BOOKMARK FACT SHEET

How to Add a Class and Year Level

August 2017

Every borrower has a Borrower Type category, a Class and a Year Level. This can be seen in AddEdit Borrowers.

Borrower Types are based on a list. The list can be popped up by clicking on the "3 dots" button or by going to Borrowers / Authority Lists / Borrower Types.

Borrower Type Categories

Click on a row to edit

No	Description	Loan limit	Resv limit	Ovd block	Year levels	Duration/date	Due date	Restriction	Count
1	Infants Student	1	1	blocked	P,1,2	7	13/09/2016		1215
2	Primary Stage 2	2	2	blocked	3,4	14	20/09/2016	Restricted	657
3	Primary Stage 3	3	5	blocked	5	7	13/09/2016	Restricted	261
4	Primary Stage 3b	4	5	blocked	6,7	7	13/09/2016	Restricted	53
5	Ex LVS Students	4	2	blocked		30	06/10/2016		63
6	Parents	30	5	no block		30	06/10/2016		27
7	Teacher	200	10	no block		Fixed date	01/07/2016		153
8	Ancillary Staff	300	5	blocked		Fixed date	20/11/2016		108
9	Library Staff	300	5	blocked		30	06/10/2016		54
10	Ten	1	5	blocked		14	20/09/2016		1
11		10	5	blocked		14	20/09/2016		
12		10	5	blocked		14	20/09/2016		
13		10	5	blocked		14	20/09/2016		
14		10	5	blocked		14	20/09/2016		
15		10	5	blocked		14	20/09/2016		
16		10	5	blocked		14	20/09/2016		
17		10	5	blocked		14	20/09/2016		
18		10	5	blocked		14	20/09/2016		
19		10	5	blocked		14	20/09/2016		
20		10	5	blocked		14	20/09/2016		
21		10	5	blocked		14	20/09/2016		
22		10	5	blocked		14	20/09/2016		
23		10	5	blocked		14	20/09/2016		

Print   Close

Each Borrower Type (BT) category has a number and a description. Each category determines a user's loan limit and due date among other things. BT's are normally associated with year levels.

To add a BT, double-click on a row that does not have a description. Fill out the form and OK. The BT must be in the list to be available. A BT can be removed by making the description blank.

Classes and Year Levels have lists, too. Go to Borrowers, Authority Lists, Classes.

Classes

Edit Class List

Class	Class name/Teacher/Description	Email	Count
1SB			30
2MB			26
3ST			28
4LV			27
5RT			21
6SR			30
ELVS			8
Gorgeous			4
KAG			13
KEC			13
LO		mxdishy@schools.sa.edu.au	11
PRNT			28
STAF			21
TELC 3DM			9
TELC 3DW			9
TELC 5D			10

Class code: Class name: Class email:

Add   Clear   Remove   Change   List   Print   Rebuild

Close

To add a new class, just type in its code at the bottom and click on Add. The class name (description) and email are optional.

If a borrower is added with an unknown class – or an existing borrower has their class changed to one not in the list – it is automatically added to the list.

The same applies to year levels with one exception

Note: Borrowers must have a Borrower Type but do not require a year level or class. Those fields can be blank. However, entering a class and year is strongly recommended, even for non-students like staff, parents or community. The letters P and K and PP are special characters for year levels, too. P cannot be used for "Parent" as it means "Pre-primary" to Bookmark. 'PAR' or 'Parent' could be used instead.

The same situation applies to the Rollover screen.
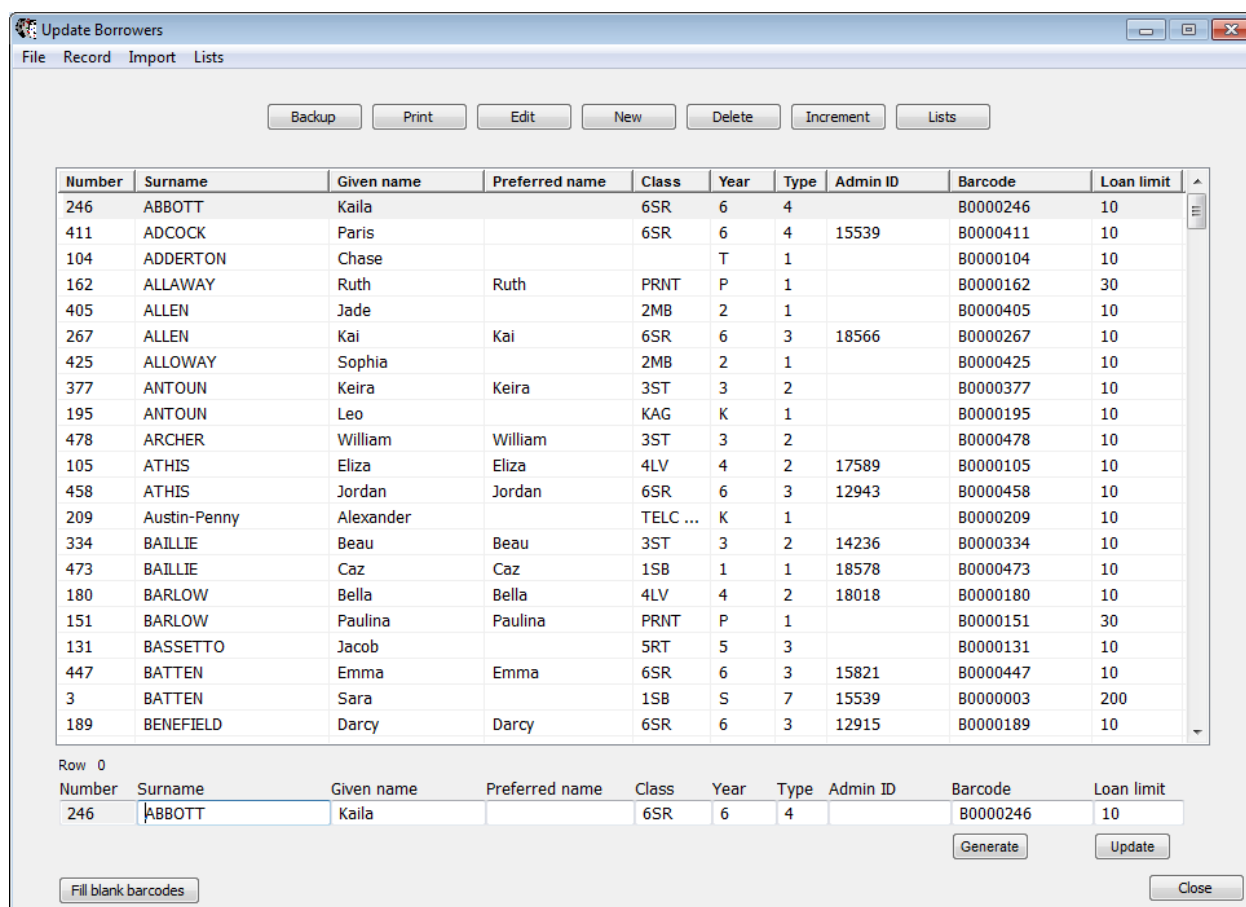
Add a new class by entering its code on the editing line beneath the grid.

Or add it when using the Change or Scan functions.

Importing borrowers from admin systems automatically adds new classes.

Note: even though entire words can be entered for classes and year levels, the space usually given to display them on-screen is small, therefore codes are recommended.