Utilities

Revised 3/07/2018
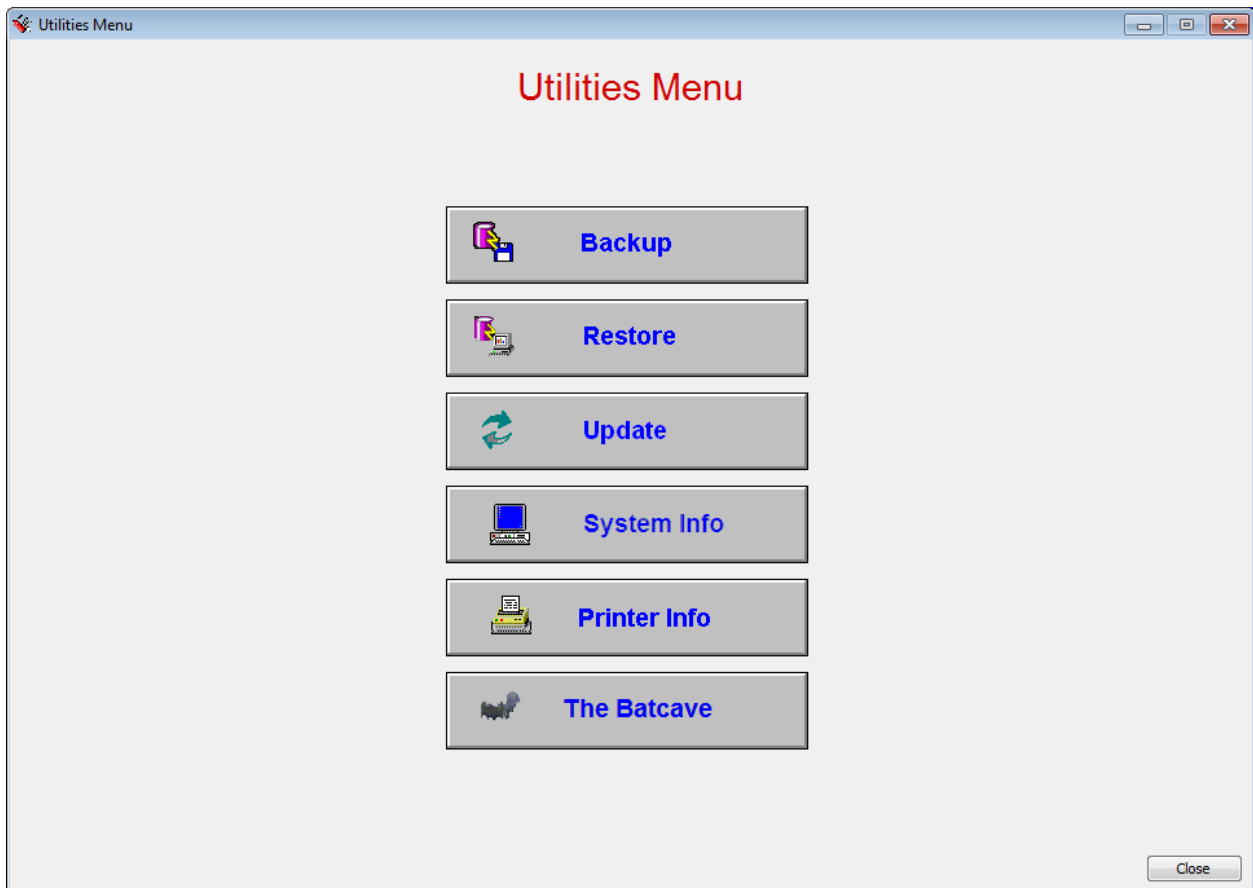
Contents

UTILITIES

The Utilities module contains important tools such as Backup and Restore and Update.

Backup Data

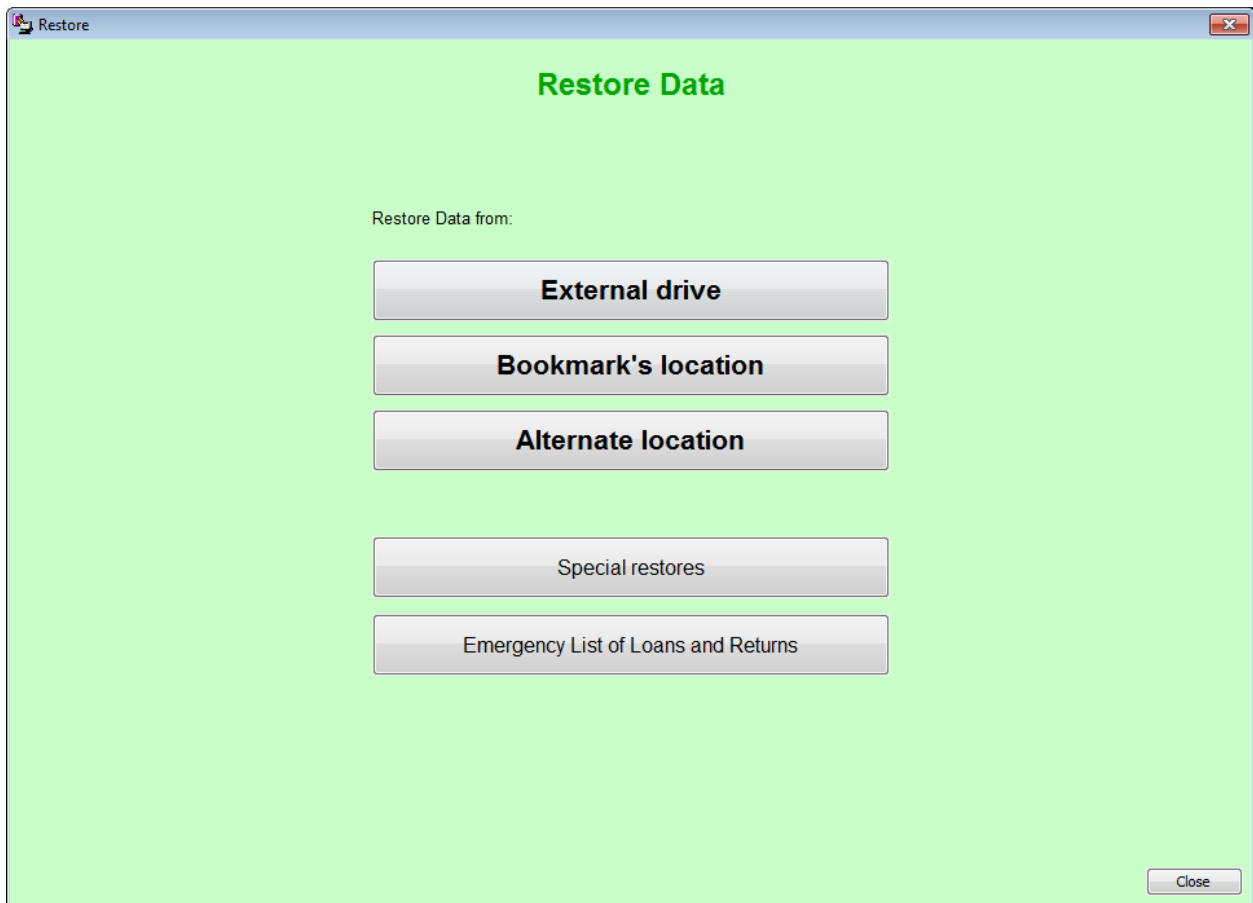| It is extremely important to keep up to date backup copies of your data!! |
|---|

