

November 2017

A new update of Bookmark, version 10.4.7 (190), is now available. Below is a summary of some of the new features and changes made in version 10.4.6 and 4.7. To view a more complete list, after updating, click on Fact Sheets then on *Latest Changes and Improvements*.

- Controls / General Controls. On the right side, the Collection or Genre setting now includes an option for displaying this field in AddEdit Items as either a drop-down list able to accommodate multiple entries, or as a single line for one entry.
- Reports / Catalogue Reports. The "List of authors" report now can display series as well.
- Controls / Search Controls. At the bottom middle is a new checkbox "Use helper wizard". If ticked, a special drop-down list is displayed when users type into Title, Series, Author or Subject searches (not Keyword). Entries matching what is typed are listed and can be selected. A minimum of three letters is needed to trigger the helper wizard list. By default this feature is unticked (disabled). It is not available for Webopac.
- Webopac now has four setup configurations like Search and Circulation. See the Webopac manual.
- Controls / Circulation Controls. A new checkbox has been added "Include items with other status types in loan list". If ticked, then items with a status of 3 or greater are also included in the items on loan list. They are not counted as overdues.
- Stocktaking / Scan Items. A Print button has been added that allows printing the list of scanned items. This is only the current list displayed, not all items scanned so far. That can be viewed with the Check Items button.
- Everywhere. The ALT X key combination exits Bookmark and shuts down all instances of Bookmark that may be open. This is a "super exit" function. It does not ask about a backup. It can be done almost anywhere in Bookmark. Note: Alt X is meant for emergencies. Use the regular Exit from the Main Menu for normal shut-down.
- Borrowers / AddEdit. Borrowers can be found by typing part or all of their name on the line asking for the borrower number / barcode. Just type and press Enter.
- Controls / Webopac Controls. The Top 10, which was only in Search, is now available in Webopac. Look in "Switches" section.
- Borrowers / Labels / Class Sheets. Option: can print borrower number instead of full barcode.
- Circulation / Loans. If the Options button is hidden (in Circulation Controls), a Search button is shown instead. This is a simple search window that can also be popped up using F8, too.
- Cataloguing and Borrowers. The buttons *Item Lists* replaces Item Reports and *Borrower Lists* replaces Borrower Reports. These sections include not only reports but also special lists.
- Reports / Borrower Reports and Circulation Reports. Save and Retrieve query has been added. It works the same as for Catalogue Reports queries.

- Stocktaking / List Items not Found. A checkbox list of all status types has been added so they can be checked, too.
- Many small errors, gremlins and corrections spotted by alert users have also been made.
- Manuals revised. The Webopac manual has had notable revision and there is a new Webopac setup fact sheet.

To view all the changes made in Bookmark for the last two years, go to Fact Sheets and click on “Latest features and changes”.

All Bookmark users are urged to update to the latest version 10.4.7.

Please contact your help desk if assistance is required to update and with any other questions.

September 2017

The Bookmark 10.4.5 update is now available (26 September 2017)

Collections and Genres

For some time now the Collections field has been set to double as a Genres field. This has now been developed further. It is now possible to have the word Genre appear instead of Collection. To do this, go to Controls then General Controls. Use the dropdown list on the right side to select. This selection determines the term that appears throughout the program.

In addition, the field has been shifted left beneath Subjects on the AddEdit cataloguing window. It is normally now a 3-line high box (scrollable so it can hold more than 3 entries, just like subjects). This allows for multiple entries. However, it is possible to change this to a single-line droplist presentation. This is also done in General Controls (above). The presentation can be changed at any time.

Item Type Icons

In Search and Webopac, Bookmark displays small icons to denote item types. These were formerly limited to “bmp” image types. They can now be any standard image type: bmp, jpg, jpeg, gif or png. The icons are stored in a folder called Icons. They require a special filename. The icons can be assigned to item types by going to Cataloguing / Authority Lists / Item Types. Highlight an item type entry, click on Edit, select the image from the droplist then Update. It is possible to add your own item type image to the list.

Spine Labels

Spine labels can now be printed directly from SCIS (MARC) records. This can be done from either the Import MARC Records window or from Print Spine labels.

