



Voyager®6.1

Reporter User's Guide

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Endeavor Information Systems, Inc.

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Contents

About This Document

| | |
|--|-------|
| • Purpose | xxi |
| • Intended Audience | xxi |
| • Reason for Reissue | xxi |
| • How to Use This Document | xxii |
| • Conventions Used in This Document | xxii |
| • Contact Information | xxiv |
| • Document Reproduction/Photocopying | xxv |
| • How to Comment on This Document | xxvi |
| To Submit Comments by E-mail | xxvi |
| To Submit Comments by Fax | xxvi |
| • Customer Support Contact Information | xxvi |
| Phone | xxvi |
| E-mail | xxvii |
| Fax | xxvii |
| Customer Support Hours of Operation | xxvii |

1

Getting Started

| | |
|--|------|
| • Introduction | 1-1 |
| • Prerequisite Skills and Knowledge | 1-2 |
| • Before You Begin | 1-2 |
| • Setting Up the Reporter Module | 1-2 |
| Installing the Reporter Module | 1-3 |
| Configuring the voyager.ini file for E-mail | 1-3 |
| Messages Received if the voyager.ini file is not Configured | 1-5 |
| Message Received if E-mail Server Address is Invalid | 1-6 |
| Sites not Using E-mail for Notices | 1-7 |
| • First Log in to the Reporter Module | 1-7 |
| Setting the path to Access | 1-8 |
| Selecting the Processing Location (Print Location) | 1-10 |

Endeavor Information Systems, Inc.

See notice on first page

Contents

| | |
|--|------|
| Completing the E-mail tab | 1-11 |
| • Setting Up the Prepackaged Access Reports | 1-17 |
| Install the Access Report .mdb Files | 1-17 |
| Uninstall Oracle8 Client and Drivers | 1-17 |
| Install the Oracle9i Client | 1-32 |
| Updating the Character Set for Oracle | 1-53 |
| Configuring the Microsoft ODBC for Oracle Driver | 1-61 |
| Configuring the Database Links | 1-65 |
| Setting the ODBC Timeout Value | 1-72 |

2

Generating Input Files to Create Reports and Notices

| | |
|---|------|
| • Introduction | 2-1 |
| • Reporter Module Functionality Overview | 2-1 |
| • Input and log files | 2-2 |
| Input files | 2-2 |
| Log files | 2-3 |
| Creating Input Files for Acquisitions | 2-3 |
| Creating Input File(s) from the Acquisitions Module | 2-4 |
| Creating Input File(s) by Acquisitions batch jobs - Accjob | 2-5 |
| The Accjob.log file | 2-6 |
| The Acquisitions Batch Jobs | 2-6 |
| Running Acquisitions Batch Jobs | 2-8 |
| Creating input files using WebAdmin - Acquisitions Utilities | 2-12 |
| Creating Input Files for Cataloging | 2-15 |
| The Catjob.log File | 2-16 |
| The Cataloging batch jobs | 2-17 |
| Running Cataloging Batch Jobs | 2-24 |
| Creating input files using WebAdmin - Cataloging Utilities | 2-27 |
| Creating Input Files for Circulation | 2-31 |
| The Circjob.log file | 2-33 |
| The Circulation batch jobs | 2-33 |
| Running circulation batch jobs | 2-41 |
| Creating input files using WebAdmin - Circulation Utilities | 2-44 |

Endeavor Information Systems, Inc.

See notice on first page

Contents

| | |
|--|------|
| Creating Input Files for Media Scheduling | 2-48 |
| Mediajob.log file | 2-49 |
| The Media Scheduling batch jobs | 2-49 |
| Running media scheduling batch jobs | 2-51 |
| Creating input files using WebAdmin - Media Scheduling Utilities | 2-54 |

3

Session Preferences in the Reporter Module

| | |
|---|------|
| • Introduction | 3-1 |
| • Global Preferences | 3-2 |
| • E-mail Preferences | 3-7 |
| • Notices Preferences | 3-9 |
| • Reports Preferences | 3-11 |
| • Address Format Preferences | 3-15 |
| • Forms Control Preferences | 3-17 |
| • Application Forms Preferences for Acquisitions, Cataloging, Circulation, and Media | 3-18 |

4

Using Reporter

| | |
|--|------|
| • Introduction | 4-1 |
| • Logging in to the Reporter Module | 4-1 |
| • Building and Running Reports and Notices | 4-3 |
| Building Reports and Notices | 4-7 |
| Errors While Building Reports/Notices | 4-7 |
| Printing the Reports and Notices Processed lists | 4-10 |
| Exiting Reporter Without Running Reports or Notices | 4-10 |
| No Reports or Notices for Selected Application | 4-11 |
| • Running Reports and Notices | 4-12 |
| • Processing Archive Files | 4-14 |
| Invalid Input File Version | 4-16 |
| • Error Record Processing | 4-17 |
| Error file | 4-18 |
| Message file | 4-18 |

Contents

| | | |
|--------------|--|------|
| 5 | Editing the Format of Reports and Notices | |
| • | Introduction | 5-1 |
| • | Access names for the reports and notices distributed with Reporter | 5-2 |
| | Acquisitions Reports | 5-2 |
| | Cataloging Reports | 5-4 |
| | Circulation Reports | 5-5 |
| | Media Booking Reports | 5-6 |
| | Acquisitions Notices | 5-7 |
| | Circulation Notices | 5-8 |
| | Media Booking Notices | 5-9 |
| • | Editing the Formats of Reports and Notices | 5-10 |
| • | Editing Text for e-mail Notices | 5-12 |
| 6 | Common Reporter Errors | |
| • | Introduction | 6-1 |
| • | Error Conditions | 6-1 |
| | Failure Recovery Run | 6-1 |
| | Unprocessed Report and/or Notice | 6-2 |
| | Unprocessed e-mail Notices | 6-3 |
| | Restoring the Server File to Run in Reporter | 6-3 |
| 7 | Prepackaged Access Reports | |
| • | Introduction | 7-1 |
| • | Prepackaged Access Reports Overview | 7-1 |
| • | Before using Voyager's Prepackaged Access Reports | 7-3 |
| • | Voyager's Prepackaged Access Reports | 7-3 |
| | Reports and queries in the Prepackaged Access Reports file | 7-5 |
| • | Using Prepackaged Access Reports | 7-24 |
| | Editing Reports and Queries | 7-24 |
| | Accessing the MARC "Blob" | 7-27 |
| | Using the Expression Builder | 7-27 |

