

November 2016

## The Bookmark 10.3.11 update is now available

New features:

- **Cataloguing / Lists / Item Barcodes / Check** A printout has been added to the display of mismatched barcodes and item numbers.
- **Overdues / Notes / Emails** The email format has been reduced to text format only.
- **Controls / General Controls / Email Settings** Support for TSL/SSL has been added. This is needed by some smtp email systems, such as Google's if smtp.gmail.com. Only tick this box if the email service requires it.
- **Reports / Catalogue Reports / Print with Covers** Can now sort the list by item number, title, author, call number, location or sublocation.
- **Borrowers / Labels / Print Barcode labels / Class sheets** Added the current date to the top line.
- Slight behind-the-scenes change to the circulation records in the database.
- **Updated manuals:** Controls and Overdues.
- **Updated fact sheets:** Emailing Overdues.

To view a list of the new features and changes made, either open the new version and go to Utilities / Update / Download Latest Features and Changes or go to website. <http://bookmark.central.sa.edu.au>. Click on Downloads > Latest Software Updates > List of latest changes.

If it can go online, Bookmark will automatically notify you of the update. Click on the appropriate button to proceed. If your Bookmark program does not prompt you to update (usually due to network blocking access to the website), go to Utilities, Update and click on "Download an update file only via browser" or "Bookmark website". After saving the update file, click on "Process an already downloaded update file" and open the saved file.

Please contact your help desk if assistance is required.

October 2016

## The Bookmark 10.3.9 update is now available

New features:

- **Stocktaking / List missing items.** The Log Items and Missing Items displays have been revised slightly. On the list missing items screen, multiple entries

can be highlighted and when Assign Status is clicked, it only affects the highlighted entries, not the entire list as before. If no entries are highlighted, then the whole list is assigned the status.

- **Controls / Search Controls.** Tick a box to show Collection (Genre) field instead of Locations in list of titles found.
- **Cataloguing / Import Items / Import Lexiles.** After lexiles are imported, a list of titles that have been updated is displayed.
- **Cataloguing / Labels / Print Spine Labels.** For manual entry only, a tick box has been added that prints an entire page of one label. Each line is a label. Also, if an underscore is used in a call number, it is printed as a space but it does not split at that spot. This allows two or three things on a line, and little stickers can be made.
- **Circulation / Returns.** When returning a box and the dialog appears, the “Return Some” button now allows returning selected entries. It pops up a list of the box members and you can tick the ones to return. This is a change.
- **Cataloguing.** There is a new Covers / Images button on the menu, which replaces Search. Covers is no longer in the Lists area.
- **Cataloguing / Covers Images.** Covers can be downloaded from the pool used by CPAC. Click on the File menubar option at the top then “Get Covers from CPAC”. Bookmark will try to download cover images that match any ISBNs without covers. This can be a very slow process (overnight) but can also be an easy way to add many covers. Internet access is required the same as for easy updating. If Bookmark cannot directly access its website, this function will fail.
- **Controls / Due Dates.** Ranges of Holiday Dates can be specified. If a due date falls within a range, it is automatically recalculated outside the range and assigned. This also affects overdue notices, too, as before.
- **Cataloguing / Export Items / CPAC format.** A problem exporting data for CPAC has been fixed that caused some items not to be found in searches or blank lines to appear.
- All manuals and fact sheets have been updated.

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If it can go online, Bookmark will automatically notify you of the update. Click on the appropriate button to proceed. If your Bookmark program does not prompt you to update (usually due to network blocking access to the website), go to Utilities, Update and click on “Download an update file only via browser” or “Bookmark

website". After saving the update file, click on "Process an already downloaded update file" and open the saved file.