Book Reviews

A few changes have been made to Reviews. First, a new alert shows in the morning if there are any reviews awaiting approval. Go to Controls then Reviews Manager. Double-click on a review to bring it up. Change to Approve, make any other changes

and close. The changes are automatically saved. Also, reviews with any “stop words” are now flagged as not approved automatically instead of the terms being removed. The review can be vetted, changed, deleted, etc.

Book Cover Display

In Cataloguing / AddEdit Items, if a book cover shows, click on it to view larger in a popup window. A new print option is available for printing out the cover.

Predictive Text

“Type ahead” predictive text has been introduced into AddEdit Items and AddEdit Borrowers. When the cursor is on a droplist field, start typing and Bookmark will predict the entry from the list. This applies to item types, locations, etc. The droplist can still be used. In Controls / General Controls a new checkbox “Use type-ahead text in dropdown lists” activates or deactivates this feature. If deactivated, the droplists are presented in a static (grey) format. By default, predictive text is now used.

Item Type Codes

In the same General Controls area above, another checkbox determines whether or not the item type codes are shown in the Item Type dropdown list or not. Removing the tick causes only the descriptions to be listed without the codes.

Overdue Limit

A new “overdue limit” value has been added. Go to Borrowers / Authority Lists / Borrower Types. This value on the right side is the number of overdue items allowed for each borrower type before the overdue loan block is triggered in Loans. A value of 0 (default) pops up the overdue block dialog if there are any overdue items. A value of 1 means 1 overdue is allowed but not 2 or more. Another value determines the “cut off”. The Block/No Block general “overdue block” column takes precedence over this value.

Search Statistics

A new system has been introduced that keeps track of search statistics. In addition, the actual text of searches can be optionally recorded and viewed. Go to Reports / Search Reports (new section). Searchlog Maintenance is used to turn these reporting features on or off and to age or clear the data. The statistics report shows the number of searches per month and the log report allows viewing queries. Note: users with read-only permission will not have anything recorded.

Series Report

Reports / Catalogue Reports. The “Author list” report has been expanded to include series. This allows a list of the authors or series entries to be listed that are associated with items found by the query.

To view changes made in Bookmark, go to Fact Sheets and click on “Latest features and changes”.

All manuals have been revised.

All Bookmark users are urged to update to the latest version 10.4.5.

Please contact your help desk if assistance is required to update and with any other questions.

August 2017

The Bookmark 10.4.4 update is now available (18 August 2017)

This update of Bookmark can import records from the new SCISData website. See below.

Overdue notices

A new line has been added to the overdue list and notice screens where groups are selected. Called "Date shown on notices", this is the date actually printed on the lists and notices. "Items are overdue as of" still works as it should.

Borrower Types

A new button has been added to the bottom of the borrower type window (Borrowers / Authority Lists). Called "Loan limits", it sets the loan limits against all borrowers to be that displayed in the grid. Borrowers with individually set limits are affected by this.

Borrower Classes

The list of borrower classes has been enhanced. Each class can now have a description, like a teacher's name, plus an email address for sending overdue lists. Go to Borrowers / Authority Lists / Classes. The descriptions can optionally appear in overdue lists and notices.

Searches involving the word Not

When searching, Bookmark treats the words "and", "or" and "not" as commands rather than words. This permits Boolean style searches like Football and Australian not American. However, it does not return titles like "Do not Lick This Book". To deal with this, Not can be switched off so it is treated like a word. Go to Controls / Stop Words. Tick the box beneath the list and remove Not from the list. Click Ok to reindex.

Circulation – Extending Loans

A new "Extend" button can be made visible on the Loans window. This allows renewing a loan by clicking on the item to highlight then on the Extend button. By default the button is hidden. To make it visible, go to Controls / Circulation Controls and tick the Extend checkbox on the left side.

Circulation – Mass Return Loans

Many different items can be returned at once. Go to Circulation / Edit / Mass Change Loans. Click on Change by Choosing from a List. Highlight the loans to be returned. Click on Status. Set the status to 1 and click OK.

Cataloguing – Authority Lists

Loan Notes and Return Notes have been added to the authority lists.

Cataloguing –Covers

A menu has been introduced.

Cataloguing – Dropdown lists

The dropdown lists in AddEdit Items and Import MARC records have been changed to static lists. This allows selecting an entry by typing initial letters. Click on the 3-dot box to add entries to the list. This style of dropdowns appears grey, but they are active.