Contents

| | | |
|----------|----------------------------|------------|
| A | Reports and Notices | A-1 |
| • | Sample Reports and Notices | A-1 |
| | Sample Notices | A-1 |
| | Acquisitions Notices | A-1 |
| | Circulation Notices | A-8 |
| | Media Scheduling Notices | A-16 |
| | Sample Reports | A-17 |
| | Acquisitions Reports | A-17 |
| | Cataloging Reports | A-28 |
| | Circulation Reports | A-37 |
| | Media Booking Reports | A-53 |

IN

Index

IN-1

Endeavor Information Systems, Inc.
See notice on first page



Contents

Endeavor Information Systems, Inc.
See notice on first page

Tables

| | | |
|----------|--|------|
| 1 | Getting Started | |
| 1-1. | Description of the keys in the E-mail stanza of the voyager.ini file | 1-4 |
| 1-2. | Description of the E-mail tab | 1-12 |
| | | |
| 2 | Generating Input Files to Create Reports and Notices | |
| 2-1. | Acquisition activities that create an input file on the server | 2-4 |
| 2-2. | Acquisitions batch jobs | 2-5 |
| 2-3. | Acquisitions batch job options codes and description | 2-8 |
| 2-4. | Cataloging batch jobs | 2-15 |
| 2-5. | Cataloging batch job options codes and description | 2-24 |
| 2-6. | Circulation batch jobs | 2-31 |
| 2-7. | Circulation batch job options codes and description | 2-41 |
| 2-8. | Media Scheduling batch jobs | 2-48 |
| 2-9. | Media Scheduling batch job options codes and description | 2-51 |
| | | |
| 3 | Session Preferences in the Reporter Module | |
| 3-1. | Description of the Global tab | 3-2 |
| 3-2. | Description of the E-mail tab | 3-8 |
| 3-3. | Description of the Notices tab | 3-10 |
| 3-4. | Description of the Reports tab | 3-12 |
| 3-5. | Description of the Address Format tab | 3-15 |
| 3-6. | Description of the Forms Control tab | 3-17 |
| | | |
| 4 | Using Reporter | |
| 4-1. | Description of the tabs in Reporter | 4-6 |

Tables

| | | |
|----------|---|-----|
| 5 | Editing the Format of Reports and Notices | |
| 5-1. | Access reports contained in the acqrpts.mdb file descriptions | 5-3 |
| 5-2. | Access reports contained in the catrpts.mdb file descriptions | 5-4 |
| 5-3. | Access reports contained in the crcrpts.mdb file descriptions | 5-5 |
| 5-4. | Access reports contained in the medrpts.mdb file descriptions | 5-6 |
| 5-5. | Access reports contained in the acqnotes.mdb file descriptions | 5-7 |
| 5-6. | Access reports contained in the crcnotes.mdb file descriptions | 5-8 |
| 5-7. | Access reports contained in the mednotes.mdb file descriptions | 5-9 |

Figures

| | | |
|----------|---|------|
| 1 | Getting Started | |
| 1-1. | Example of the E-mail stanza in the voyager.ini file | 1-4 |
| 1-2. | Example of E-mail stanza | 1-5 |
| 1-3. | Missing E-mail server information message | 1-5 |
| 1-4. | No E-mail notices message | 1-6 |
| 1-5. | Unable to connect to e-mail server message | 1-6 |
| 1-6. | No E-mail notices message | 1-7 |
| 1-7. | Reporter's Log in dialog box | 1-9 |
| 1-8. | Select Directory containing MSAccess dialog box | 1-9 |
| 1-9. | Preference dialog box | 1-11 |
| 1-10. | Message to specified E-mail Reply-To address | 1-11 |
| 1-11. | E-mail tab | 1-12 |
| 1-12. | Message to set up E-mail Reply-To address | 1-13 |
| 1-13. | E-mail tab | 1-14 |
| 1-14. | Completed E-mail tab | 1-14 |
| 1-15. | E-mail Address Test message | 1-15 |
| 1-16. | Example of the test message | 1-15 |
| 1-17. | E-mail send failure message | 1-15 |
| 1-18. | E-mail test message failed due to bad e-mail address | 1-16 |
| 1-19. | Unprocessed E-mail Notices message | 1-16 |
| 1-20. | System DSN tab | 1-19 |
| 1-21. | Oracle Installer | 1-20 |
| 1-22. | Software Asset Manager dialog box | 1-20 |
| 1-23. | All products selected to delete | 1-21 |
| 1-24. | Confirmation message to delete the Oracle products | 1-22 |
| 1-25. | Oracle products being deleted | 1-22 |
| 1-26. | Software Asset Manager dialog box | 1-23 |
| 1-27. | Confirmation message seen before exiting Oracle Installer | 1-23 |
| 1-28. | Run dialog box | 1-24 |
| 1-29. | Oracle folder (HKEY_LOCAL_MACHINE\SOFTWARE directory) | 1-25 |
| 1-30. | Oracle folder (HKEY_CURRENT_USER\SOFTWARE directory) | 1-26 |
| 1-31. | Remove the Oracle ODBC Driver directory | 1-27 |
| 1-32. | Remove the Oracle ODBC Driver file | 1-28 |
| 1-33. | System Properties dialog box | 1-29 |
| 1-34. | Advanced tab | 1-29 |

Figures

| | |
|--|------|
| 1-35. Environment Variables dialog box | 1-30 |
| 1-36. Remove c:\orant\bin | 1-30 |
| 1-37. Changing the name of the orant folder to orantOld | 1-31 |
| 1-38. Changing the name of the Oracle folder to OracleOld | 1-31 |
| 1-39. Oracle9i Server - Autorun dialog box | 1-33 |
| 1-40. Oracle Universal Installer: Welcome dialog box | 1-33 |
| 1-41. Oracle Universal Installer: File Locations dialog box | 1-34 |
| 1-42. Oracle Universal Installer: Installation Types dialog box | 1-35 |
| 1-43. Oracle Universal Installer: Available Product Components dialog box | 1-36 |
| 1-44. Oracle Universal Installer:Component Locations dialog box | 1-37 |
| 1-45. Oracle Universal Installer: Summary dialog box | 1-38 |
| 1-46. Oracle Universal Installer: Install dialog box | 1-39 |
| 1-47. Oracle Universal Installer: Configuration Tools dialog box | 1-40 |
| 1-48. Oracle Net Configuration Assistant: Welcome dialog box | 1-41 |
| 1-49. Oracle Net Configuration Assistant: Welcome dialog box: Net Service Names | 1-41 |
| 1-50. Oracle Net Configuration Assistant: Net Service Name Configuration, Database Version dialog box | 1-42 |
| 1-51. Oracle Net Configuration Assistant: Net Service Name Configuration, Service Name dialog box | 1-43 |
| 1-52. Oracle Net Configuration Assistant: Net Service Name Configuration, Select Protocols dialog box | 1-43 |
| 1-53. Oracle Net Configuration Assistant: Net Service Name Configuration, TCP/IP Protocol dialog box | 1-44 |
| 1-54. Oracle Net Configuration Assistant: Net Service Name Configuration, Test dialog box | 1-45 |
| 1-55. Oracle Net Configuration Assistant: Net Service Name Configuration, Net Service Name dialog box | 1-46 |
| 1-56. Oracle Net Configuration Assistant: Net Service Name Configuration, Another Net Service Name? dialog box | 1-47 |
| 1-57. Oracle Net Configuration Assistant: Net Service Name Configuration Done dialog box | 1-48 |
| 1-58. Oracle Net Configuration Assistant: Done dialog box | 1-49 |
| 1-59. Oracle Universal Installer: End of Installation dialog box | 1-50 |
| 1-60. Confirm exiting the Oracle Universal Installer message | 1-50 |
| 1-61. Content of the TNSNAMES.ORA file | 1-52 |
| 1-62. Content of the SQLNET.ORA file | 1-52 |
| 1-63. Run dialog box | 1-54 |

