



## FACT SHEET

### Passwords

March 2017

Bookmark uses a variety of passwords to protect parts of the system from unwanted access, or to block various functions.

#### Master Password

The master password can be used anywhere Bookmark asks for any password. Library staff only have to remember this one word.

Other passwords can be given out on a need-to-know basis.

The master password is for library staff only to use. It should not be given widely.

#### Main Menu Passwords

Controls > Passwords

Master Password:

Cataloguing:

Borrowers:

Overdues:

Reports:

Stocktaking:

Controls:

Utilities:

Exit Bookmark:

Open Bookmark:

The master password is on top of the list. By default, it is the word PASSWORD.

(Passwords are always upper case.)

The other passwords are used to restrict access to each of the modules from the Main Menu. These are the passwords or "codes" used to enter each module. They are often the same password, but they can each be unique, too.

Making a password blank disables its function. Bookmark will not ask for a password if it is blank.

Place a password or code next to each module that you wish to limit access.

Note: Exit Bookmark and Enter bookmark are available but it is recommended to use these only if absolutely necessary.

## Circulation Passwords

Circulation Controls has its own separate set of passwords.

The screenshot shows a web interface with two main sections. The top section is titled "Passwords" and contains several input fields: "Enter Circulation:" (blank), "Exit Circulation:" (blank), "Enter Returns:" (blank), "Typing Code:" (RAT), "Circulation Controls:" (RATZ), "Make Reservation:" (blank), "Enter Previous borrowers:" (blank), and "Enter Reservation ctrls:" (blank). The bottom section is titled "Loan Block passwords, commands and switches" and contains a "Loan Block:" field with the value "MATTHEWS". Below this are several checkboxes: "Setdate" (checked), "Extend" (checked), "Print" (unchecked), "Notice" (checked), "Name" (checked), "Return" (unchecked), and "Slip/Dump" (unchecked). There are also three "Override" options, each with a checked checkbox and a text input field: "Override overdue block" (Overdues!), "Override loanlimit block" (Loan limit reached!), and "Override loan restriction" (Restricted item!).

*Enter Circulation* is a password that can appear whenever the Circulation module is opened. Only authorized personnel can use this module. Normally this is blank.

*Exit Circulation* causes a password request if someone tries to close Circulation. This is useful if that module should stay open on a dedicated computer. However, its use should be rare, too.

*Typing code* is asked for when a user types in a borrower number or item number instead of a full barcode. This is normally a short password of few characters. If your barcodes are simple numbers, do not use this.

*Circulation Controls* is requested when a user clicks on any entry in the Edit dropdown menu. (Top left of the Circulation screen.) This is a useful password to restrict who can perform these operations.

*Make Reservation* can be asked whenever a user tries to make a reservation. This restricts making reservations to authorized people only.

*Enter Previous Borrowers*. A special password that can be requested if the user clicks on the Previous Borrowers entry in the Edit dropdown menu.

*Enter Reservation Controls*. Another special password that is shown if the user tries to open reservation controls from Edit.

*Loan Block*. This important password should be different to the master password. It is the one asked for when any type of blocking function occurs during the loan process. Examples are reaching a loan limit, a restricted item, overdue items and trying to find a borrower by name. The tickboxes can be used to indicate which action requires the password or not.

## Search Passwords

Search Controls has its own separate set of passwords, too.

Passwords	
Exit program:	<input type="text"/>
Borrower info:	<input type="text" value="LARRY"/>
Reserve password:	<input type="text"/>
Printing password:	<input type="text" value="EXPANSE"/>

The first password can be requested when the user tries to exit Search. This is useful on dedicated search workstations.

The next one is used to restrict access to borrower name data.

The reserve password can be requested when making reservations.

The printing password can be requested when trying to print.