See the special Backups manual.
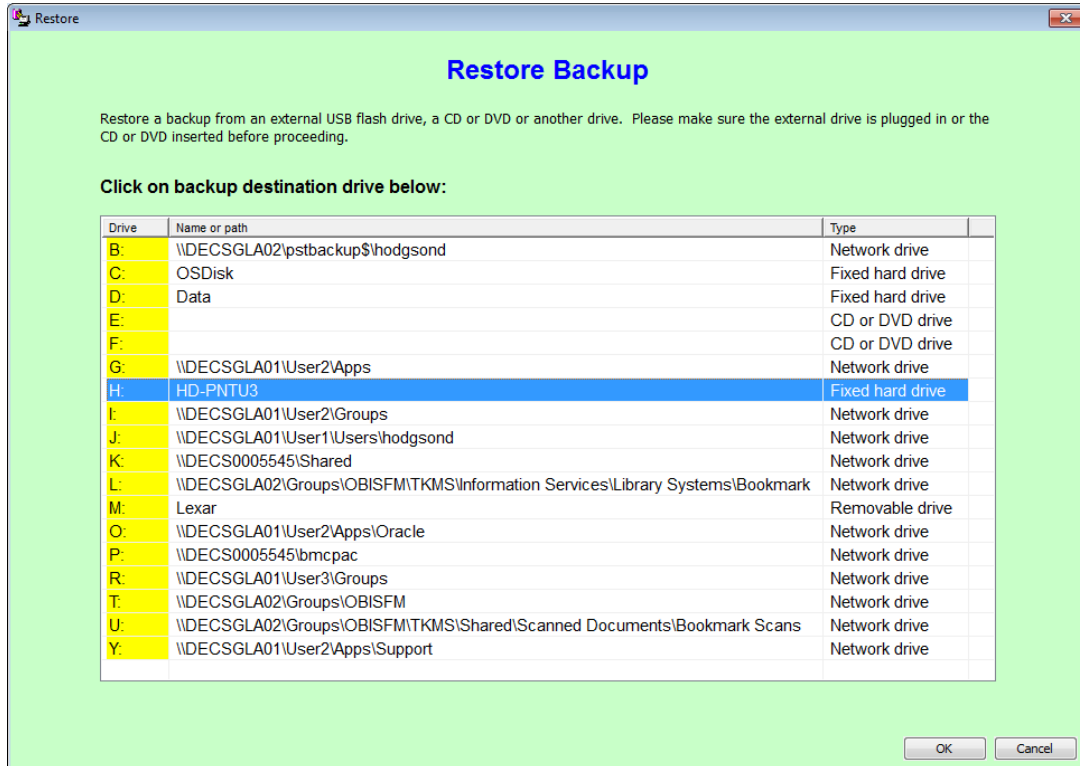
Restore Data

Restore is the opposite of Backup. It brings back saved data.

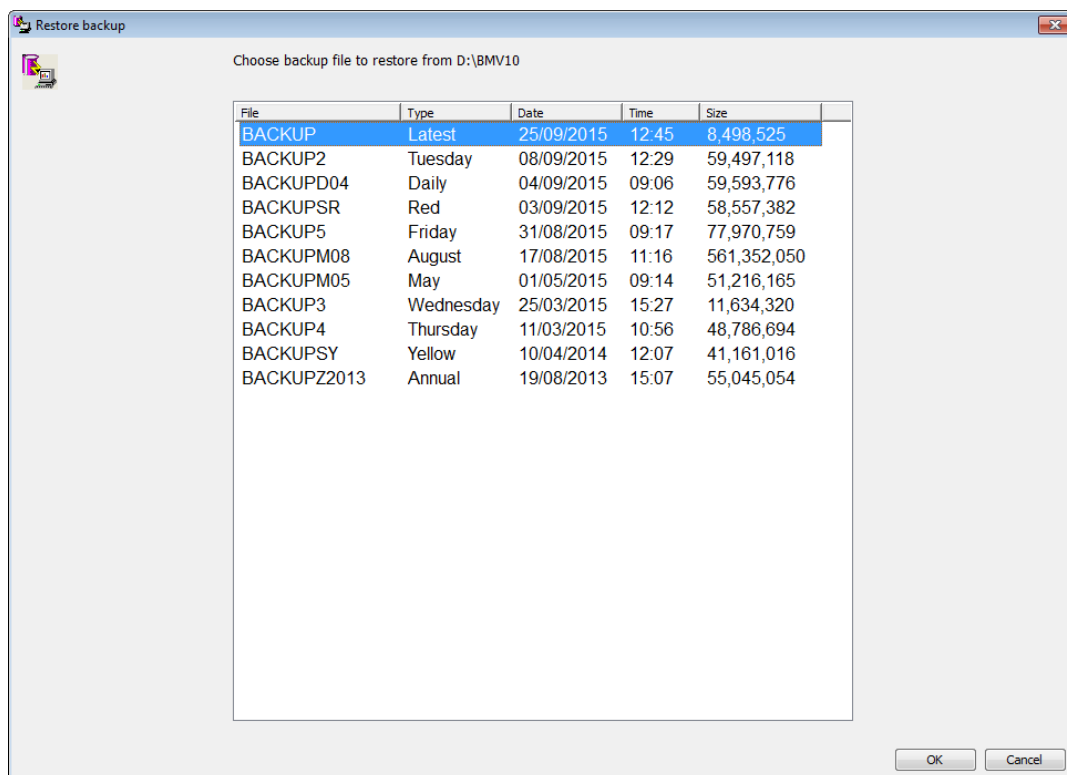**Strongly Recommended – Contact the Bookmark Help Desk before restoring.**

Select the appropriate option that corresponds to the backup to be restored.

If restoring from an external location, the following appears:

Use this option to restore a backup saved to a USB flash drive, CD or other external location.
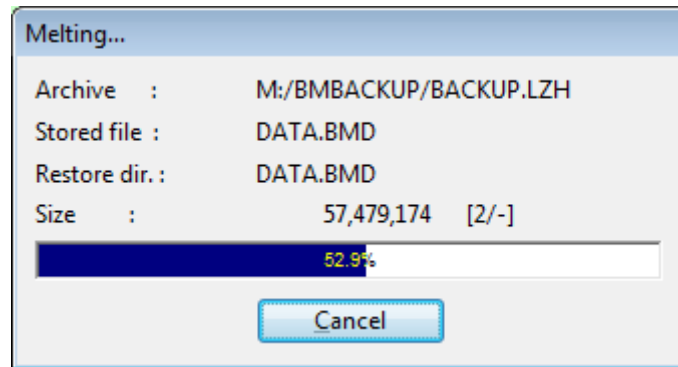
Click on the drive from which to restore.

The backups should be listed in reverse order from latest at the top.

Select the backup to be restored.

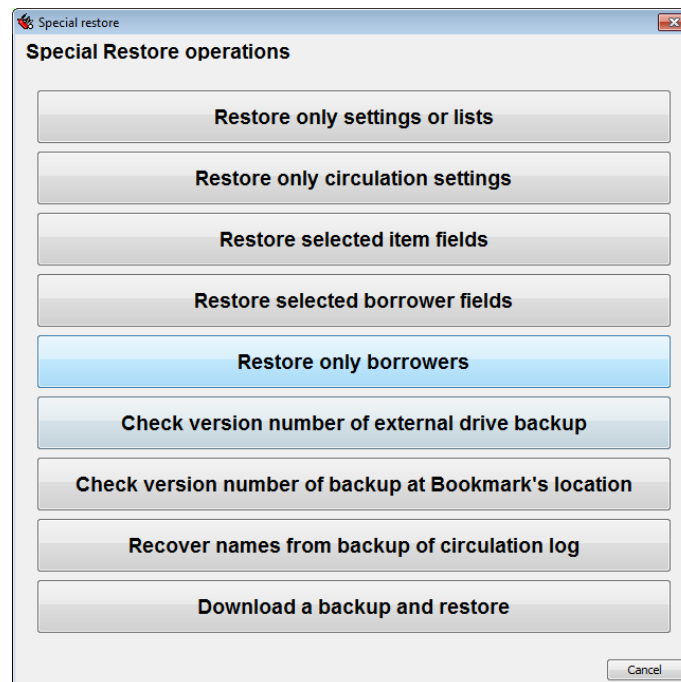The backup is restored directly from the external drive.

If the restore operation is successful a message appears.
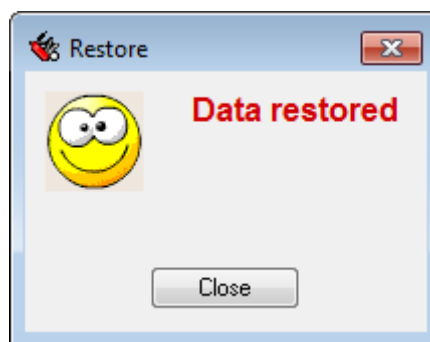
Utilities will close and Bookmark will return to the Main Menu.
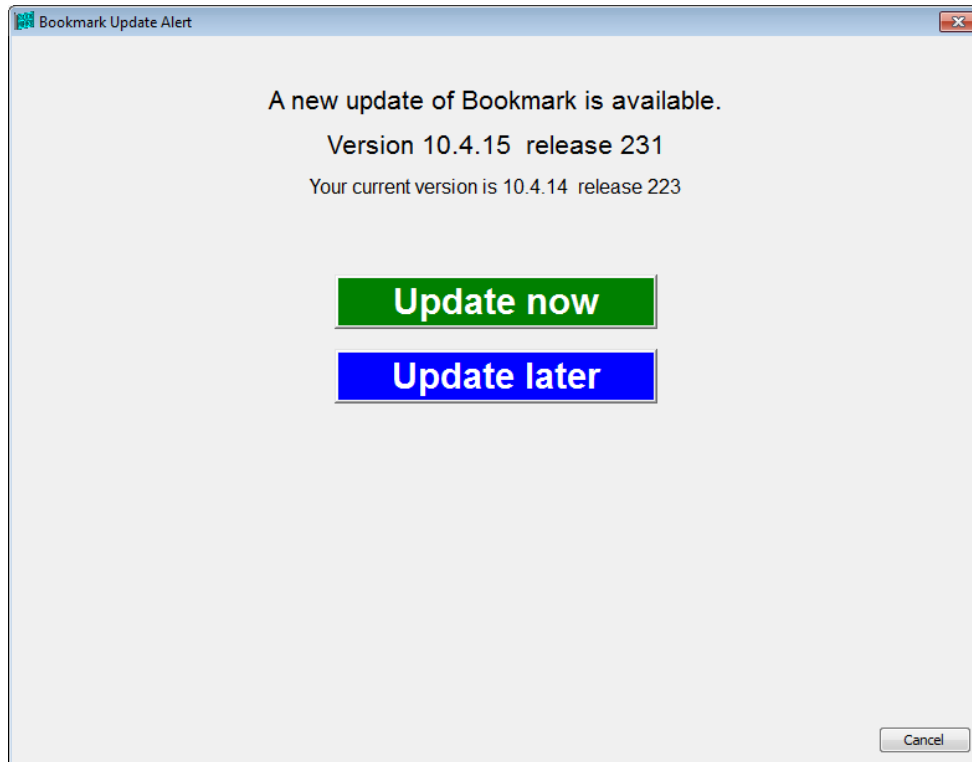
Special restores