Cataloguing – SCISData

SCIS has introduced a new website called “SCISData”. (www.scisdata.com) The files ordered are in a different format to the previous Usmarc.dat files. The new files are in a Zip format and contain both usmarc records and book cover images, all in one file. Bookmark can import both item data and covers from these files at the same time. Go to Cataloguing / Import Items and select Import MARC Records. Do everything as normal but open the zip file downloaded from SCISData. The covers are first imported (without showing) then the item records appear as normal. No need to separately download and import images files. The old files can still be imported as well, and covers can still be imported just like before, too.

Bookmark 10.4.4 is needed to import the new SCISData format.

Bookmark users are urged to update to version 10.4.4 as soon as possible.

To view changes made in Bookmark, go to Utilities, Update and click on “Latest features and changes”.

All manuals have been revised.

All Bookmark users are urged to update to the latest version 10.4.3.

Please contact your help desk if assistance is required to update and with any other questions.

July 2017

The Bookmark 10.4.3 update is now available (14 July 2017)

This update contains numerous behind-the-scenes edits to ensure reliable operation as well as several new features and functions.

All Bookmark users are urged to update to version 10.4.3 as soon as possible.

Queries

A “keyword” style similar to the easy-to-use Search and Webopac modules has been added. Click on the field dropdown list. Keyword is located near to the bottom of the

list. Selecting keyword allows a query to search title, series, subjects, authors, notes, contents, call number all at the same time using a “word match” strategy.

Start of Year Housekeeping

At the beginning of next year, a new popup message may appear the first time Bookmark is opened that year. This message only appears if history entries exist that are more than 7 years old. These old entries can be removed, leaving only records within the last 7 years. This is an optional task. Older records can be retained.

Spine Label Printing

A new option allows the text of spine labels to be printed in colour.

Authority Lists

Return Notes and Loan Notes have been added to Authority Lists in Cataloguing. Some streamlining has occurred with Item Types and Locations to decrease the time needed to count the number of items having each entry.

Webopac and Lexile Searching

Search limiting via lexiles has been added to Webopac. It operates the same as for the Windows Search module.

Overdue Messages

Overdue messages now include a “description”. This is a line that is used to describe what the message is about. It is not included in the printout and is only presented on-screen to assist selection. By default, the first line within a message becomes the description but that can be changed. Go to Overdues, Messages.

Controls

Borrower Types and Cataloguing Lists have been put back onto the Controls menu. They can also be found in the Authority Lists section in Cataloguing and Borrowers.

Reservation Notices

The reservation controls window (in Controls) has been revised to reflect improvements in printing hold notices using receipt (slip) printers. The style of the printout has been improved, too. A “collect within” time limit can be set (number of days) to show when a hold should be collected. A new button titled “Uncollected holds” can generate a list of holds with dates plus the calculated “collect by” date.

Circulation – Limiting Reservation Search Lists

When making a reservation in Circulation, a list of titles is shown based on a simple title search. By default this list is drawn from all items in the catalogue database. However, it is now possible to narrow the list based on a Site field. In Controls / General Controls, this field can be set to show either the heading “Sublocation” or “Site”. If set to “site”, this new function can be made available to restrict the site from which titles are listed. In Circulation Controls a new “Filter by site” checkbox has been added. Ticking this box can affect the list of titles found when reserving in Circulation. A hidden droplist becomes visible that allows limiting the title list to the specified site.

Locations – numbering

Location numbers were removed with the introduction of version 10.4. However, it is possible to add numbers to location descriptions by pressing a single key. These can either be in sequence using the list displayed or taken from a previous backup made with version 10.3 or earlier. Contact the help desk for instructions. (Note: numbers used for item types can be replaced by letter codes – e.g. “BB” for Big Book instead of “9”.)

Borrower Histories

A significant behind-the-scenes change has been made to the way borrower loan history data is stored in the database. The change has been made to improve stability. All on-screen operations and reports remain the same. To “age” the history list – i.e. remove older records – go to Borrowers, Rollover, Clear Borrower Histories.

Issues dealing with locations and item types discovered by alert users in version 10.4.1 have been dealt with in 10.4.3.

To view changes made in Bookmark, go to Utilities, Update and click on “Latest features and changes”.

To view changes between version 10.3 and 10.4, see Fact Sheets.

All manuals have been revised.

All Bookmark users are urged to update to the latest version 10.4.3.

Please contact your help desk if assistance is required to update and with any other questions.

