

# Utilities

Revised 24/07/2023

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# **UTILITIES**



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

😽 Utilities: Bookmark 10.8.9-64			-		×
	U	tilities Menu			
	<b>R</b>	Backup			
	R <sub>e</sub>	Restore			
	2	Update			
		System Info			
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# **Backup Data**



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

See the Backups manual.

# **Restore Data**



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

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

😼 Restore		×
	Restore Data	
	Restore Data from:	
	External location	
	Bookmark's location	
	Special restores	
	Emergency List of Loans and Returns	
		Close

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

Restore puts the database back in exactly the condition it was in when the backup was made. Any changes made after the backup are lost when the backup is fully restored.

Exception: the Special Restores allow recovering part of the database without disturbing other parts.

If restoring from an external location, something like the following appears:

	ckup from an external USB flash drive, a CD or DVD or another drive. Please make sure the exte	rnal drive is plugged in or the
CD or DVD ir	nserted before proceeding.	
Click on ba	ackup location below:	
Drive	Name or path	Туре
B:	\\DECSGLA02\pstbackup\$\HodgsonD	Network drive
C:	OSDisk	Fixed hard drive
D:	Data	Fixed hard drive
G:	\\DECSGLA01\User2\Apps	Network drive
H:	Deans_Backup	Fixed hard drive
t:	\\DECSGLA01\User2\Groups	Network drive
J:	\\DECSGLA01\User1\Users\HodgsonD	Network drive
L:	\\DECSGLA02\Groups\OBISFM\TKMS\Information Services\Library Systems\Book	Network drive
O:	\\DECSGLA01\User2\Apps\Oracle	Network drive
Q:		Removable drive
R:	\\DECSGLA01\User3\Groups	Network drive
T:	\\DECSGLA02\Groups\OBISFM	Network drive
Y:	\\DECSGLA01\User2\Apps\Support	Network drive
OneDrive	D:\ONEDRIVE - DEPARTMENT FOR EDUCATION	OneDrive
Alternate	L:	Alternate

Use this option to restore a backup saved to a USB flash drive, CD, OneDrive or a other location outside the computer. The location can be any device with an assigned drive letter.

Click on the drive from which to restore.

File	Туре	Date	Time	Size	
BACKUP.LZH	Latest	11/08/2021	09:52:54	82,339,986	
BACKUPSB.LZH	Blue	29/06/2021	16:23:24	65,727,146	
BACKUPSC.LZH	Cyan	22/06/2021	13:01:58	78,945,231	
BACKUP3.LZH	Wednesday	02/06/2021	09:05:14	45,095,759	
BACKUP3.ZIP	Wednesday	02/06/2021	09:04:26	39,745,126	
BACKUP.ZIP	Latest	02/06/2021	09:04:26	39,745,126	
BACKUPM05.ZIP	May	24/05/2021	09:53:36	85,983,232	
BACKUPD19.ZIP	Daily	19/05/2021	08:42:36	60,932,683	
BACKUPSG.LZH	Green	12/05/2021	15:02:40	19,971,619	
BACKUP2.ZIP	Tuesday	11/05/2021	11:43:06	39,740,327	
BACKUP1.LZH	Monday	10/05/2021	10:24:38	45,096,782	
BACKUP5.ZIP	Friday	30/04/2021	11:19:58	39,582,954	
BACKUP5.LZH	Friday	30/04/2021	11:17:20	45,098,014	
BACKUPD22.ZIP	Daily	22/03/2021	08:48:26	60,001,617	

The backups are listed from the most recent.

Utilities

Select the backup to be restored.

The backup is restored directly from the external drive.

Melting	
Archive :	M:/BMBACKUP/BACKUP.LZH
Stored file :	DATA.BMD
Restore dir. :	DATA.BMD
Size :	57,479,174 [2/-]
	52.9 <sup>5</sup> 6
	Cancel

If the restore operation is successful a message appears.

🐝 Restore	<b>X</b>
<u>©</u>	Data restored
	Close

Bookmark will close. Reopen to continue.

#### **Special Restores**

Bag Restore		—	
	Restore Selected Data		
	1 - Settings only		
	2 - Lists only		
	3 - Circulation settings		
	4 - Search settings		
	5 - Item field		
	6 - Borrower field		
	7- Borrowers		
	8 - Covers		
	9 - Circulation log		
	Resource lists		
			Go back

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 checks via the Internet to see if a newer version has been released.



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. It is called "Easy update".
- 2. Manually download and save the update file then manually process it. This requires several more steps.



#### Easy Update (one step)



LZH is the normal format. The alternate can be used if LZH is not downloaded properly.

The update file will first be downloaded from the Internet. It is a very large file, over 30Mb. 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.

Wait	
3	

During this time, Bookmark attempts to shut itself down on all computers. If any part of Bookmark is open on any computer on the 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 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.

If the computer is connected to the Internet, then the "Download update file only" may work. It downloads the update file from the Bookmark website but provides an option to not process it.

Alternately, an update file can be downloaded from the Bookmark website.



Be sure to keep track where the file is saved.

Downloading this file does not complete the update procedure. It simply provides the file that contains all of the updated Bookmark modules.

The file then needs to be processed.

After saving use the "Open a downloaded 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 Downloaded Update File option.

A file requestor window appears. Use this to locate the downloaded and saved update file Bmupdate.lzh.