Special restores are used to restore specific pieces of data without having to restore everything.
Use only on advice from the Help Desk.

Update Bookmark Program

At the start of the day, Bookmark may generate a notice if it detects an update is available.


(Technical note: Bookmark identifies the need for an update by download a small file from the Bookmark support website. If the version number in the file is newer than that for the program, the notice pops up. If Bookmark is unable to download the file, no notice is given. Inability to download the file may be due to lack of an Internet connection or a network proxy server blocking access.)

Bookmark can be updated from this menu, or it can be updated in Utilities.

In Utilities / Update, two methods are available for updating.

1. Bookmark downloads then automatically process the update file. The procedure is identical to updating from the start-of-day notice.

2. Manually download and save the update file then manually process it. This requires several more steps.
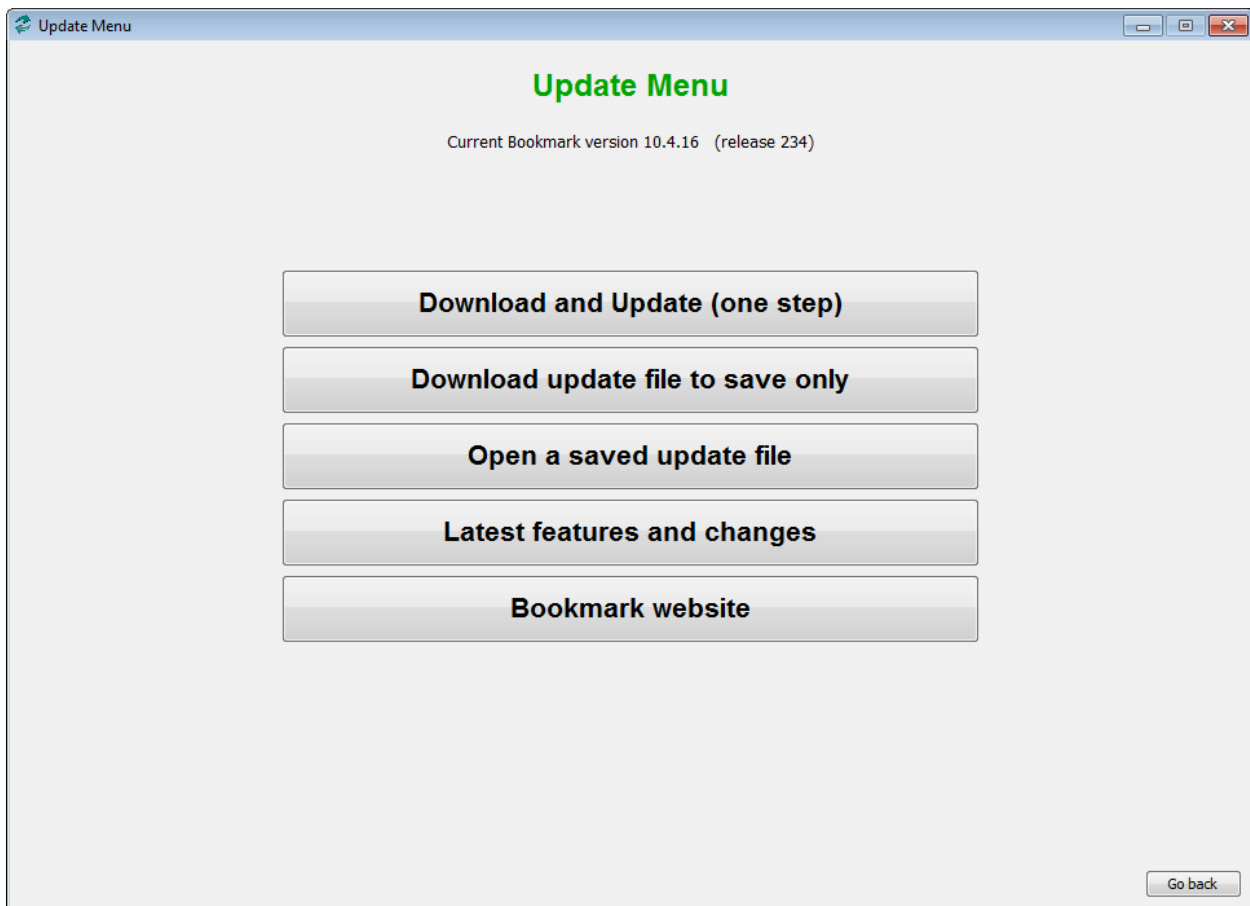
# Download and Update (one step)

This is the easiest way to update Bookmark. It combines both the download and processing steps into one easy click.

Technical note: The network proxy server must allow access to Bookmark's file sharing website.

- *http://bookmark.central.sa.edu.au*

Bookmark will attempt to access this URL and download a starter update program. If successful, the following appears.
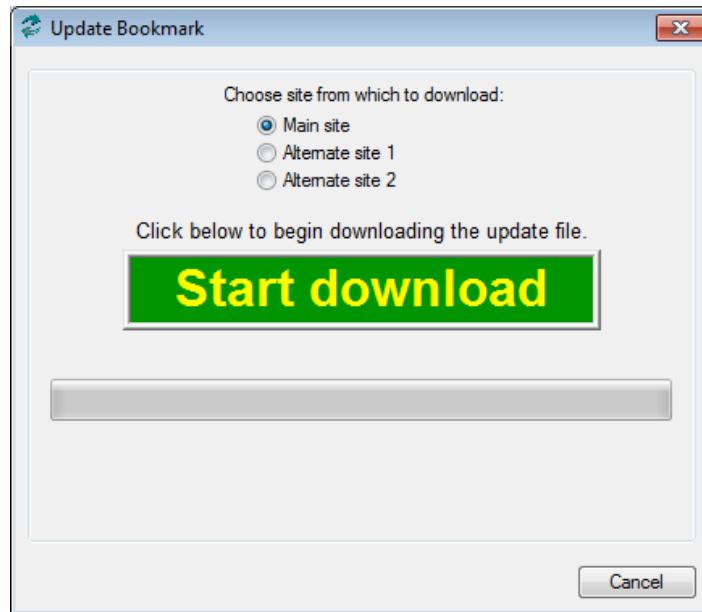
Choose one of the sites from which to download the update file then click on the "Start Download" button to begin.

The update file will first be downloaded. It is a very large file. The time needed to download depends on the speed of your Internet connection and local network traffic.

After a successful download, a small window appears and counts to 10.

During this time, any open part of Bookmark is shut down. (Note: if unable to shut down any part of Bookmark anywhere on a network, the update will fail!)

After the count, the Bookmark program files, documentation and images are extracted from the update file.

When the update is successful another window pops up showing a smily.

Downloaded Update File to save only

In some Bookmark installations, the easy one-step update method may not be available due to proxy server or other network settings or lack of Internet connection. The alternative is to manually download an update file then process it separately. The update file can be downloaded and saved even on a different computer.