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September 2016

## **The Bookmark 10.3.9 update is now available**

Some of the new features are:

- **Stocktaking / List missing items.** Can highlight multiple entries and assign change status only to those entries. If no entries are highlighted, then everything listed is changed.
- **Cataloguing / Labels / Print Spine Labels.** Added Save and Retrieve buttons. This provides a quick, easy method to save the current list of items and later retrieve it without having to use the more complex Export/Import system.
- **Cataloguing / AddEdit Items.** The Content Type field can now hold multiple values. A semi-colon separates each entry - e.g. Text ; Still image. This would apply to an illustrated book. A "3 dot" button can be clicked to choose multiple entries.
- **Overdues / Overdue Lists / List.** Class costs button has been added. Lists each class showing the total number of overdues and total cost. The "Include cost" checkbox must be ticked for this to work properly.
- **Borrowers / Update Borrowers / Import.** The EDSAS import for DECD schools has been updated. In EDSAS itself there is a new "Student data export for Bookmark" report, found in Transfer Reports. This new report from EDSAS contains additional email data. The regular EDSAS format handles both the older style and new style reports.
- Slight changes made to the database and a major change has been made behind-the-scenes but should have no visible effect.

New Fact Sheets:

- Extending items on loan
- How to add a new class

To view a list of the new features and changes made, either open the new version and go to Utilities / Update / Download Latest Features and Changes or go to website. <http://bookmark.central.sa.edu.au>. Click on Downloads > Latest Software Updates > List of latest changes.

In most cases, Bookmark will automatically notify you of the update. Click on the appropriate button to proceed. However, if your Bookmark program does not prompt you to update (usually due to network blocking), go to the Bookmark website, click on Downloads, then Latest Software Updates. Click on one of the two update file links and save the file. Open Bookmark, go to Utilities, click on Update and then on the button labelled "Process an already downloaded update file" and open the saved file.

Please contact your help desk if assistance is required.

August 2016

### **Bookmark 10.3.8 is now available**

This update contains many new features. To view a list of the new features and changes made, either open the new version and go to Utilities / Update / Download Latest Features and Changes or go to website. <http://bookmark.central.sa.edu.au>. Click on Downloads > Latest Software Updates > List of latest changes.

Some of the new features are:

- A catalogue report that displays the number of loans per entry.
- A circulation report has been added "Rank order only PRC items by number of loans".
- Spine labels can also now contain a box number, location and/or sublocation.
- The names of borrowers with overdue but not the actual list can be viewed.
- New formats for borrower barcode labels.
- Global Change can be used to add series, subjects and/or authors to a group of items.
- The contents of a Box can be copied into Notes or Contents by clicking on a button.
- Extra commands to control how individual Boxes are borrowed or returned.

All manuals have been revised and there are a few new Fact Sheets:

- Boxes (revised to include commands above)
- Loan History
- Genres
- Changing the Status During Returns
- Item Type Icons

Contact your help desk if assistance is required to update.

July 2016

### **Bookmark 10.3.7 is now available**

A list of the new features and changes can be viewed either by going into Utilities / Update / Download Latest Features and Changes or on our website. <http://bookmark.central.sa.edu.au>. Click on Downloads > Latest Software Updates > List of latest changes.

The two major new features are:

- Support for Genres has been added to Bookmark. This includes the new Genres heading introduced by SCIS into their data. Items in various Genres

can be viewed in Search and Webopac if activated. A Fact Sheet has been added.

- South Australia only: a "New Books" button has been added to the Premier's Reading Challenge window. It downloads and displays books added to the book list since a date specified by the PRC team. At the moment, it is all items added this year.
- Manuals have been updated.

Contact your help desk if assistance is required to update.

June 2016

### **Bookmark 10.3.6 is now available**

A list of the new features and changes can be viewed either by going into Utilities / Update / Download Latest Features and Changes or on our website. <http://bookmark.central.sa.edu.au>. Click on Downloads > Latest Software Updates > List of latest changes.

This new version includes a correction for a problem with items tagged against the Premiers Reading Challenge booklist. Multiple asterisks were appearing at the end of call numbers. This has been corrected in 10.3.6. Just go to Cataloguing / Lists / Premiers Reading Challenge and click on Compare again. A Fact Sheet on how to use the PRC book lists for South Australia and Victoria can be found in the Fact Sheet section.

