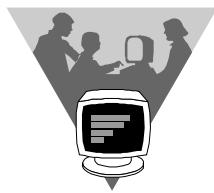




University of Edinburgh



Library Systems Department

Printing Overdues

Document Status

Current

Document Type

Systems Training

Document Filename

Train0038.doc

Document Version

1.0

Latest Revision Date

19th April 2000

Author

Keith Matheson

Tested by

Alex Forrest

1 Document Control

1.1 Amendment History

Version	Date	Description	Initials
1.0	4/3/99	Current and Initial Version (awaiting testing)	KM

1.2 Filename Path

Document can be found at the following path:

\lib-srv4\images\documents\training\train0038.doc

2 Introduction

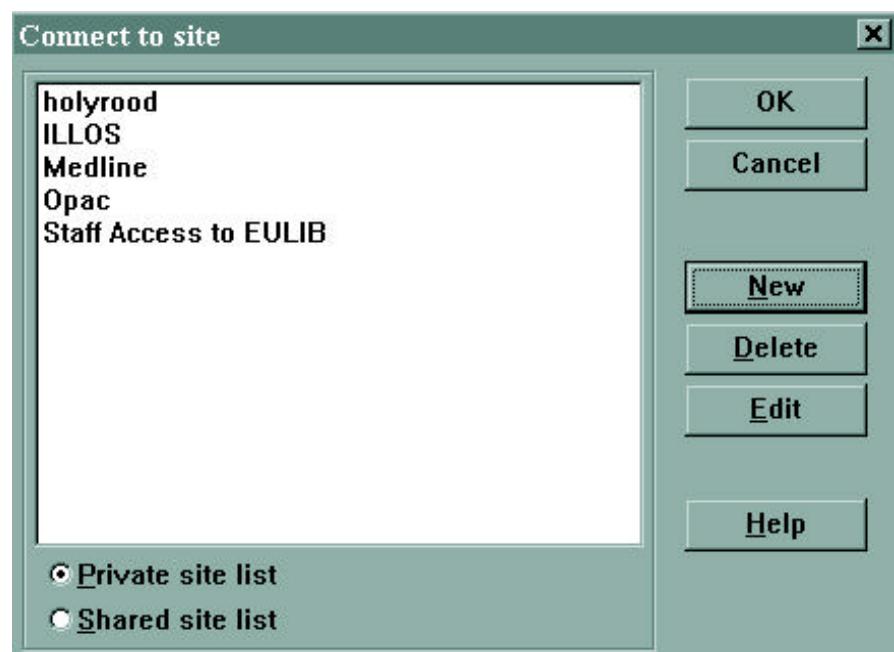
To provide a guide on sending daily printing jobs to the printer from UNIX.

3 Pre-Requisites

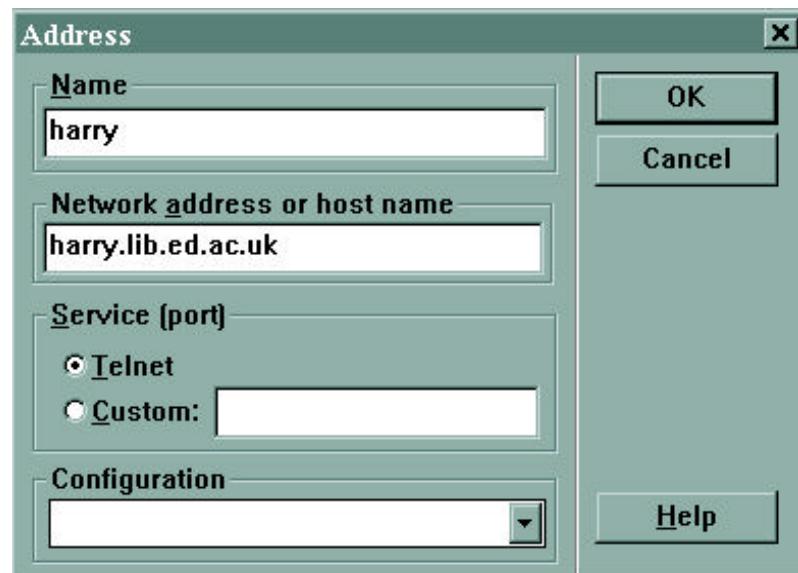
Voyager password and knowledge of Ewan.