The Download Update File to Save Only function go onto the Internet.
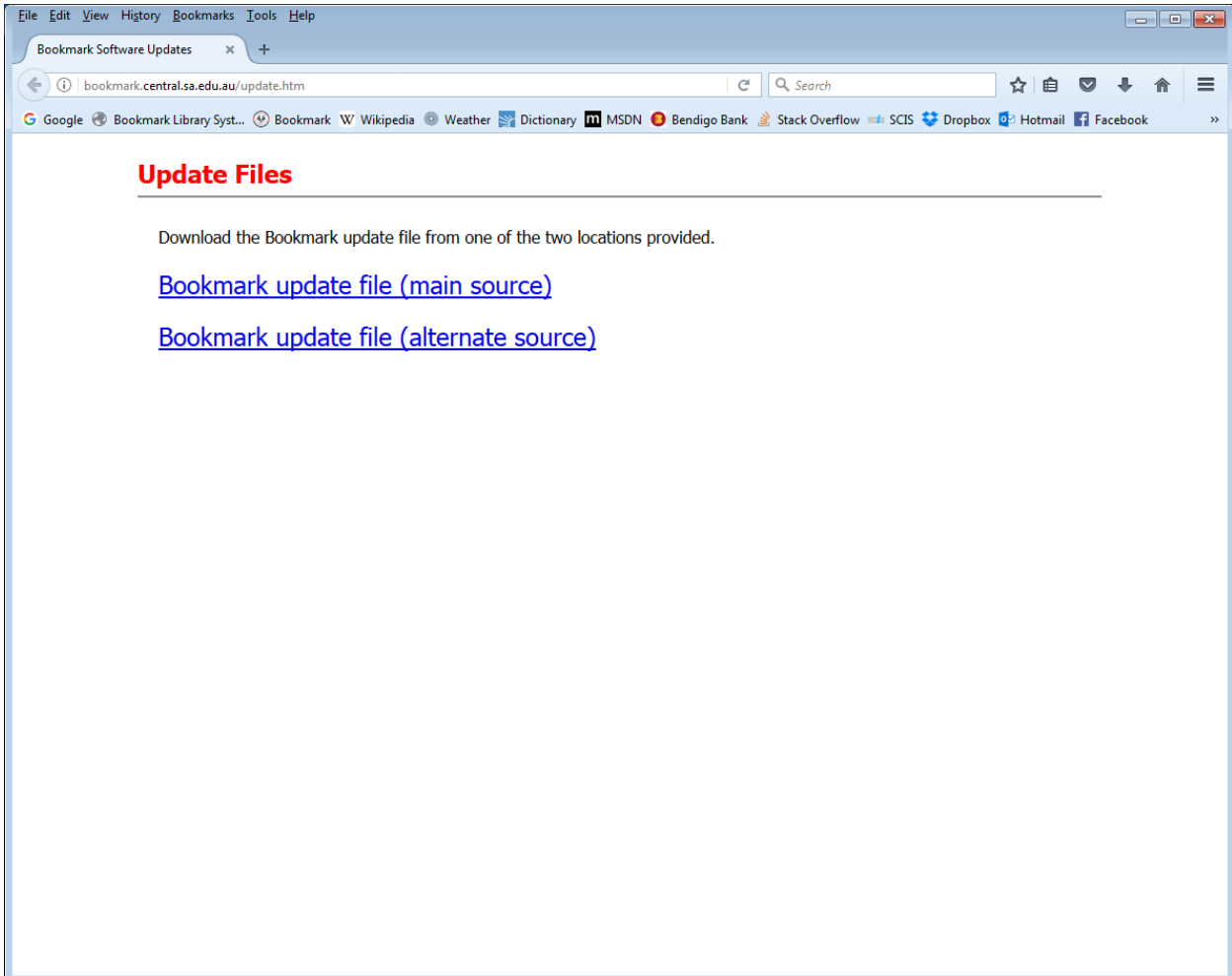
Click on either link to save the update file. *Be sure to keep track where the file is saved.*

Downloading this file does not complete the update procedure. The file then needs to be processed. After saving use the "Open a saved update file" function to process the file (see next section).
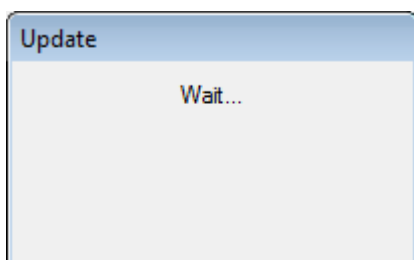
Open a Separately Downloaded Update File

After downloading the saving an update file, the third button can be used to manually process it.
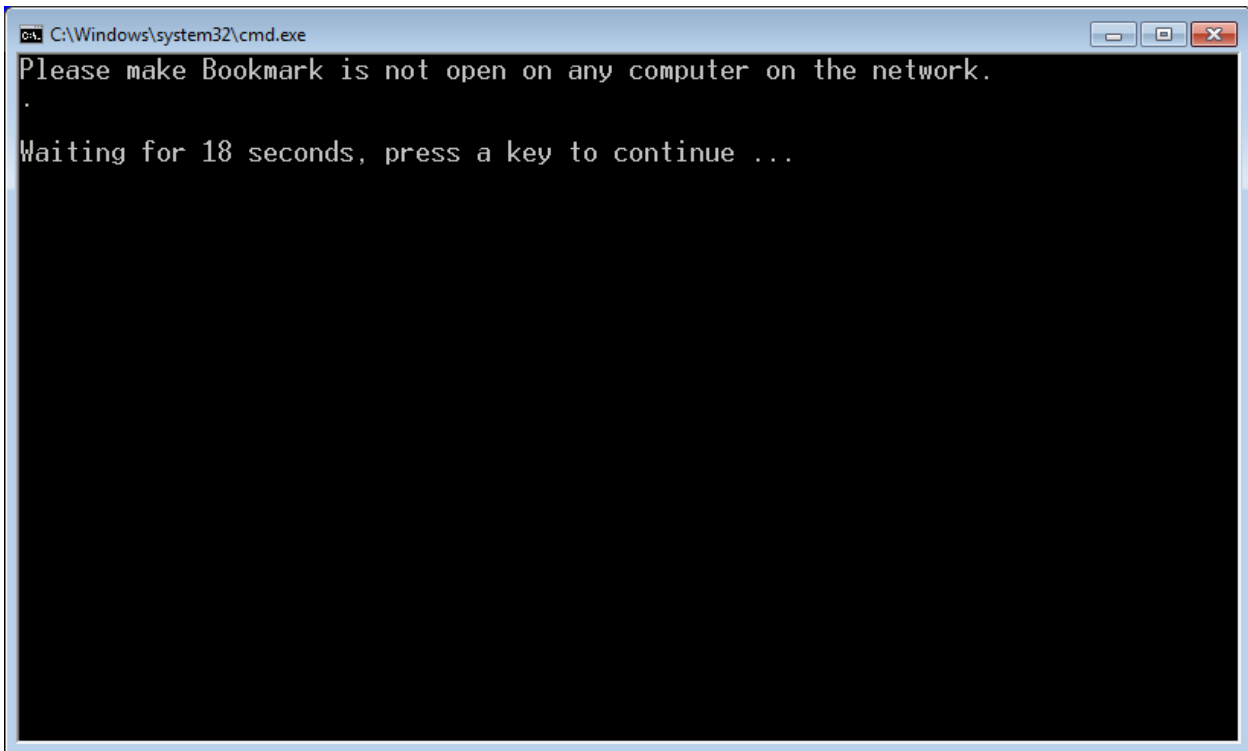
After saving, choose the *Open a Separately Downloaded Update File* option.