Figures

| | |
|---|------|
| 1-64. Registry Edit dialog box | 1-54 |
| 1-65. HKEY_LOCAL_MACHINE folder expanded | 1-54 |
| 1-66. SOFTWARE folder expanded | 1-55 |
| 1-67. ORACLE folder expanded | 1-56 |
| 1-68. NLS_LANG display | 1-56 |
| 1-69. Edit String dialog box with incorrect NLS_LANG data | 1-57 |
| 1-70. Edit String dialog box with new NLS_LANG value AMERICAN_AMERICA.US7ASCII | 1-57 |
| 1-71. NLS_LANG edited to value AMERICAN_AMERICA.US7ASCII | 1-58 |
| 1-72. The ALL_HOMES folder expanded | 1-58 |
| 1-73. ID0 folder is selected and right panel opens NLS_LANG | 1-59 |
| 1-74. ID0 folder, NLS_LANG value edited | 1-59 |
| 1-75. HOME0 subfolder expanded, NLS_LANG value displays | 1-60 |
| 1-76. NLS_LANG value updated | 1-61 |
| 1-77. ODBC Data Source Administrator dialog box | 1-62 |
| 1-78. Create New Data Source dialog box | 1-63 |
| 1-79. Microsoft ODBC for Oracle Setup dialog box | 1-63 |
| 1-80. Completed Microsoft ODBC for Oracle Setup dialog box | 1-64 |
| 1-81. ODBC Data Source Administrator with driver set up | 1-64 |
| 1-82. Access Reports: Database dialog box | 1-65 |
| 1-83. Build database links to Voyager dialog box | 1-66 |
| 1-84. Build database links box with errors | 1-67 |
| 1-85. File menu> Get External Data> Link Tables | 1-67 |
| 1-86. Files of Type field options | 1-68 |
| 1-87. Select Data Source dialog box | 1-68 |
| 1-88. Machine Data Source tab with Voyager selected | 1-69 |
| 1-89. Microsoft ODBC for Oracle Connect dialog box | 1-69 |
| 1-90. Link Tables | 1-70 |
| 1-91. Build Database Links to Voyager | 1-70 |
| 1-92. Build Database Links to Voyager during linking | 1-71 |
| 1-93. Selecting Properties from the menu | 1-72 |
| 1-94. Query Properties dialog box | 1-73 |
| 1-95. ODBC Timeout value at zero | 1-73 |

Figures

2

Generating Input Files to Create Reports and Notices

| | | |
|-------|--|------|
| 2-1. | Display when running Acquisitions batch job (Acqjob 2) | 2-9 |
| 2-2. | Prompt for the number of the batch job to run | 2-10 |
| 2-3. | Prompt for the location number | 2-10 |
| 2-4. | Prompt for the ledger number | 2-11 |
| 2-5. | The batch job is completed | 2-11 |
| 2-6. | WebAdmin Main Page | 2-12 |
| 2-7. | WebAdmin Acquisitions Reports and Notices page | 2-13 |
| 2-8. | Job options page | 2-14 |
| 2-9. | Job Scheduler Page after submitting Acquisitions job number two using WebAdmin | 2-14 |
| 2-10. | Display when running Cataloging batch job (Catjob 5) | 2-26 |
| 2-11. | Catrpts.xxxx.inp file with record type 05 after running Catjob 5 | 2-27 |
| 2-12. | WebAdmin main page | 2-28 |
| 2-13. | WebAdmin Cataloging Reports and Processes page | 2-29 |
| 2-14. | Dialog boxes requesting start and end dates | 2-30 |
| 2-15. | Job Scheduler Page after submitting Catjob 9 using WebAdmin | 2-30 |
| 2-16. | Display when running Circulation batch job (Circjob 12) | 2-42 |
| 2-17. | WebAdmin main page | 2-45 |
| 2-18. | WebAdmin Circulation Reports and Notices page | 2-46 |
| 2-19. | Job Scheduler Page after submitting Circjob 12 using WebAdmin | 2-47 |
| 2-20. | Display when running Media Scheduling batch job (Mediajob 2) | 2-53 |
| 2-21. | WebAdmin main page | 2-54 |
| 2-22. | WebAdmin Media Reports and Processes page | 2-56 |
| 2-23. | Job Scheduler Page after using WebAdmin | 2-57 |

3

Session Preferences in the Reporter Module

| | | |
|------|-------------------------------------|-----|
| 3-1. | Preferences dialog box - Global tab | 3-2 |
| 3-2. | Select Directory dialog box | 3-6 |
| 3-3. | No E-mail notices message | 3-7 |
| 3-4. | Preferences dialog box - E-mail tab | 3-7 |

Figures

| | | |
|-------|--|------|
| 3-5. | Preferences dialog box - Notices tab | 3-9 |
| 3-6. | Select Directory dialog box to change the Notices Archive Path | 3-11 |
| 3-7. | Preferences dialog box - Reports tab | 3-12 |
| 3-8. | Select Directory dialog box to change the Reports Archive Path | 3-14 |
| 3-9. | Address Format tab of the Preferences dialog box | 3-15 |
| 3-10. | Preferences dialog box - Forms Control tab | 3-17 |
| 3-11. | Preferences dialog box - Acquisitions Forms tab | 3-19 |
| 3-12. | Acquisitions form with drop down list of forms available | 3-20 |

