

Bookmark Setup and Networking Guide

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System Requirements

- Windows 7, 8, 10, 11 and Server 2012 onwards.
- PC's, laptops, Windows tablets. Macintosh or Linux equipped with a PC emulator.
- 64-bit systems only. The 32-bit systems version of Bookmark has been discontinued.
- Preferred network connection is by ethernet cable to provide best speed. Wifi can be used but older slow Wifi systems can significantly inhibit performance.
- Bookmark can operate on a stand-alone, non-networked computer. Lack of internet connection may prevent some functions.
- Bookmark can be used by multiple users on a local or wide area network at the same time. The database is locked during write transactions.
- The Webopac and CPAC modules are browser-based and provide search-only access on any device connected to the network – e.g., PC's, iPads, Macs, Chromebooks, Linux, smart phones, etc. All other parts of Bookmark require a Windows operating system.

Setup

Download the setup zip file from <http://bookmark.central.sa.edu.au>. Open and run Bmsetup.exe to install.

First Run – Registration code

When first opened, enter the name of the school, library or institution. The post code and other info may also need to be entered.

Bookmark will nag for a registration code until one is provided. The program will run without the code until one is provided.

Shifting Bookmark from one PC to another

Copy the Bookmark folder and all of its contents to the other computer. *Do not install a fresh copy and try to transfer data.* Nothing is in the registry.

Internet

Some functions require Internet access but most do not.

Important: Make sure firewall settings allow the Bookmark website to be accessed directly for *both downloading and uploading*. Whitelist:

<http://bookmark.central.sa.edu.au>

If a proxy is needed for uploading, it can be entered into Bookmark in Controls > Settings > System tab.

Other addresses may also need whitelisting if Z-cataloguing and/or the SCIS API are used. See the relevant fact sheets for details.

Local Area Network Setup

Host Setup

- Bookmark is designed for multiple users on a local area network. It is installed on a host computer. The folder is shared. On workstations, shortcut icons are created to open relevant parts. It may work on a wide area network, too, but speed could be a factor.
- The "host" is the computer on which Bookmark is physically installed. It can be a server or a workstation. A workstation can act as a host for up to 20 concurrent connections.
- On the host, install the software to C:\Bookmark.
Do not put the Bookmark folder inside Program Files as it will not function correctly.
Do not install to the Desktop or Users folder.
- Share the Bookmark folder so others can access it. See permissions and drive mapping below.
- Microsoft recommends disabling write behind caching on workstations in order to avoid data corruption.
- Note: Bookmark does no processing on a server. Workstations see the server as a drive. All processing is done on workstations. The speed of the server does not impact on Bookmark's performance. Other factors have a much larger effect.

Workstations

- The use of mapped drive letters is preferred over UNC style \\ addresses. Map a drive letter to the shared Bookmark folder on the host.
Drive L for "library" is suggested.
Very important!!! Do not map to drives A or B as the BIOS can think they are floppy drives and may cause odd problems.
- Windows 10 & 11 – make sure all SMB1 checkboxes are ticked in Windows Features.
- Wifi is much slower than a cable connection. Avoid slow wifi.
- *Bm.exe* This is a small program that launches the Main Menu exe. It is used by library staff only. Do not set this up for general access by everyone.
- *Bmsearch.exe* Provides search-database-only access to Windows devices. An icon to launch this program can be set up on as many workstations, tablets and laptops as needed. Intended for use by staff and students throughout the school. (Also see Webopac below.)

- *BmCirculation.exe* Use this program on workstations at which users will only be borrowing and returning (circulating) and searching, and nothing else. It is normally on a computer equipped with a barcode reader. More than one can be set up. (Note: the old BmCirc.exe now just opens the newer BmCirculation.exe. The same is true for Bm.com, Wincirc.exe, and Bwmenu.exe. These can all be deleted.)

Create Desktop Icons Method

Do not "drag-and-drop" to create the desktop icon. This generates a UNC style address and may also make an incorrect start path. Right-click on the desktop to create a new shortcut, or open the folder and right-click on the relevant program then use Send To and Desktop (Create shortcut). These methods ensure correct paths in the icon properties.

User Permissions

- Library staff require Modify or Full Control permission to use the *Main Menu* (Bm.exe). Bookmark creates and deletes files on-the-fly behind the scenes. The Main Menu part will fail with Read-only or Read/Write.
- *Circulation* can work with either Modify level (preferred) or Read/Write (Change) level. Modify is preferred. It will not work with the default Read-only.
- *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.

Webopac

Webopac is Bookmark's browser-based search component. It allows searching the library catalogue via a URL in a browser on any device that can access the network. Not required but useful and can replace Windows Search. See the separate Webopac setup guide for instructions on setting it up.

CPAC

CPAC is an alternate browser-based search component. It is "cloud based" and allows searching the catalogue outside the network's firewall. Library staff can work with the Bookmark help desk to set this up. Catalogue search only. No borrower data.