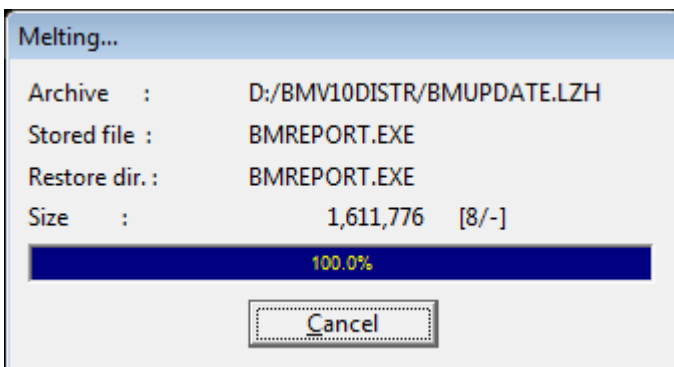A file requestor window appears. Use this to locate the downloaded and saved update file Bmupdate.lzh.
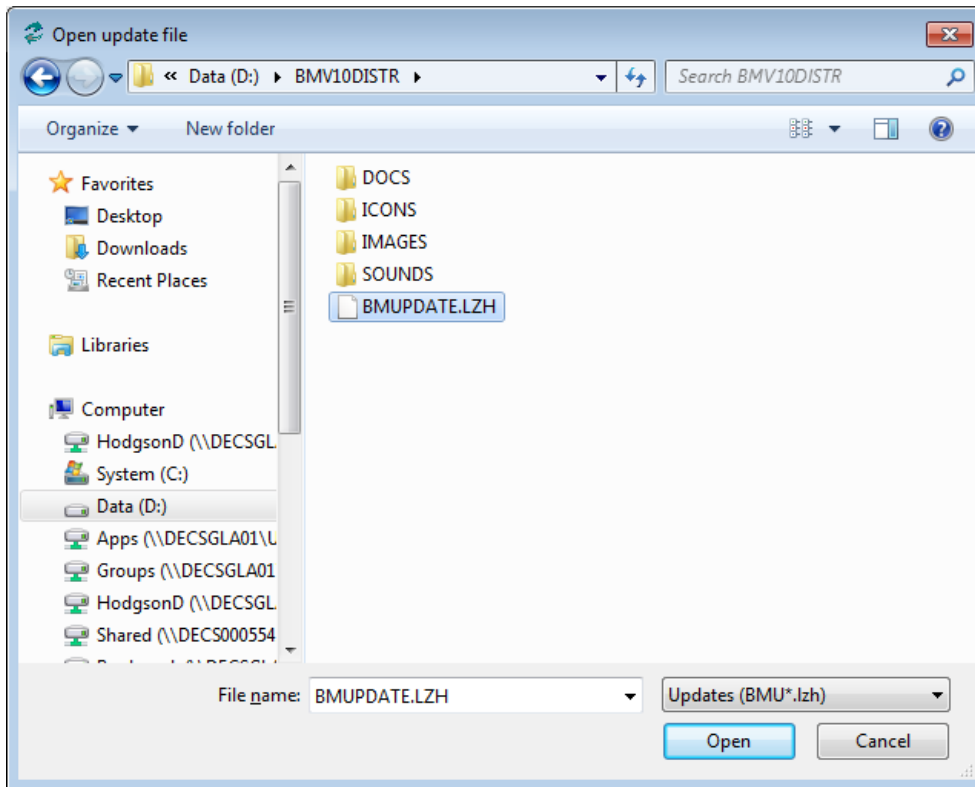
The name of the file will appear in the middle area when found. Click on it then click on Open. *Do not change the filename!*
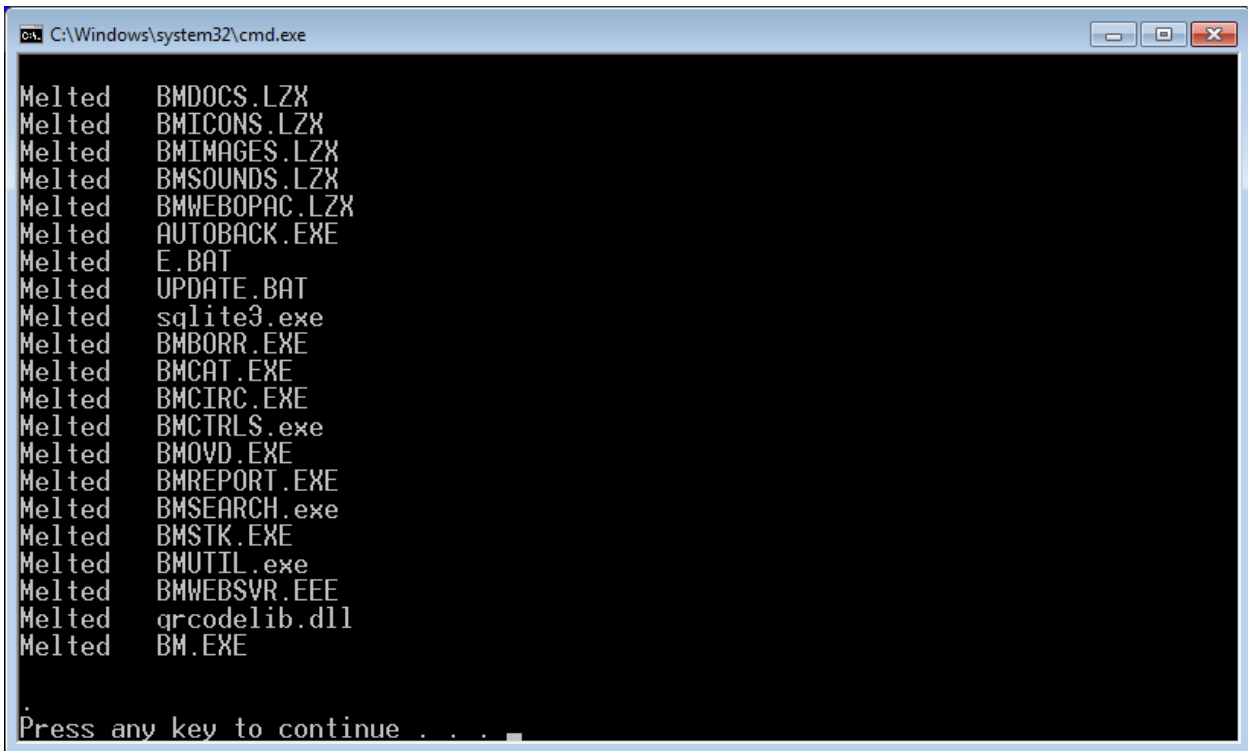
```
C:\Windows\system32\cmd.exe

Please make Bookmark is not open on any computer on the network.
.
Waiting for 18 seconds, press a key to continue ...
```

The program modules are then extracted from the update file.


```
Melting...
Archive    :      D:/BMV10DISTR/BMUPDATE.LZH
Stored file :     BMREPORT.EXE
Restore dir. :    BMREPORT.EXE
Size       :            1,611,776   [8/-]
                    100.0%
                  [ Cancel ]
```

When finished the screen shows something like this.

"Can't open" or "Skipped" or "Can't create" error messages always indicates a problem updating. Usually it it because a module has been left open on a computer somewhere. Close the module and repeat.

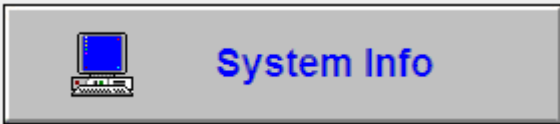If everything on the list says, "Melted", press any key to continue.

The black window is closed and Bookmark restarts back to the Main Menu.