4

Using Reporter

| | | |
|-------|--|------|
| 4-1. | Voyager Reporter Login dialog Box | 4-2 |
| 4-2. | Voyager Reporter dialog box | 4-3 |
| 4-3. | Acquisitions tab | 4-4 |
| 4-4. | Cataloging tab | 4-4 |
| 4-5. | Circulation tab | 4-5 |
| 4-6. | Media Scheduling tab | 4-5 |
| 4-7. | The Circulation tab | 4-8 |
| 4-8. | Circulation tab after building reports and notices | 4-9 |
| 4-9. | No Reports or Notices for Selected Applications | 4-11 |
| 4-10. | Reporter dialog box after building Circulation reports and notices | 4-12 |
| 4-11. | Running of Circulation reports and notices complete | 4-13 |
| 4-12. | Reporter dialog box - selecting Archives | 4-14 |
| 4-13. | Archives Selection List dialog box | 4-15 |
| 4-14. | Reporter ready to process archived overdue notice | 4-16 |
| 4-15. | Incorrect Input File Version message | 4-17 |

5

Editing the Format of Reports and Notices

| | | |
|------|--|-----|
| 5-1. | Access reports contained in the acqrpts.mdb file | 5-2 |
| 5-2. | Access reports contained in the catrpts.mdb file | 5-4 |
| 5-3. | Access reports contained in the crcrpts.mdb file | 5-5 |

Figures

| | | |
|-------|---|------|
| 5-4. | Access reports contained in the medrpts.mdb file | 5-6 |
| 5-5. | Access reports contained in the acqnotes.mdb file | 5-7 |
| 5-6. | Access reports contained in the crcnotes.mdb file | 5-8 |
| 5-7. | Access reports contained in the mednotes.mdb file | 5-9 |
| 5-8. | Overdue Notice selected to be modified | 5-11 |
| 5-9. | Design view of the Overdue Notice | 5-11 |
| 5-10. | Common section of the NoticeEmail.cfg | 5-13 |
| 5-11. | Example of the O_D_Notify section of the NoticeEmail.cfg | 5-14 |

6 Common Reporter Errors

| | | |
|------|--|-----|
| 6-1. | Failure Recovery Run message | 6-2 |
| 6-2. | Unprocessed Report and/or Notice Items message | 6-2 |
| 6-3. | Unprocessed E-Mail Notices message | 6-3 |

7 Prepackaged Access Reports

| | | |
|------|---|------|
| 7-1. | Sample of adding conversion function to an Access query | 7-2 |
| 7-2. | Reports list in Access (not all reports shown) | 7-4 |
| 7-3. | Queries list in Access (not all queries shown) | 7-5 |
| 7-4. | Designing the Item Count by Location and Type report in Access | 7-25 |
| 7-5. | Designing the Item Type by Location and Type query in Access | 7-26 |
| 7-6. | Accessing the Expression Builder dialog box | 7-27 |
| 7-7. | The Expression Builder dialog box | 7-28 |

A Reports and Notices

| | | |
|------|------------------------------------|-----|
| A-1. | Purchase Order Cancellation Notice | A-2 |
| A-2. | Return Notice | A-3 |
| A-3. | Canceled Serial Claim Notice | A-4 |
| A-4. | Order Claim Notice | A-5 |

Figures

| | |
|---|------|
| A-5. Serial Claim Notice | A-6 |
| A-6. Voucher/Check Request | A-7 |
| A-7. Cancellation of Recall Request | A-8 |
| A-8. Fine and Fee Notice | A-9 |
| A-9. Item Available Notice | A-10 |
| A-10. Overdue Notice | A-11 |
| A-11. Recall Notice | A-12 |
| A-12. Recall Overdue Notice | A-13 |
| A-13. Statement of Fines and Fees | A-14 |
| A-14. Courtesy Notice | A-15 |
| A-15. Overdue Notice | A-16 |
| A-16. Purchase Order | A-17 |
| A-17. Purchase Order - Landscape | A-18 |
| A-18. Copy Rollover Status Report | A-19 |
| A-19. Fund Rollover Status Report | A-20 |
| A-20. Global Open Orders Report | A-21 |
| A-21. Open Orders Report | A-22 |
| A-22. Open Orders Report: Before Rollover | A-23 |
| A-23. Open Orders Report After Rollover | A-24 |
| A-24. Fund Snapshot Report | A-25 |
| A-25. Fund Snapshot Report Before Rollover | A-26 |
| A-26. Fund Snapshot Report After Rollover | A-27 |
| A-27. Unauthorized Subject Headings | A-28 |
| A-28. Unauthorized Name Headings | A-29 |
| A-29. Unauthorized Title Headings | A-30 |
| A-30. Unauthorized Name>Title Headings | A-31 |
| A-31. 856 Link Failure Report | A-32 |
| A-32. Duplicate Authority Records | A-33 |
| A-33. See References without Corresponding Authority Report | A-34 |
| A-34. See References Authorized in Another Authority Record | A-35 |
| A-35. See References with Linked Bibliographic Records | A-36 |
| A-36. Circulation Statistics | A-37 |
| A-37. Distribution Item Order List | A-38 |
| A-38. Global Circulation Statistics | A-39 |
| A-39. Hold Shelf Expired Report | A-40 |
| A-40. Item Related Exceptions Report | A-41 |
| A-41. Missing In Transit Report | A-42 |
| A-42. Patron Related Exceptions | A-43 |

Figures

| | |
|--|------|
| A-43. Reserve Items Active by Call Number | A-44 |
| A-44. Reserve Items Active by Title | A-45 |
| A-45. Reserve Items Active by Course Name and Call Number | A-46 |
| A-46. Reserve Items Active by Course Name and Title | A-47 |
| A-47. Reserve Items Expired by Call Number | A-48 |
| A-48. Reserve Items Expired by Title | A-49 |
| A-49. Reserve Items Expired by Course Name and Call Number | A-50 |
| A-50. Reserve Items Expired by Course Name and Title | A-51 |
| A-51. Transaction Related Exceptions | A-52 |
| A-52. Media Booking Equipment Inventory | A-53 |
| A-53. Media Booking Statistics | A-54 |
| A-54. Media Booking Exceptions | A-55 |
| A-55. Media Booking Charge Statistics | A-56 |