4 Step by Step Instructions

- Open Ewan from the START menu, you should immediately get the following box:



- Click on "new" and enter the following data, then click OK



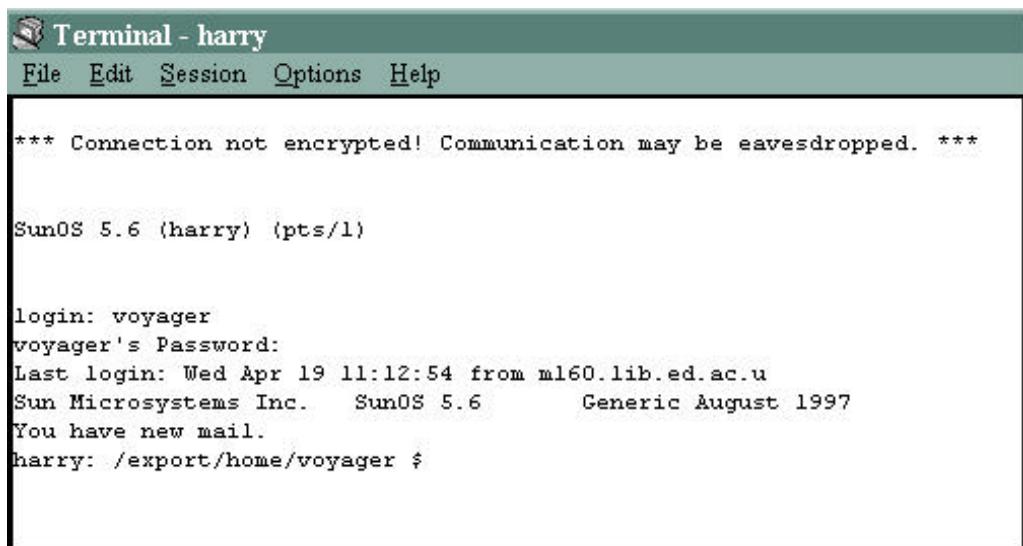
- You will be returned to the original screen, at this stage click on "harry" to highlight the site, then click "OK".

-
- You will now be connected to harry. Enter the following:

Login: **voyager**

Username: ******* (available from MW)**

- You will now see the following screen:



Terminal - harry

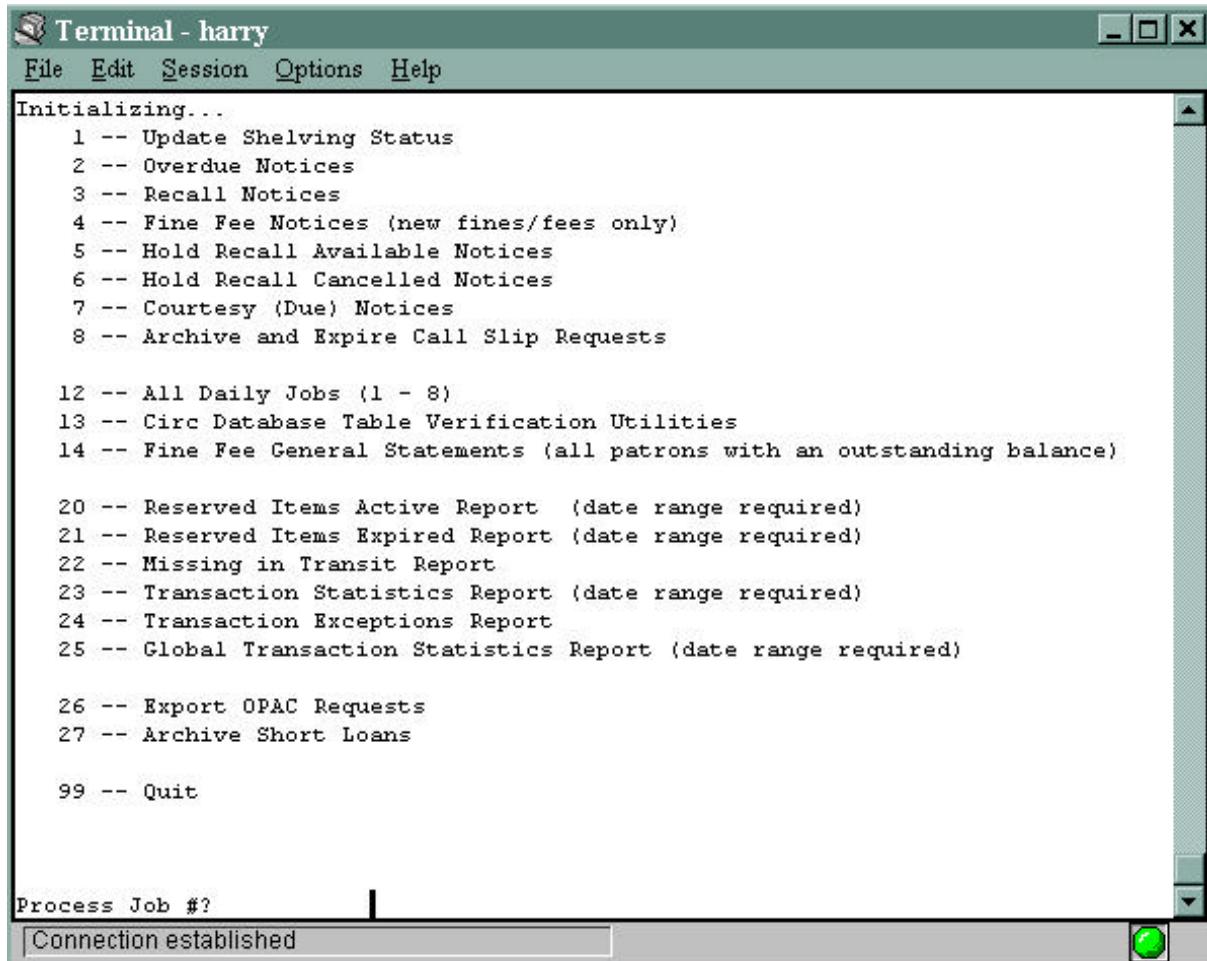
File Edit Session Options Help

```
*** Connection not encrypted! Communication may be eavesdropped. ***

SunOS 5.6 (harry) (pts/1)

login: voyager
voyager's Password:
Last login: Wed Apr 19 11:12:54 from m160.lib.ed.ac.u
Sun Microsystems Inc. SunOS 5.6 Generic August 1997
You have new mail.
harry: /export/home/voyager $
```

- Type: `cd /m1/voyager/eddb/sbin` and press <enter>. This will take you into the appropriate directory.
- Now type `Pcircjob` and press <enter>, you should get the following list:



Terminal - harry

File Edit Session Options Help

```
Initializing...
1 -- Update Shelving Status
2 -- Overdue Notices
3 -- Recall Notices
4 -- Fine Fee Notices (new fines/fees only)
5 -- Hold Recall Available Notices
6 -- Hold Recall Cancelled Notices
7 -- Courtesy (Due) Notices
8 -- Archive and Expire Call Slip Requests

12 -- All Daily Jobs (1 - 8)
13 -- Circ Database Table Verification Utilities
14 -- Fine Fee General Statements (all patrons with an outstanding balance)

20 -- Reserved Items Active Report (date range required)
21 -- Reserved Items Expired Report (date range required)
22 -- Missing in Transit Report
23 -- Transaction Statistics Report (date range required)
24 -- Transaction Exceptions Report
25 -- Global Transaction Statistics Report (date range required)

26 -- Export OPAC Requests
27 -- Archive Short Loans

99 -- Quit

Process Job #?
```

Connection established

-
- Now type: 1 and press <enter> to start the job "Update Shelving Status".....you will see the job being processed (indicated by ###....)
 - Once the job is complete, you will be alerted. Now type Pcircjob again to reload the list, this has to be done at the end of each job. Now select job 2 as above and repeat for jobs 3,5 and 13.
 - So you have completed the following jobs:
 - 1 -- Update Shelving Status
 - 2 -- Overdue Notices
 - 3 -- Recall Notices
 - 5 -- Hold Recall Available Notices
 - 13 -- Circ Database Table Verification Utilities
 - Now type: exit and press <enter>. Then exit out of Ewan.

***** LAST PAGE *****