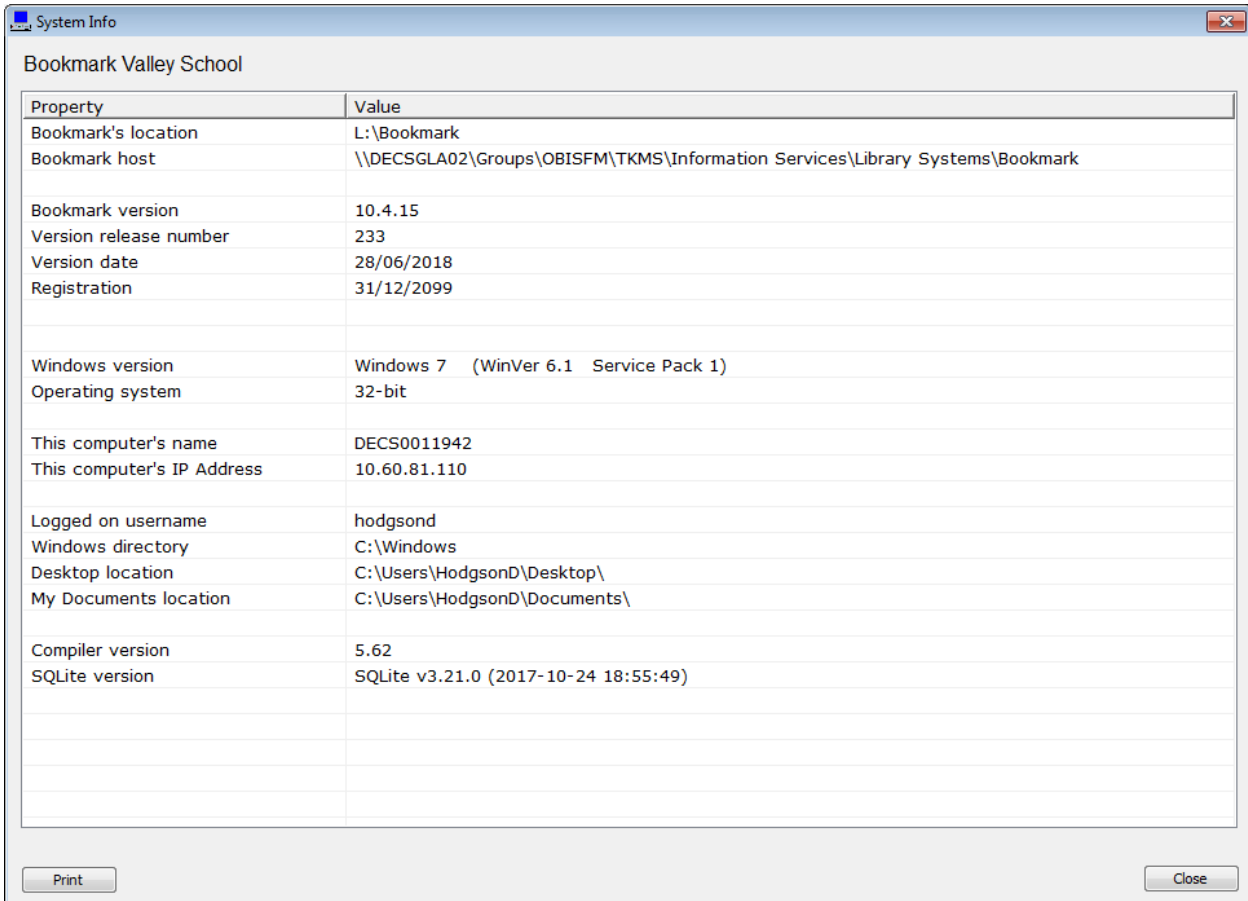The new version number should be visible in the upper left corner of the window.
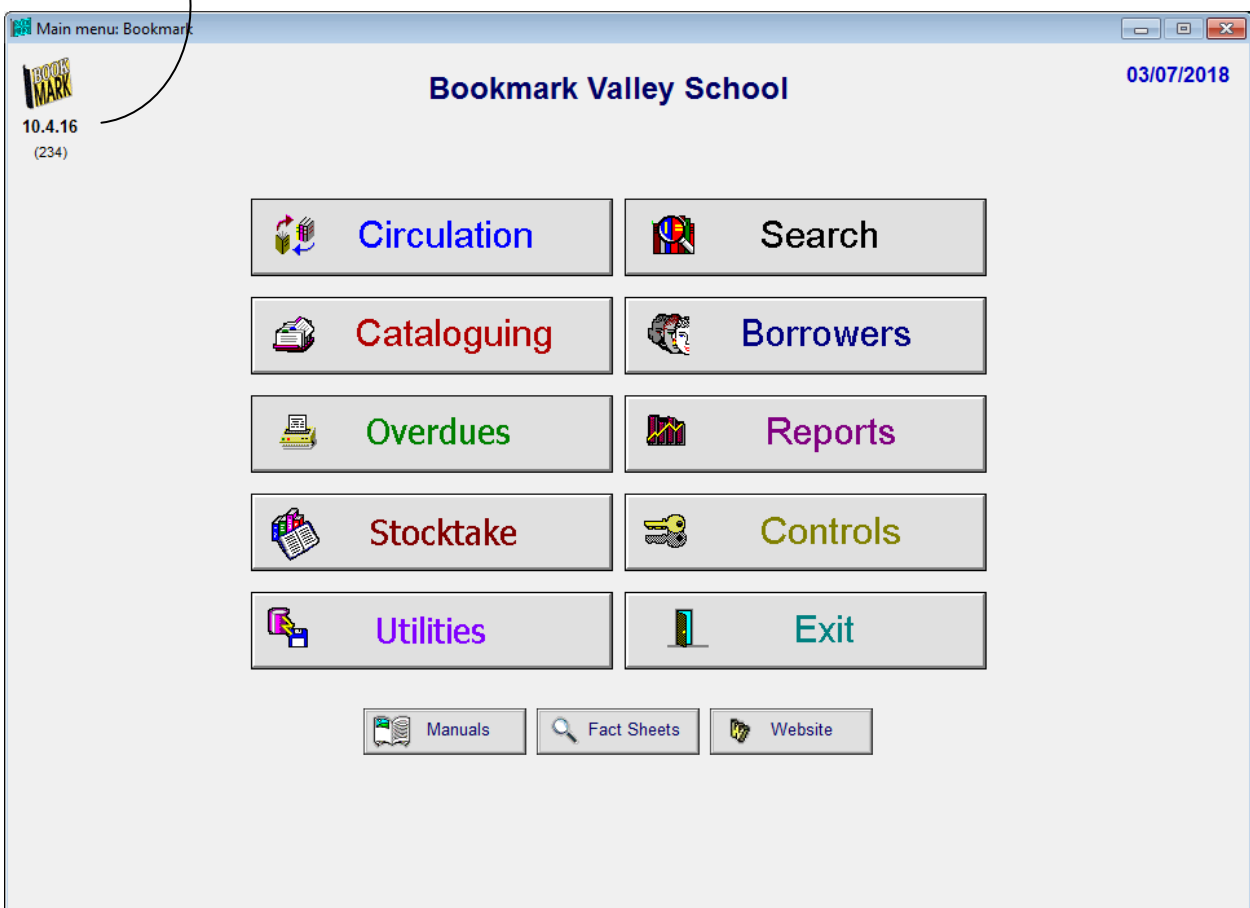
Each version also has a "release number". This number increments faster than the version number.

System Info

System Info provides information about Bookmark and the computer.

"Bookmark's Location" is the path used by the computer to access Bookmark. It should begin with a drive letter and not two backslashes.

If the drive letter is C or D, Bookmark is probably installed on the computer. If it is E: or highter, Bookmark is probably installed on a server and the local computer is "feeding" off it to run Bookmark.

The "Host" is the computer on which Bookmark is physically installed, not necessarily the computer being used. This address can begin with either a drive letter or two backslashes.

The "Version" contains both the version and release numbers.

Printer Info

Information about the printer. First, select the printer.
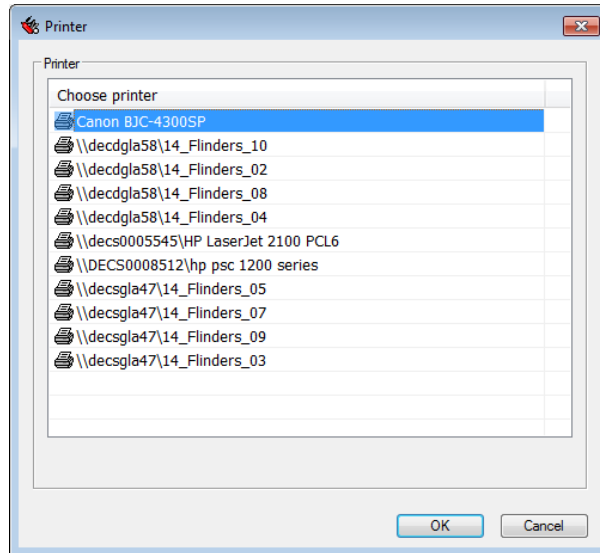
The values presented are in the printer itself, not Bookmark.
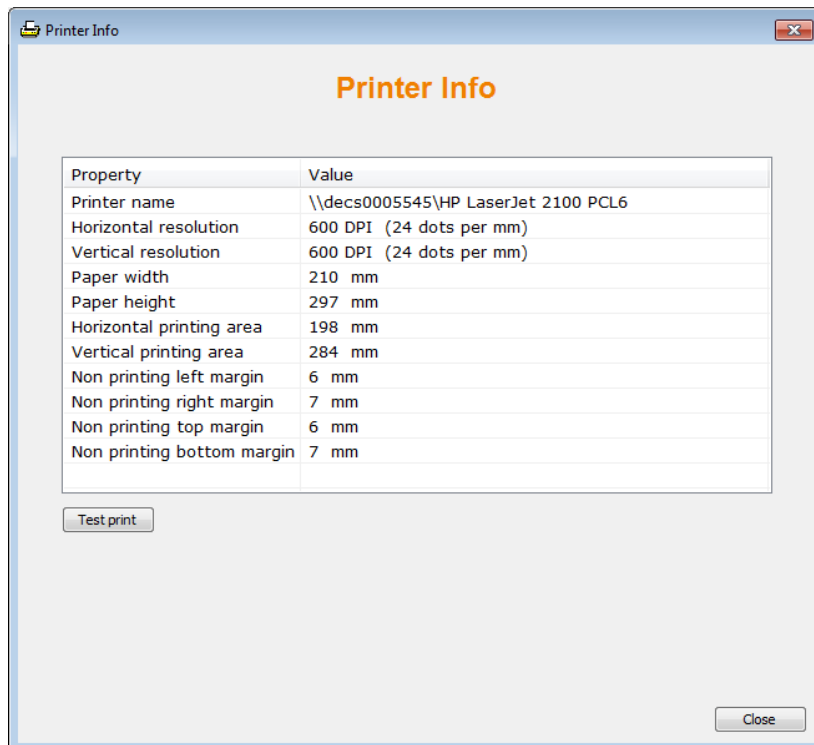
The Test Print produces a Print Preview first. It does everything on one page Bookmark will try to use in its printouts.

Batcave

This area is for use by the Bookmark Help Desk. It contains technical and housecleaning operations. These functions should only be used upon advice from the help desk!

Contact Bookmark

This goes online and presents a form for contacting the Bookmark help desk.

Clean Records

This operation removes odd characters and deals with incorrect ISBNs. It is normally used only once.
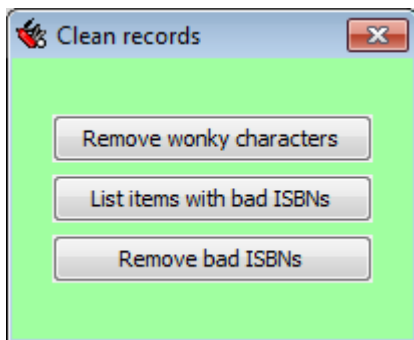
A list of items with incorrect ISBNs.