Procedures

| | | |
|----------|---|------|
| 1 | Getting Started | |
| 1-1. | Configuring the [E-mail] stanza in the voyager.ini file | 1-4 |
| 1-2. | Setting the path to Access | 1-8 |
| 1-3. | Selecting the Processing Location (Print Location) | 1-10 |
| 1-4. | Completing the E-mail tab in Reporter's Preferences | 1-13 |
| 1-5. | Uninstalling the Oracle8 client | 1-18 |
| 1-6. | Installing the Oracle9i client | 1-32 |
| 1-7. | Updating the Character Set for Oracle | 1-53 |
| 1-8. | Configuring ODBC Control Panel Settings | 1-62 |
| 1-9. | Configuring the database links in Access | 1-65 |
| 1-10. | Changing the ODBC Timeout value | 1-72 |
| | | |
| 2 | Generating Input Files to Create Reports and Notices | |
| 2-1. | Running acquisitions batch jobs at the command line | 2-9 |
| 2-2. | Running Pacqjob 2 in a step-by step manner | 2-10 |
| 2-3. | Running Acquisitions batch jobs using WebAdmin | 2-13 |
| 2-4. | Running cataloguing batch jobs at the command line | 2-26 |
| 2-5. | Running cataloguing batch jobs using WebAdmin | 2-29 |
| 2-6. | Running circulation batch jobs at the command line | 2-42 |
| 2-7. | Running circulation batch jobs using WebAdmin | 2-45 |
| 2-8. | Running media scheduling batch jobs at the command line | 2-52 |
| 2-9. | Running media batch jobs using WebAdmin | 2-55 |
| | | |
| 3 | Session Preferences in the Reporter Module | |
| 3-1. | Setting up Global preferences | 3-6 |
| 3-2. | Setting up e-mail preferences | 3-8 |
| 3-3. | Setting up Notices preferences | 3-10 |
| 3-4. | Setting up reports preferences | 3-14 |
| 3-5. | Setting up Address Formats preferences | 3-16 |
| 3-6. | Setting up Forms Control preferences | 3-18 |
| 3-7. | Changing the form on which a report or notice prints | 3-19 |

Procedures

| | | |
|----------|--|------|
| 4 | Using Reporter | |
| 4-1. | Logging in to the Reporter module | 4-2 |
| 4-2. | Building reports and notices | 4-8 |
| 4-3. | Running reports and notices | 4-12 |
| 4-4. | Processing Archive Files | 4-14 |
| 4-5. | Correcting errors and running error record processing | 4-19 |
| 5 | Editing the Format of Reports and Notices | |
| 5-1. | Editing a report or notice format using Microsoft Access | 5-10 |
| 5-2. | Editing the text in the NoticeEmail.cfg | 5-14 |
| 6 | Common Reporter Errors | |
| 6-1. | Restoring the Server File to Run in Reporter | 6-4 |
| 7 | Prepackaged Access Reports | |
| 7-1. | Editing an Access Report | 7-25 |
| 7-2. | Editing an Access Query | 7-26 |

About This Document

Purpose

This document provides information regarding Voyager's® Reporter module and Voyager's Prepackaged Access Reports.

The Reporter module allows users to produce standard reports and notices, such as overdue notices or circulation reports. Reporter works in conjunction with server batch jobs and Microsoft® Access to produce these reports and notices.

Voyager's Prepackaged Access Reports are additional statistical reports. They are Access reports and are not created using the Reporter module.

Intended Audience

This document is intended for Voyager customers who want to use the Reporter module and/or the Prepackaged Access Reports.

Reason for Reissue

This user's guide incorporates and is being reissued for the following reasons:

- Changes requested through Customer First feedback.

How to Use This Document

This document consists of the following chapters:

- | | |
|------------|---|
| Chapter 1 | “Getting Started.” This chapter describes how to install and configure Voyager’s Reporter Module and Voyager’s Prepackaged Access Reports. |
| Chapter 2 | “Generating Input Files to Create Reports and Notices.” This chapter provides information on how the Reporter module works and instructions on how to generate the input file to be used by the Reporter module to produce reports and notices necessary for the functioning of your library. |
| Chapter 3 | “Session Preferences in the Reporter Module.” This chapter covers how to set up preferences in Reporter. |
| Chapter 4 | “Using Reporter.” This chapter provides instructions on how to use Reporter. |
| Chapter 5 | “Editing the Format of Reports and Notices.” This chapter provides instructions on how to edit the format of reports and notices. |
| Chapter 6 | “Common Reporter Errors.” This chapter covers common errors experienced in the Reporter module and their resolutions. |
| Chapter 7 | “Prepackaged Access Reports.” This chapter provides a list of these reports. |
| Appendix A | “Reports and Notices.” This appendix contains samples of the reports and notices. |
| Index | The Index is an alphabetical, detailed cross-reference of topics about which this document contains information. |

Conventions Used in This Document

The following conventions are used throughout this document:

- Names of commands, variables, stanzas, files, and paths (such as `/dev/tmp`), as well as selectors and typed user input, are displayed in **constant width** type.
- Commands or other keyboard input that must be typed exactly as presented are displayed in **constant width bold** type.
- Commands or other keyboard input that must be supplied by the user are displayed in **constant width bold italic** type.

- System-generated responses such as error messages are displayed in **constant width** type.
- Variable *portions* of system-generated responses are displayed in **constant width italic** type.
- Keyboard commands (such as **Ctrl** and **Enter**) are displayed in **bold**.
- Required keyboard input such as “Enter **vi**” is displayed in **constant width bold** type.
- Place holders for variable portions of user-defined input such as `ls -l
filename` are displayed in **italicized constant width bold** type.
- The names of menus or status display pages and required selections from menus or status display pages such as “From the **Applications** drop-down menu, select **System**,” are displayed in **bold** type.
- Object names on a window’s interface, such as the **Description** field, the **OK** button, and the **Metadata** tab, are displayed in **bold** type.
- The titles of documents such as *Voyager Reporter User’s Guide* are displayed in *italic* type.

-
- Caution, warning, and important notices are displayed with a distinctive label such as the following:

NOTE:

Extra information pertinent to the topic.



IMPORTANT:

Information you should consider before making a decision or configuration.



CAUTION:

Information you must consider before making a decision, due to potential loss of data or system malfunction involved.



TIP:

Helpful hints you might want to consider before making a decision.

RECOMMENDED:

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Getting Started

1

Contents

| | |
|---|-------------|
| Introduction | 1-1 |
| Prerequisite Skills and Knowledge | 1-2 |
| Before You Begin | 1-2 |
| Setting Up the Reporter Module | 1-2 |
| • Installing the Reporter Module | 1-3 |
| • Configuring the voyager.ini file for E-mail | 1-3 |
| Messages Received if the voyager.ini file is not Configured | 1-5 |
| Message Received if E-mail Server Address is Invalid | 1-6 |
| • Sites not Using E-mail for Notices | 1-7 |
| First Log in to the Reporter Module | 1-7 |
| • Setting the path to Access | 1-8 |
| • Selecting the Processing Location (Print Location) | 1-10 |
| • Completing the E-mail tab | 1-11 |
| Setting Up the Prepackaged Access Reports | 1-17 |
| • Install the Access Report .mdb Files | 1-17 |
| • Uninstall Oracle8 Client and Drivers | 1-17 |
| • Install the Oracle9i Client | 1-32 |
| • Updating the Character Set for Oracle | 1-53 |
| • Configuring the Microsoft ODBC for Oracle Driver | 1-61 |
| • Configuring the Database Links | 1-65 |
| • Setting the ODBC Timeout Value | 1-72 |



Contents

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See notice on first page

Introduction

This chapter describes how to install and/or configure Voyager's Reporter Module and Voyager's Prepackaged Access Reports.