🥏 Open update file					×
😋 🔾 🗢 📙 « Data (D:) 🕨 B	MV10DISTR >	<b>▼</b> 47	Search BMV10DISTR		Q
Organize 🔻 New folder			:: •		0
<ul> <li>★ Favorites</li> <li>■ Desktop</li> <li>● Downloads</li> <li>③ Recent Places</li> <li>■ Libraries</li> <li>● Computer</li> <li>● HodgsonD (\\DECSGL</li> <li>▲ System (C:)</li> <li>● Data (D:)</li> <li>● Apps (\\DECSGLA01\L</li> <li>● Groups (\\DECSGLA01</li> <li>● HodgsonD (\\DECSGL</li> <li>● Shared (\\DECS000554</li> </ul>	DOCS  ICONS  IMAGES  SOUNDS  BMUPDATE.LZH				
File <u>n</u> ame:	BMUPDATE.LZH	•	Updates (BMU*.lzh)		•
			Open	Cancel	

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!* 

Update		
	Wait	



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.

C:\Window	rs\system32\cmd.exe
Melted	BMDOCS.LZX
Melted	BMICONS.LZX
Melted	BMIMAGES.LZX
Melted	BMSOUNDS.LZX
Melted	BMWEBOPAC.LZX
Melted	AUTOBACK . EXE
Melted	E.BAT
Melted	UPDATE.BAT
Melted	sglite3.exe
Melted	BMBORR . EXE
Melted	BMCAT.EXE
Melted	BMCIRC.EXE
Melted	BMCTRLS.exe
Melted	BMOVD.EXE
Melted	BMREPORT.EXE
Melted	BMSEARCH.exe
Melted	BMSTK.EXE
Melted	BMUTIL.exe
Melted	BMWEBSVR.EEE
Melted	grcodelib.dll
Melted	BM.EXE
Press an	y key to continue 🖕

"Can't open" or "Skipped" or "Can't create" error messages may indicate a problem updating.

The files LHA32.EXE and UNLHA32.EXE will always have "can't open" messages. This is normal and can be ignore.

Any other error message against any other file is a problem. Usually the error happens 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.

📓 Main menu: Bookmarl			– 🗆 X
10.8.9-64 (479)	Bookmark C	reek School	24/07/2023
	Circulation	😰 Search	
	Cataloguing	<b>Borrowers</b>	
	Verdues	Reports	
	🏟 Stocktake	Controls	
	🛯 Utilities	Close	
	Manuals 🔍 Fact	sheets Website	
	Cataloguing Cataloguing Overdues Stocktake Utilities	<ul> <li>Borrowers</li> <li>Reports</li> <li>Controls</li> <li>Close</li> </ul>	

Each version also has a "build number". This is the number in brackets beneath the version.

This number increments faster than the version number.

# System Info



#### System Info

System Info provides information about Bookmark and the computer.

Property	Value
Bookmark's location	D:\BMV10
Bookmark host	This computer (\\EDU0020181\D:\BMV10)
Bookmark version	10.8.9-64 build 479 24/07/2023
Windows version	Windows 10 64-bit
Memory	16 Gb
CPU	Intel i7-8665U
Speed	2.112 GHz
Cores	8 cores
Screen resolution	1920 x 1080 ; 1920 x 1080
Scaling factor	1
This computer's name	EDU0020181
This computer's IP Address	10.60.94.105
Logged on username	HodgsonD

"Bookmark's Location" is the path used by the computer to access Bookmark. If the drive letter is C or D, Bookmark is probably installed on the computer's local drive. If it is E: or highter or two backslashes \\, Bookmark is probably installed on a "host" and the local computer is "feeding" off it to run Bookmark.

Drives A and B should not be used as computer hardware (BIOS) expects these letters to be used for floppy drives, which may result in strange problems.

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 build numbers.

The rest contains information about the local device that is useful for support.

### **Printer Info**



Information about the printer. Click on a printer. Properties that come from the printer itself are displayed beneath.

_	-teste - teste
Р	rinter Info
Printer	
Send To OneNote 16 OneNote (Desktop) Microsoft XPS Document V Microsoft Print to PDF Fax Canon TS6300 series Canon TS3100 series \\edugla149\EdPrint-Corp	Writer
Properties	
Properties Property	Value
	Value Canon TS6300 series
Property	
Property Printer name	Canon TS6300 series
Property Printer name Horizontal resolution	Canon TS6300 series 600 DPI (24 dots per mm)
Property Printer name Horizontal resolution Vertical resolution	Canon TS6300 series 600 DPI (24 dots per mm) 600 DPI (24 dots per mm)
Property Printer name Horizontal resolution Vertical resolution Paper width	Canon TS6300 series 600 DPI (24 dots per mm) 600 DPI (24 dots per mm) 210 mm
Property Printer name Horizontal resolution Vertical resolution Paper width Paper height	Canon TS6300 series 600 DPI (24 dots per mm) 600 DPI (24 dots per mm) 210 mm 297 mm
Property Printer name Horizontal resolution Vertical resolution Paper width Paper height Horizontal printing area	Canon TS6300 series 600 DPI (24 dots per mm) 600 DPI (24 dots per mm) 210 mm 297 mm 203 mm
Property Printer name Horizontal resolution Vertical resolution Paper width Paper height Horizontal printing area Vertical printing area	Canon TS6300 series 600 DPI (24 dots per mm) 600 DPI (24 dots per mm) 210 mm 297 mm 203 mm 289 mm
Property Printer name Horizontal resolution Vertical resolution Paper width Paper height Horizontal printing area Vertical printing area Non printing left margin	Canon TS6300 series 600 DPI (24 dots per mm) 600 DPI (24 dots per mm) 210 mm 297 mm 203 mm 289 mm 3 mm

The Test Print produces a Print Preview first. It does everything on one page Bookmark will try to use in its printouts.

# System Support (a.k.a. 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.

🖋 Technical support			—		×
		Support Batcave')			
	Clearing cobwebs	View raw data			
	Run script file	Rebuild entire database			
	Upload backup file	View folder contents			
	Command window	Download file			
	LHA command	Remote access			
	Modules	Windows functions			
				Gol	back
					. Jan