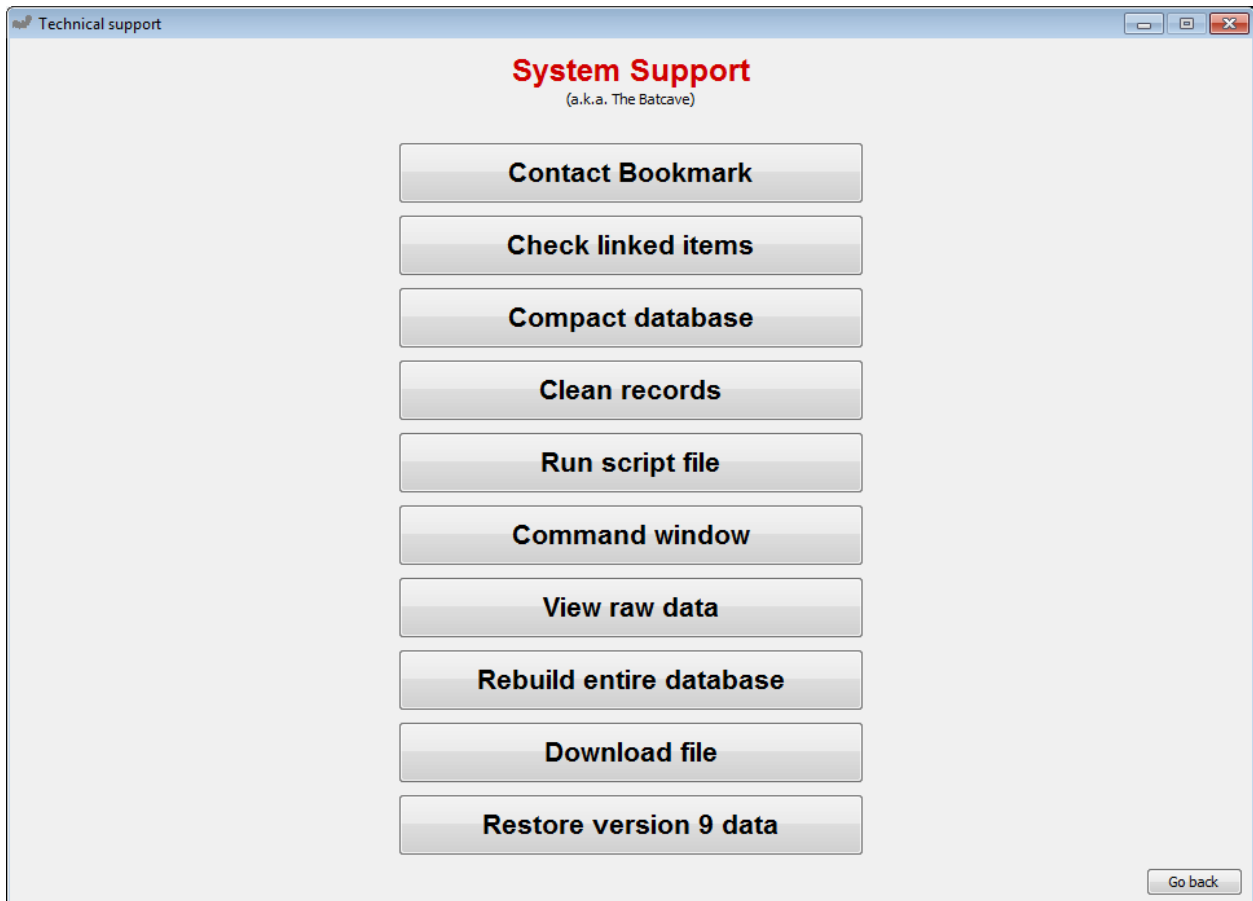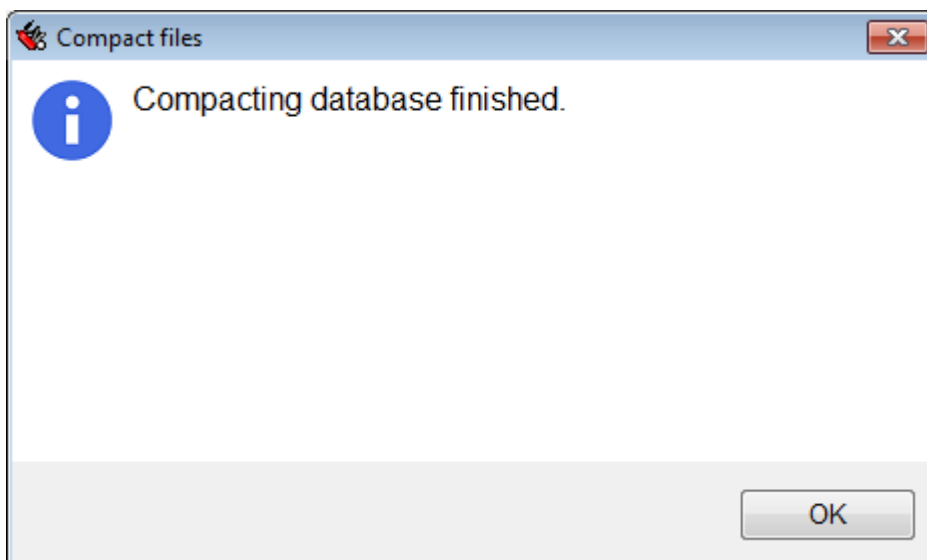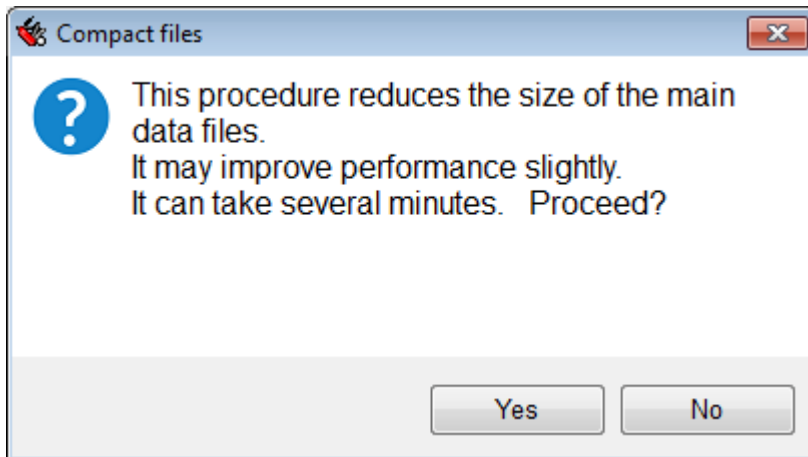| Number	Title	Call number	ISBN
1579	Elephant	JF All	744563526
1900	Noisy Nora	PF Wel *	N/A
2014	Why Do People Eat?	613.2 Nee	746013027
2016	Whatley's Quest	J421.1 Wha	207184917
2299	Classroom : 2000, Issue 1	PER 371.1005 Cla	0727-1255
2430	Classroom : 2000, Issue 2	PER 371.1005 Cla	0727-1255
2432	The Literature Base : Feb. 2000, Vol. 11, Issue 1	PER 028.505 Lit	1034-6244
3126	The Literature Base : May. 2000, Vol. 11, Issue 2	PER 028.505 Lit	1034-6244
3127	Classroom : 2000, Issue 3	PER 371.1005 Cla	0727-1255
3143	English K-6, Teaching Kit, Stage 1	KIT 428.007 Eng	CONTENTS
3148	English K-6, Teaching Kit, Stage 2	KIT 428.007 Eng	CONTENTS
3154	Classroom : 2000, Issue 4	PER 371.1005 Cla	0727-1255
3283	Minerals Downunder	BB 338.2 Min	909276838
3331	The Literature Base : Aug. 2000, Vol. 11, Issue 3	PER 028.505 Lit	1034-6244
3471	Classroom : 2000, Issue 6	PER 371.1005 Cla	0727-1255
3554	All the Colors We Are - Todos los Colores de Nuestra Piel	J612.7927 KIS	PARALLEL T
3570	The Literature Base : Oct. 2000, Vol. 11, Issue 4	PER 028.505 Lit	1034-6244
3759	Classroom : 2000, Issue 7	PER 371.1005 Cla	0727-1255
3873	Classroom : 2001, Issue 1	PER 371.1005 Cla	0727-1255
3874	The Literature Base : Feb. 2001, Vol. 12, Issue 1	PER 028.505 Lit	1034-6244
3977	Magpies : Vol. 16 No. 1, Mar. 2001	PER 028.505 Mag	0817-0088
4189	The Literature Base : May. 2001, Vol. 12, Issue 2	PER 028.505 Lit	1034-6244

Font: Arial   Size: 10   1191 lines, ~ 20 pages   Print   Save   Close

Compact Database (housekeeping)

When records are deleted, they are hidden within the database. These represent unused space. Compacing the database removes the deleted space, reduces the size of the database and improves speed.

