FACT SHEET

Bookmark Networking Guide	May 2016

Bookmark consists of four parts:
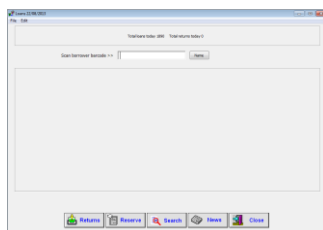
Main Menu	Circulation	Search	Webopac
Librarians program	Loans and returns only	Search catalogue only	Online search
Bm.exe	Bmcirc.exe	Bmsearch.exe	URL
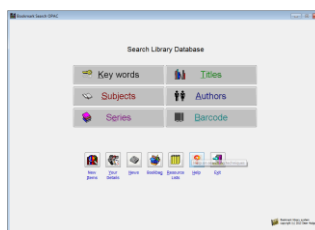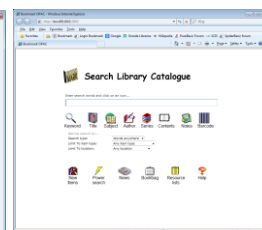
The **Main Menu** provides access to all parts of the system and is intended for use only by library staff. The file *Bm.exe* opens this menu. Each button, in turn, opens other modules including the two below. The other two parts can be opened from this menu as well.

The second part – **Circulation** – is used with a barcode reader to issue items on loan and to return them. This program is designed to work on a workstation in cases where users are not allowed to access the rest of the system – e.g. the Main Menu. The file *Bmcirc.exe* opens this program.

The third part – **Search** – allows users to search the library's catalogue database but not have access to any other area. It is like "Google" for Bookmark's database. The program *Bmsearch.exe* launches it and can be accessed from numerous workstations.

The fourth part – **Webopac** – offers the same functions as Search but does so via a browser rather than a Windows program launched by a desktop icon. A URL is used to access it.

These parts allow Bookmark to be used on many computers on a local network.

**Librarian's main computer
MAIN MENU**

**Circulation only
(loans & returns)**

Search
and /or
Webopac

Search
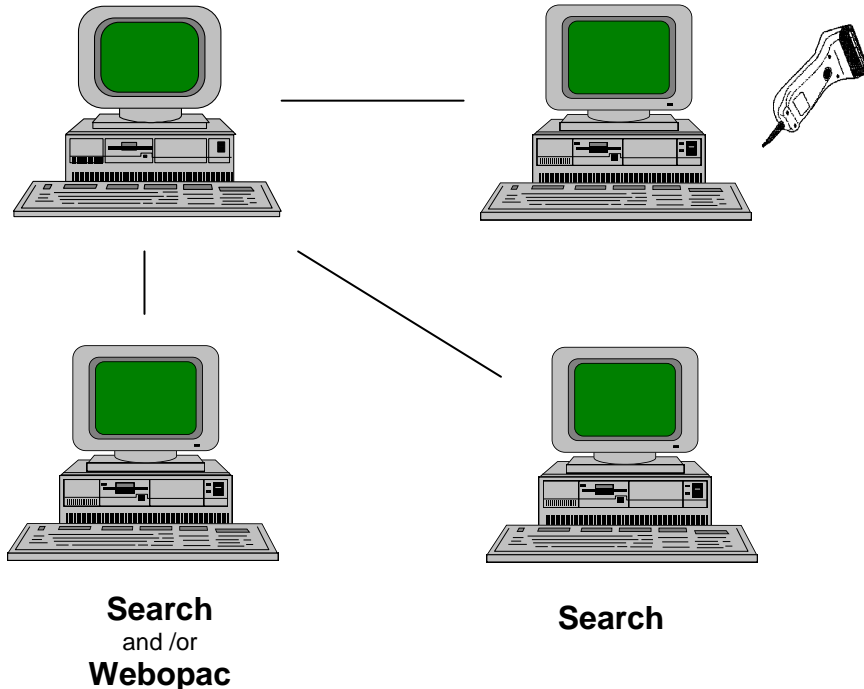
All four parts can be set up on any number of workstations, but the Main Menu is usually only available to library staff and Circulation is only used where people need to borrow items but do nothing else. The Circulation workstation can have either the Main Menu or just Circulation, depending on which is required by library staff.

*All programs are installed to one **host computer** only, all in the same folder called Bookmark. This folder is shared and shortcut icons are created on workstations. No software is installed on workstations.*

Windows versions

Bookmark works on 32 and 64-bit versions of Windows XP, 7, 8, 10 and Server. It does not work on older versions – e.g. 2000, 98, etc

Workstations must have a minimum of 2Gb of RAM or more.

Bookmark also works Windows tablets and other Windows-compatible computers, including tablets. Bookmark can also operate on Macintosh computers equipped with PC emulators such as VMWare Fusion.

The Webopac can be used on any computer with a browser, including Macintosh, iPad and Android.