The Reporter module allows users to produce standard reports and notices, such as overdue notices or acquisitions reports. Reporter works in conjunction with Microsoft Access to produce these reports and notices.

Voyager's Prepackaged Access Reports are additional statistical reports. They are Access reports and are not created using the Reporter module.

This chapter contains two sections. The first provides:

- Directions for setting up the Reporter module on user's computers
- Additional configurations needed to use Reporter after its installation at the first log in.
 - Setting the path to Access
 - Selecting a processing location
 - Editing the `voyager.ini` file on user's computers and completing the **E-mail** tab in Reporter's preferences, if sending notices by e-mail.

The second section provides instructions for setting up Voyager's Prepackaged Access Reports including:

- Uninstalling the Oracle8 client and drivers
- Installing the Oracle 9i client
- Updating the Character Set for Oracle
- Configuring the Microsoft ODBC for Oracle® drivers on users' computers
- Setting the ODBC Timeout value to zero
- Configuring the database links

Prerequisite Skills and Knowledge

To use this document effectively, you'll need knowledge of the following:

- Basic Microsoft® Interface navigation
- Basic UNIX® commands and navigation
- Familiarity with Microsoft Windows and Microsoft Access

Before You Begin

Before you can use Reporter or the Prepackaged Access reports, you must have the following items installed and configured on the user's computers:

- Microsoft Windows® 2000 Professional (5.00.2195) or Windows® XP Service Pack 1, version 5.1 (Build 2600.xpclient.01087-1148)
- Microsoft Access 2000 (Service Release 1) or MSAccess 2002

Setting Up the Reporter Module

Voyager's Reporter module produces reports and notices. Reporter acts as a coordinator between server input files which contain the raw data of the report or notice, and the printed copy (or e-mail) of the report or notice, which is produced using Access.

- In order to use the Reporter module you must have the Reporter module installed on the users' computers
- If you want to send notices using e-mail, you must configure the [E-Mail] stanza of the `voyager.ini` file on the user's computer.

Once installed, when first logging in to the module, the user must configure the following to enable the use of Reporter:

- Set the path to MSAccess because the reports and notices use .mdb files.
- Set the path to the Access databases (should occur during the installation process, may not be necessary).
- Set the path for Notice and Reports archives (should occur during the installation process, may not be necessary).
- Select a processing location (print location) that enables Reporter to find the correct input file.
- Complete the **E-mail** tab in Reporter's preferences (if sending notices by e-mail).

Installing the Reporter Module

The Reporter module is typically located in the `/m1/voyager/clients` directory on your server. The client file is named: `VoyagerInstall.exe`.

Typically the client file needs to be downloaded from the server to the user's computer, using File Transfer Protocol (FTP) and then the executable file should be run to install the clients. Complete instructions on using FTP and installing the clients can be found in the *Voyager Technical User's Guide*, [FTP the Clients from the Server to the PC](#) and [Installing Voyager](#).

NOTE:

Your system administrator may distribute the clients in a different manner.

Configuring the `voyager.ini` file for E-mail

The Reporter module does not require an e-mail client to be installed on the users' computers, instead outgoing e-mails are sent directly through your SMTP e-mail server.

In order to enable e-mail, an [E-mail] stanza must be added to the `voyager.ini` file on the user's computer and it must be configured. Also, the **E-mail** tab in Reporter's **Preferences** dialog box must be completed. See [Completing the E-mail tab on page 1-11](#).

This stanza configures the connection to the e-mail server. [Figure 1-1](#) provides an example of this stanza.

```
[E-MAIL]
Server=255.255.255.255
Port=25
```

Figure 1-1. Example of the E-mail stanza in the voyager.ini file

This stanza must be added and configured (as well as the **Patron Rules** dialog box and the **Miscellaneous** workspace in the System Administration module) before notices produced by Reporter can be sent using e-mail. However, you can still use Reporter to print reports and notices.

[Table 1-1](#) describes the keys in the [E-mail] stanza of the voyager.ini file.

Table 1-1. Description of the keys in the E-mail stanza of the voyager.ini file

| Key Name | Description | Required | Range |
|----------|--|--|--|
| Server | URL of the server name, the e-mail server's address. | Yes, if the site wants to send notices using e-mail. | Valid IP address or name of the mail server. |
| Port | This is the e-mail server's port. | Yes, if the site wants to send notices using e-mail. | Numeric characters. Set the default at port 25. |

NOTE:

If the SMTP e-mail server requires authentication, e-mailing notices will not work correctly.



Procedure 1-1. Configuring the [E-mail] stanza in the voyager.ini file

Use the following to configure the [E-mail] stanza found in the voyager.ini file on the user's computer.

1. Open the voyager.ini file. This file is typically found in the c:\voyager directory, unless you have placed it elsewhere.
2. Add a stanza named [E-mail] to the end of this file.
3. Add a Server= key and enter the e-mail server address in the Server= key.

4. Add a `Port=` key and enter the e-mail server port at the `Port=` key. Port 25 is often used (see [Figure 1-2](#)).
-

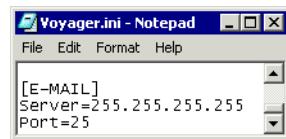


Figure 1-2. Example of E-mail stanza

5. Save the changes to the `voyager.ini` file.

Result: The `[E-mail]` stanza has been added and configured.

For additional information regarding other stanzas in the `voyager.ini` file on the user's computer see the *Voyager Technical User's Guide*, [The Voyager.ini File on the PC](#).

Messages Received if the `voyager.ini` file is not Configured

When the user logs in to Reporter, the system attempts to connect with the e-mail server. If it cannot connect, a message describing the problem displays.

If the `[E-mail]` stanza is has not been configured, the operator receives a message indicating that server information is missing ([Figure 1-3](#)).



Figure 1-3. Missing E-mail server information message

NOTE:

The default configuration is a blank `Server=` key and `Port=25`.

After clicking **OK** to this message the system provides an additional message alerting the operator that all notices will be printed ([Figure 1-4](#)).



Figure 1-4. No E-mail notices message

The operator can click **OK** and continue working in the Reporter module, or if e-mail is wanted, the operator must exit Reporter and configure the [E-mail] stanza in the `voyager.ini` file.