Compacting the database can take several minutes.

Check Linked Items

Linked Items with Non-Matching Titles

Item	Link	Title	Call number
4961	4961	Too Much to Ask For	BF PER
8058	4961	Too Much to Ask for	BF Per
-------	-------	--	---------------------
3754	3754	The House That Was Eureka	F Whe *
38276	3754	The house that was Eureka	F Whe *
-------	-------	--	---------------------
26581	26581	The Measly Middle Ages	940.1 Dea *
33294	26581	Measly Middle Ages	940.1 Dea *
-------	-------	--	---------------------
29058	29058	My Life : & other stuff I made up	F Ban
34765	29058	My life & other stuff I made up	F Ban
-------	-------	--	---------------------
29855	29855	1939-1949 : World War II and Post-War Recovery	994.0099 Bar
29856	29855	1939-1949 : World War II and post-war recovery	994.0099 Bar
-------	-------	--	---------------------
4693	4693	Land of the Emu people	J298 TRE
4694	4693	Land of the Emu People	J298 TRE
-------	-------	--	---------------------
6630	6630	Dracula Tooth : the Legend of Ryan	BF McA *
6779	6630	Dracula Tooth : The Legend of Ryan	BF McA *
-------	-------	--	---------------------
5027	5027	The Magic School Bus Inside the Human Body	J612 COL
13539	5027	The Magic School Bus Inside the Human Body	J612 COL
23435	5027	The Magic School Bus inside the Human Body	J612 Col *
-------	-------	--	---------------------
1500	1500	Famous Shipwrecks	910.452 SPE

Details   Unlink   Print   Export   Cancel

This function scans the database and lists all linked items in which one or more titles are different to each other. Items can be unlinked if needed.

Technically, only *identical titles* should be linked. Linking identifies multiple copies for Search and Reservations.
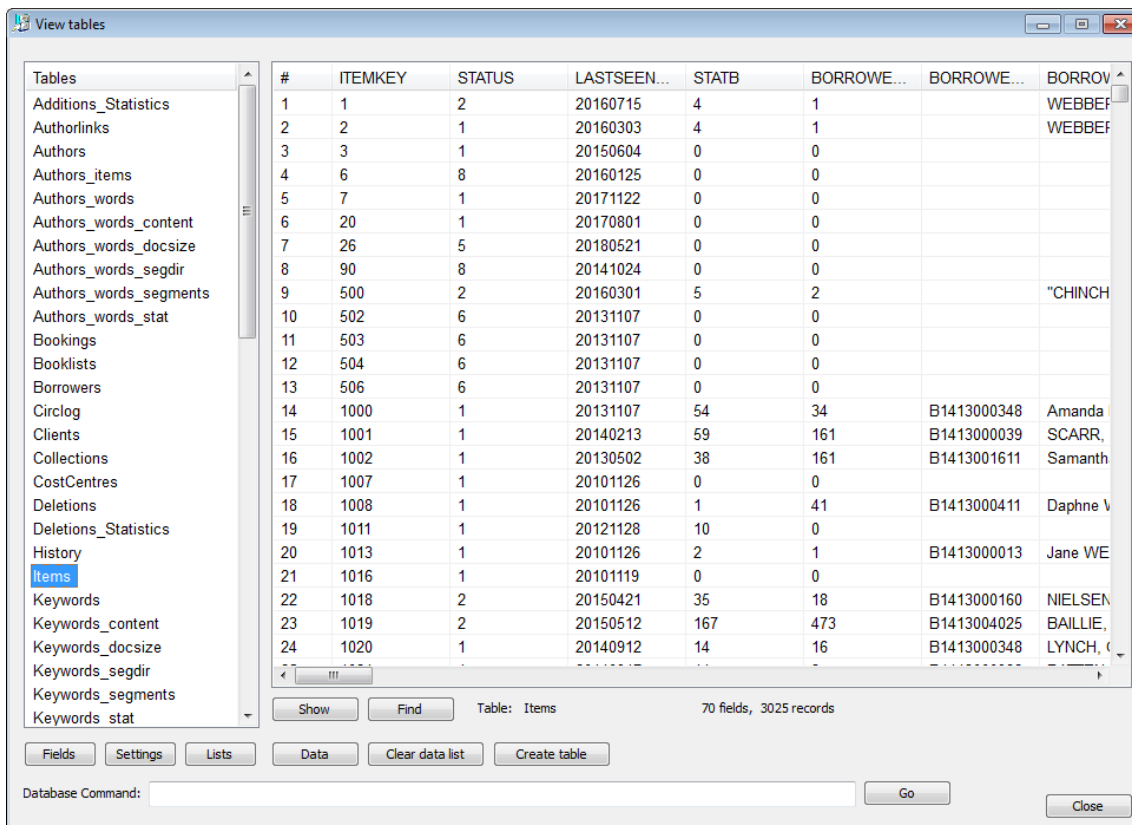
Run Script File

Script files may be sent by the Bookmark to you as a means of performing special functions. Use this function to open them.

Rebuild Entire Database (housekeeping)

This housekeeping function repairs a malformed database and also cleans up an old database.
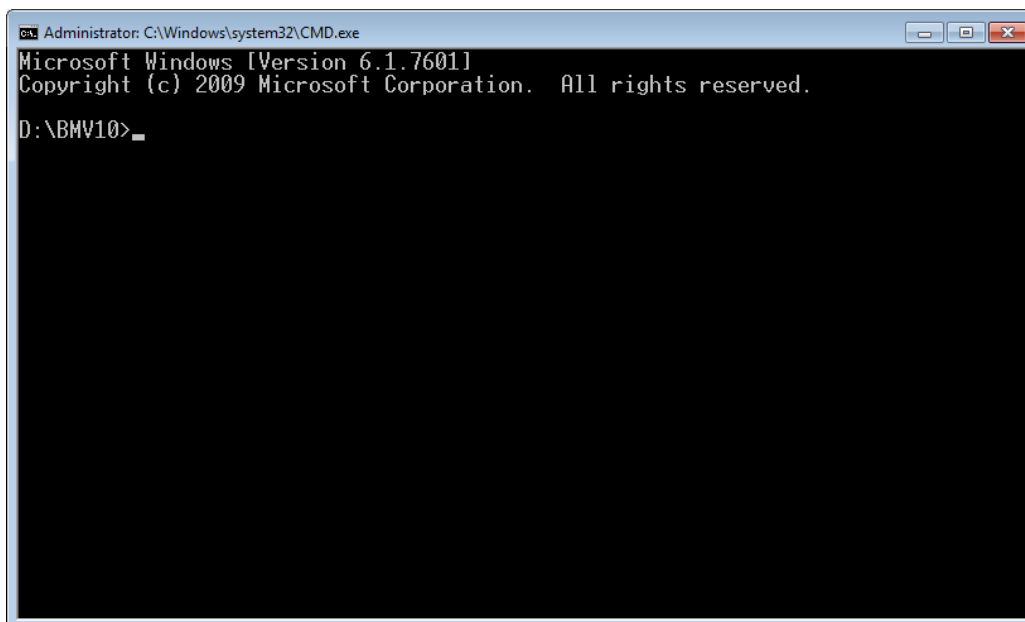
View Raw Data

The window above can be used to view the raw data contained in the tables. Use only under the instruction of the Bookmark help desk.

Command Window

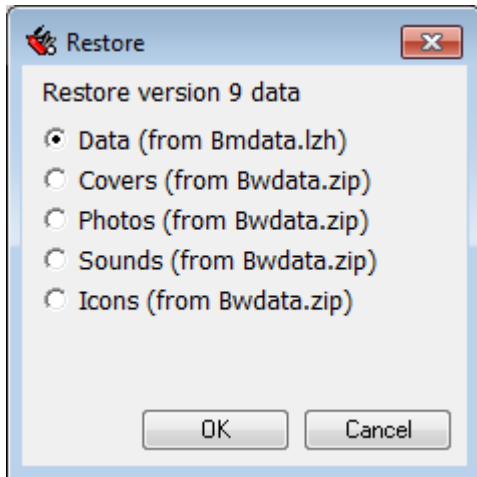The command window is provided for emergency use by the Bookmark Help Desk.

Download file

This button allows downloading a special file the Bookmark help desk might request. The help desk will specify what to enter.

Restore Version 9 Data

This function should only be used under instruction from the Bookmark help desk, when converting from version 9 to 10.