Other new features include the ability to print 2 copies of each spine label, opening catalogued local PDF documents from Webopac, and a redesigned book cover import display.

Contact your help desk if assistance is required to update.

Technical note: for easiest updating, make sure the network proxy server allows access to [bookmark.central.edu.au](http://bookmark.central.edu.au).

February 2016

### **Bookmark 10.3.2 is now available**

A list of the new features and changes can be viewed either by going into Utilities / Update or on our website. <http://www.bookmark.sa.edu.au>. Click on Downloads > Update Files > List of latest changes.

New features

- Controls / Circulation Controls: Added "Show list of names below enter barcode". Lists students from a selected class in the visible area beneath the barcode entry box. Unlike the droplist, this list stays visible.
- Reports / Catalogue Reports: Added Export for Accelerated Reader.
- Borrowers / Added: Generate barcode button added.
- Cataloguing / Lists / Check for inactive websites: Added check author links to test.
- Cataloguing / Linking: Added a control to list duplicate titles that are not linked.
- Borrowers / Update: Added Scan function. Borrower barcodes can be scanned into assign classes, year levels and/or borrower types.
- Borrowers / Update, Import: Added Edumate format.
- Cataloguing / Boxes: Showing status is optional in View Contents.
- Controls / Resource Lists: Added call number to resource list printout.
- Controls / Circulation Controls: Passwords are now specific to each setup instead of the same for all setups.
- Search: An asterisk can be entered for a Title search along with a search limiter like a Lexile number or level. This lists all titles with that number.
- Cataloguing / Import Items: Added import text files. This allows mass importing item data from a tab-delimited or csv file which may have been produced in Excel, Notepad or Word. Special rules need to be followed when producing the item list. These are detailed in the revised Cataloguing manual in the Import Items area.

Contact your help desk if assistance is required to update.

Technical note: for easiest updating, make sure the network proxy server allows access to our websites [www.bookmark.sa.edu.au](http://www.bookmark.sa.edu.au) and [bookmark.central.sa.edu.au](http://bookmark.central.sa.edu.au).

Bookmark website: <http://www.bookmark.sa.edu.au>

January 2016

### **Bookmark 10.3.1 is now available**

A list of the new features and changes can be viewed either by going into Utilities / Update or on our website <http://www.bookmark.sa.edu.au>. Click on Downloads > Update Files > List of latest changes

[New features](#)

- Stocktaking: A popup list now appears when scanning a box. It is similar to the one that appears in Returns.
- Stocktaking: in Missing Items, “View Members of Boxes” button has been added. This displays a list of all missing items that are members of boxes.
- Stocktaking: sublocation has been added as a criteria to Missing Items.
- Cataloguing: in Lists > Check for Inactive Websites. This has been improved and the display changed. It now allows testing of websites in the list.

## CPAC

CPAC is Bookmark’s Internet search system. It allows searching one or more catalogues from any device anywhere, inside or outside a school’s network firewall. CPAC works by exporting data from Bookmark and uploading it to a website so it becomes available online.

CPAC has been upgraded. It has a new, faster search engine and a new database system. Uploading data is much quicker, too, and contains additional data.

The CPAC search pages remain unaltered. This is a behind-the-scenes change. All existing CPAC databases have been upgraded to the new format.

The CPAC manual and application form have been completely revised.

Along with the “new” CPAC, Bookmark 10’s CPAC export has been substantially changed. CPAC users are urged to upgrade to Bookmark 10.3.1 and then re-export and re-upload data in order to take advantage of the improvements. Go to Cataloguing > Export Items > CPAC format.

Information about CPAC can be found at <http://www.bookmark.sa.edu.au>. Click on the CPAC link.

Note: CPAC is not Webopac, which is included in Bookmark since version 10.2.

Please contact your help desk if assistance is required to update.

Technical note: for easiest updating, make sure the network proxy server allows access to our websites [www.bookmark.sa.edu.au](http://www.bookmark.sa.edu.au) and [bookmark.central.sa.edu.au](http://bookmark.central.sa.edu.au) .