NOTE:

This message is received at every log in until this condition is resolved. The only way resolve this error is to create a valid [E-mail] stanza that points to a real e-mail server.

Message Received if E-mail Server Address is Invalid

If the server address in the [E-mail] stanza is invalid, the operator receives a message indicating that the system cannot connect ([Figure 1-5](#)).



Figure 1-5. Unable to connect to e-mail server message

NOTE:

The inability to connect may be caused by a wrong server IP address or an incorrect Port number.

After clicking **OK** to this message the system provides an additional message alerting the operator that all notices will be printed ([Figure 1-6](#)).



Figure 1-6. No E-mail notices message

The operator can click **OK** and continue working in the Reporter module, or if e-mail is wanted, the operator must exit Reporter and correct the error in the [E-mail] stanza in the *voyager.ini* file.

NOTE:

This message is received at every log in until this condition is resolved. The only way resolve this error is to create a valid [E-mail] stanza that points to a real e-mail server.

Sites not Using E-mail for Notices

Sites where the e-mail options are not turned on in the System Administration module, **System Administration> Circulation> Miscellaneous** and **System Administration> Circulation> Policy Definitions> Patron Rules** dialog box, will receive these error messages if the [E-mail] stanza is not configured in the *voyager.ini* file.

First Log in to the Reporter Module

There are additional configurations that need to be set up at the first log in to Reporter before users can run Reporter.

These are:

- Set the path to Access
- Set the path to the Access databases (should occur during the installation process, may not be necessary).
- Set the path for Notice and Reports archives (should occur during the installation process, may not be necessary).

-
- Select a processing location (print location) that enables Reporter to find the correct input file.
 - Complete the **E-mail** tab in Reporter's preferences (in order to e-mail notices).

Setting the path to Access

Once Reporter is installed, since it uses Access databases as the formats for reports and notices you must set the path to Access if it is other than c:\Program Files\Microsoft Office\Office.

Setting the path occurs the first time the operator logs in, it specifies the path in the Windows registry and will not need to be done again unless Access is moved.



Procedure 1-2. Setting the path to Access

Use the following to set the path to Access in the Windows registry.

1. Log in to the Reporter module, enter your operator ID and password, in the **Log in** dialog box and click **OK** (see [Figure 1-7](#)).

NOTE:

Remember the operator ID and the password are case sensitive. Your system administrator defined this security information in the System Administration module. If you do not enter your operator ID and password correctly after three attempts, Voyager will close the Reporter module.



IMPORTANT:

Reporter will accept combinations of Operator IDs and passwords that are valid for any module, as listed in the System Administration module. This means that in order to limit access to the Reporter module, you should only install Reporter on the computers that will be running reports and notices.

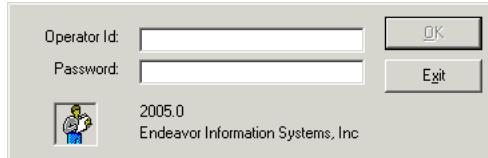


Figure 1-7. Reporter's Log in dialog box

Result: You are logged in to the Reporter module and the **Select Directory for msaccess.exe** dialog box opens (see [Figure 1-8](#)).

2. At the **Select Directory containing msaccess.exe** dialog box, move to the correct drive and directory where Access is installed on that computer and select it (see [Figure 1-8](#)). Notice that the **OK** button is disabled until the correct path has been selected, then click **OK** to select it.
-

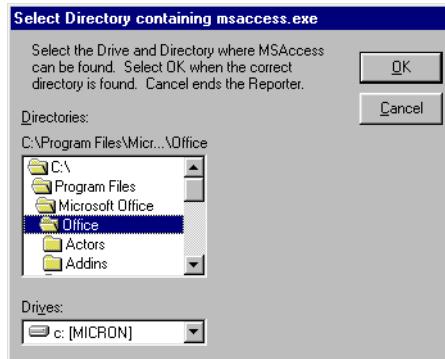


Figure 1-8. Select Directory containing MSAccess dialog box

Result: This sets the path to Access. It is now specified in the Windows registry.

If it is necessary to set the path to the Access databases or to the Notices and Report archive, the system will prompt the operator through the appropriate steps to make these configurations.

Selecting the Processing Location (Print Location)

The Reporter module uses the processing location to determine which input file it should process.

The input files reside on your Voyager server; their filenames contain a print location code. These print locations must already be established in the System Administration module including a name and code.

In Reporter, users select a processing location (print location). This print location has a corresponding print location code. Reporter finds the input filename on the sever that matches this code. For a complete discussion on Print Locations see the *Voyager System Administration User's Guide*, [Print Locations](#).

Operators choose from the various processing locations available to them at the first log in to the Reporter module. The **Global** tab in the **Preferences** dialog box opens and the location is defined. Once selected the processing location preference is stored in the user's Windows registry.

For more information on the **Processing Location** field and the **Global** tab preferences see [Global Preferences](#) on page 3-2.



IMPORTANT:

This allows changing the processing locations to occur very simply. If reports or notices are not printing, you may want to check that the processing location was not changed.



Procedure 1-3. Selecting the Processing Location (Print Location)

Use the following to select the processing location.

1. At first log in to the Reporter module, the **Preference** dialog box opens (see [Figure 1-9](#)).

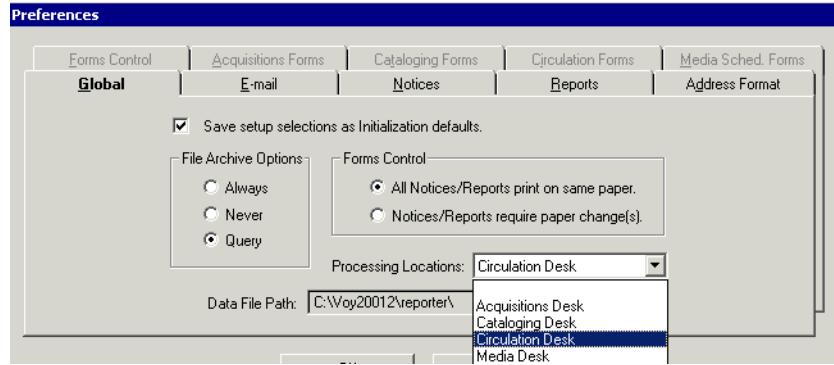


Figure 1-9. Preference dialog box

2. In the **Processing Location** field, on the **Global** tab, select the appropriate location from the drop down menu and click **OK**.

Result: The processing location has been selected.

Completing the E-mail tab

If your site wants to send notices using e-mail, the **E-mail** tab in Reporter's **Preferences** dialog box must be completed.