Screen Resolution

Bookmark 10 requires a minimum screen resolution of 1024 x 768 pixels or greater. A higher resolution than this is advantageous on desktop computers. 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. To make Bookmark's Main Menu 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 Webopac is browser-based, resolution is irrelevant.

Host Setup

- The "host" is the computer on which Bookmark is physically installed.

- The best arrangement is for Bookmark to have 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.

- Bookmark has its own backup system which library staff should use *even if another system is present*. Automatic backups can be set up as well as manual ones. Backups can be made to USB flash drives, formatted CDs or DVDs, external drives and/or other computers on the network.

- In many cases, Windows 7 or 8 or 10 is suitable for the host. Shares of up to 20 concurrent connections are allowed. An adjustment can be made that allows up to 50 shares but be aware this breaks the EULA. (A fact sheet how to do this on Windows XP, 7 and 8 is available upon request.) Windows Server has no limit (as did 98).

- On the host, install the program to C:\Bookmark. Do not put the Bookmark folder inside Program Files. It will not function correctly in that area. If possible, avoid burying the Bookmark folder many folder layers deep.

- Share the Bookmark folder so others can access it.

Workstations

- Bookmark software is not installed on workstations. Instead, shortcuts are created which link back to the shared Bookmark folder.

- Map Network Drive. The Main Menu program (Bm.exe) and Circulation (Bmcirc.exe) require a drive letter in their paths. Drive L: (for 'library') is suggested but others 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.) Drag-and-drop from Windows Explorer often fails to generate the correct path in icon properties (it is usually 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 only goes on library staff workstations, not everywhere.

  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.

Wireless networks
- Bookmark can work via a wireless network.

Online File Saving
Internet browsers should be set to ask users where to save files ("save as") – not automatically save to Downloads.

Proxy Servers
Bookmark can update easily if it can access its website. Proxy servers must be set to allow access to bookmark.central.sa.edu.au (no www at start).

Help
http://bookmark.central sa.edu.au.

Webopac

The Webopac module is a browser-based optional means of searching.

Users can open a browser, enter a URL or click on a link to that URL and see and use a search page. Webopac taps directly into the Bookmark database.

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.

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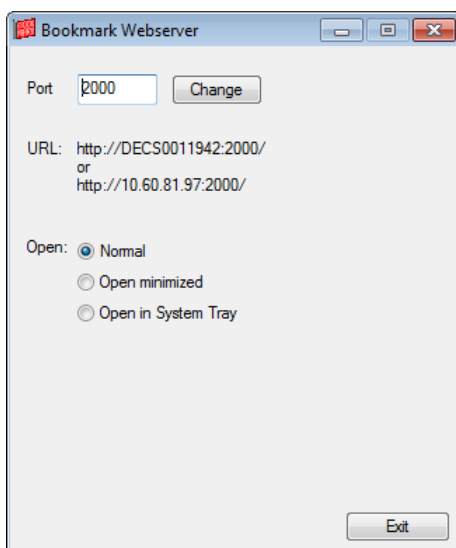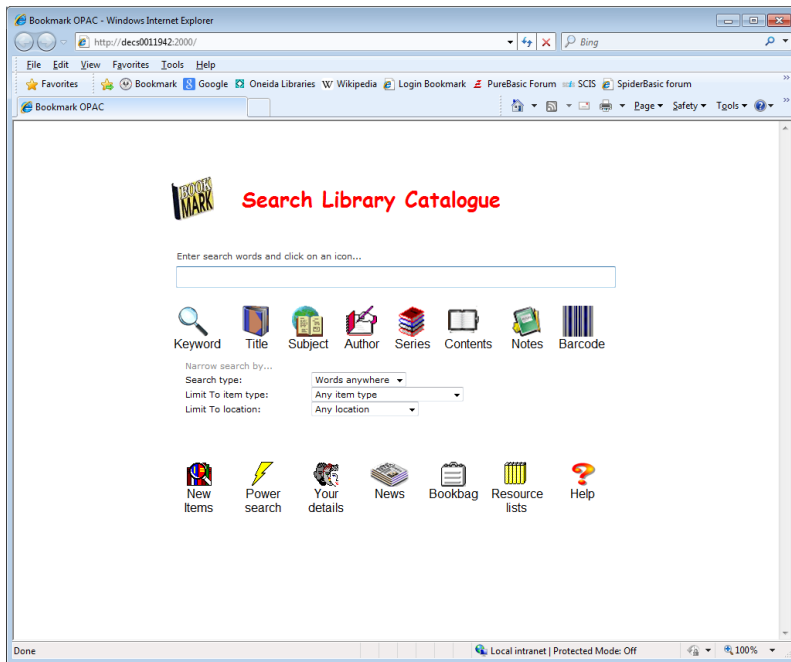
The webserver can be set to open normally or minimized or in the computer's system tray.

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

On some systems, (possibly Windows XP), if set to the system tray, the webserver icon may not appear there. In this case, the only way the webserver can be closed is to open the Task Manager and kill the process. In testing on Windows 7 systems, it always appeared in the tray.

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.