librarian, not IT support. This information is used by the Bookmark team for support purposes. Library staff can complete the form at a later date.

This completes the software installation.

## Multi-User Operation

Bookmark is designed for use on both stand-alone, single computer situations and multi-user networks. The remainder of this document deals with multi-user.

## 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.

- 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 on the host to open Bookmark, set up a shortcut to Bm.exe for the Main Menu.
- Hosting Bookmark from a virtual machine may significantly decrease performance.

## Workstations

- Map Network Drive. This is mandatory for two parts of Bookmark. 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.
- 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. Drag-and-drop from Windows Explorer may fail to generate the correct path in icon properties (it usually makes a UNC address). 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. 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 Servers**

Proxy servers 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://www.bookmark.sa.edu.au> or <http://bookmark.central.sa.edu.au>

## **Webopac**

Webopac is a browser-based search component. It provides similar functionality to Search but through a browser.

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.

To set up Bookmark's webserver, just run it on the host and leave it running.