June 2017

The Bookmark 10.4.2 update is now available (13 June 2017)

Locations and Item Types – set list order

With the release of version 10.4.1, reference numbers were removed from locations and the numbers for item types changed to codes that could be either letters or digits. Version 10.4.2 adds a feature that allows setting the order of these lists. Go to Cataloguing, Authority Lists, Locations. To shift the position of an entry, highlight it with one click, then use the up/down arrow keys on the right side to shift. When the window closes, the order of the list is set. This is how it is displayed everywhere, including the drop-down lists in AddEdit Items. The same procedure can be used to organize Item Types as well.

Borrowers Find by Name

In AddEdit Borrowers, users can be located by their number/barcode or “Find by name” where part of a name can be entered or “Select from a list” in which all borrowers are listed and one can be selected.

Circulation History and Reserves

Double click on any item listed on loan to a borrower to view its details. New “History” and “Reserves” buttons can be added to the bottom of the popup window. History lists the loan and return history of the item. Reserves lists all reservations and holds for the item. These buttons are hidden by default. To activate them, go to Controls / Circulation Controls and set the checkbox “History and Reservations” can be viewed in item details.

Circulation – identifying items with reservations

On the loans screen, the letter “r” can be displayed next to the item number of any item that has reservations against it. This is normally hidden. To activate this feature, go to Controls / Circulation Controls and tick the checkbox “Show ‘r’ next to item number if item has reservations.

Reports buttons

The word ‘Reports’ replaces Quick Lists and Lists on the Cataloguing and Borrowers menus. These reports buttons display special reports, lists and functions.

Premier’s Reading Challenge

The Victorian and New South Wales PRC booklists can now be downloaded from Bookmark in the same way the South Australian list is available. Go to Controls / General Controls and set “Premier’s Reading Challenge” appropriately. Then go to Cataloguing / Reports and click on Premier’s Reading Challenge.

Some modifications to the identifying system used to spot PRC books has also been made. On the PRC list screen (above), click on Compare to re-compare and re-compile a revised tagged list.

Circulation Reports – Most Popular Series or Author

To find out the most popular author(s) or series, go to Reports / Circulation Reports. Construct a query to cover the time period and other factors (e.g. fiction only, etc) required. Select the List Authors or Series report. The report now includes the number of records found by the query. If set to “loans only”, this is the number of loans for each entry . Click on the Count heading to sort the list. Click twice to sort highest to lowest. Top of the list is “most popular”.

To view changes made in Bookmark, go to Utilities, Update and click on “Latest features and changes”.

To view changes between version 10.3 and 10.4, see Fact Sheets.

All manuals have been revised.

All Bookmark users are urged to update to the latest version 10.4.2.

Please contact your help desk if assistance is required to update and with any other questions.

May 2017

The Bookmark 10.4.1 update is now available

This is a major update containing a raft of changes and new features.

A comprehensive list of the changes can be found in program itself. To view, after updating, click on *Fact Sheets* then on *Version 10.4 Changes*. A different list can be viewed at *Utilities* then *Update* then *Latest Features and Changes*.

Some of the new features are:

- **Locations.** Locations no longer have numbers. They are just a list. There is no limit on the number of locations in the list.
- **Item Types.** Item types appear to have numbers but these can now be changed to “codes” based on letters. BB can be used for “Big Book”, for example, instead of the number 9. The letter codes can completely replace numbers. (Status, Due Date Categories and Borrower Types still use numbers.)
- **Stocktaking.** Queries used to isolate areas for stocktaking can be saved in “Setups”. A Setup can be for fiction or teacher reference, etc. Setups can be re-used.
- **Classes.** A “Classes” window is now available where classes can be added, removed or edited.
- **Change Status in Loans.** While in loans, the status of an item on loan can be changed to Lost or any other value.
- **Borrowers.** The Borrowers menu has been changed. Rollover replaces Update Borrowers.
- **Stocktaking.** The Stocktaking menu has been improved.
- **Reports.** Queries can now have up to 6 rows and include brackets.
- **Due Dates.** Special due dates can be set up for different types of items for each borrower type. A new type of temporary due date is available in Circulation.
- **PRC.** Additional support for the Premier’s Reading Challenge in Victoria and New South Wales had been added. See the revised fact sheet.
- All manuals and fact sheets have been revised.

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