At first log in, if the `voyager.ini` file has already been configured, operators receive a message stating the E-mail Reply-To Address must be specified ([Figure 1-10](#)).



Figure 1-10. Message to specified E-mail Reply-To address

If the operator chooses **OK**, the **E-mail** tab of the **Preferences** dialog box opens ([Figure 1-11](#)). If the operator chooses **Cancel**, they exit Reporter.

NOTE:

The **E-mail** tab does need to be completed at the first log in if the `voyager.ini` file is configured.

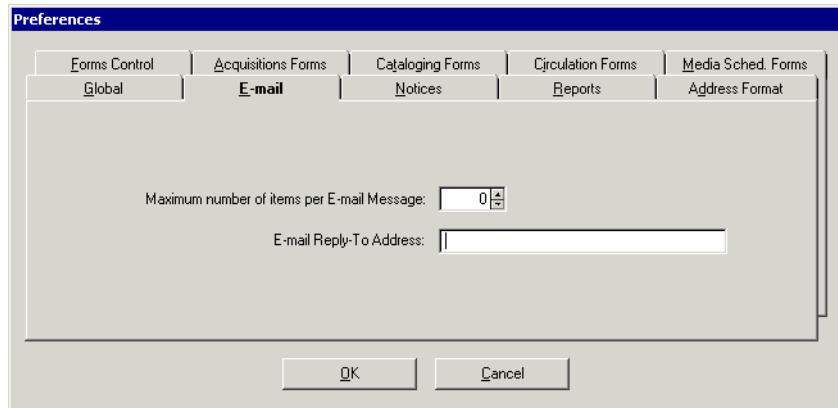


Figure 1-11. E-mail tab

[Table 1-2](#) describes **E-mail** tab.

Table 1-2. Description of the E-mail tab

| Name | Description | Required | Range |
|--|---|----------|------------------------------|
| Maximum number of items per E-mail message | <p>This allows you to select how many items will be included in an e-mail message.</p> <p>Selecting zero includes all items for a given patron in one e-mail message.</p> <p>NOTE: System Administrators often limit the size of an e-mail message that can be delivered. Any e-mail message exceeding this size will not arrive at its destination, but will be discarded by the server. Therefore you may want to change the default from zero to, for example, ten.</p> | Yes | 0-1000. The default is 0. |

Table 1-2. Description of the E-mail tab

| Name | Description | Required | Range |
|-------------------------|--|---------------------------------|---|
| E-mail Reply-To Address | The address to which replies are sent. Displays as "From:" in the message to the patron. NOTE: If this is the address of the local machine users will get notification of e-mail messages that fail. | Yes, to send notices by e-mail. | E-mail address. The default is blank, meaning notices are printed. |

Once completed, the e-mail information is stored in the user's Windows registry.



Procedure 1-4. Completing the E-mail tab in Reporter's Preferences

Use the following to complete the **E-mail** tab at first log in.

1. When the operator is prompted to set up the **E-mail Reply-To Address** field ([Figure 1-12](#)) click the **OK** button.

**Figure 1-12. Message to set up E-mail Reply-To address**

Result: The **E-mail** tab opens (see [Figure 1-13](#)).

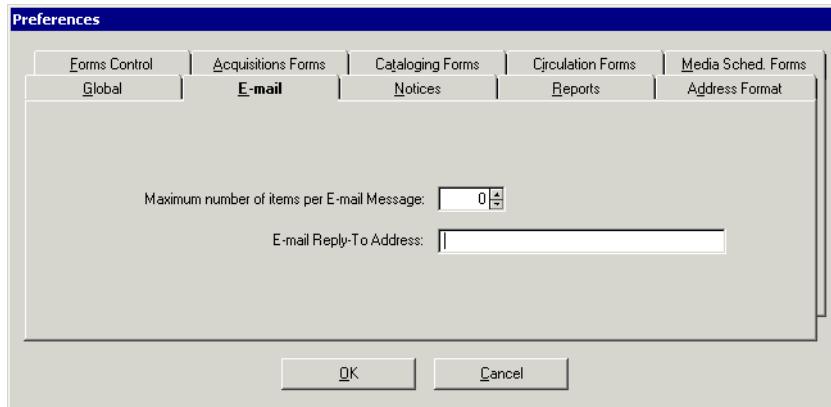


Figure 1-13. E-mail tab

2. Enter the Maximum Number of items per E-mail message in the corresponding field.
3. Enter an e-mail address in the **E-mail Reply-To Address** field (see [Figure 1-14](#)).

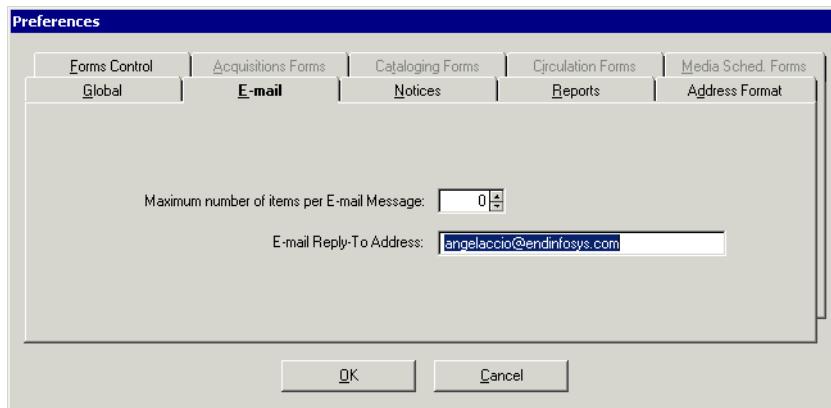


Figure 1-14. Completed E-mail tab

4. Click the **OK** button, or click **Cancel** to return to Reporter.

Result: After clicking the **OK** button, the system sends a test message to the E-mail Reply-To Address specified.

If the test was successful the message in [Figure 1-15](#) displays.



Figure 1-15. E-mail Address Test message

The test message that is received by the e-mail account is shown in [Figure 1-16](#).

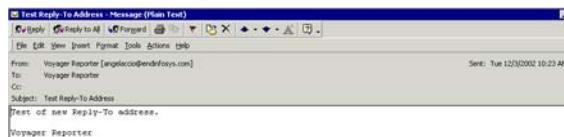


Figure 1-16. Example of the test message

⚠️ IMPORTANT:

There is no way to prevent the user from entering an E-mail Reply-To address which is incorrect, but nonetheless, a valid address. Therefore, operators should check to be sure they received the test e-mail as this may be their only indication of a problem.

If the test message fails the operator is alerted by the message in [Figure 1-17](#).



Figure 1-17. E-mail send failure message

If a reason can be determined, the operator may see a message similar to what is displayed in [Figure 1-18](#).

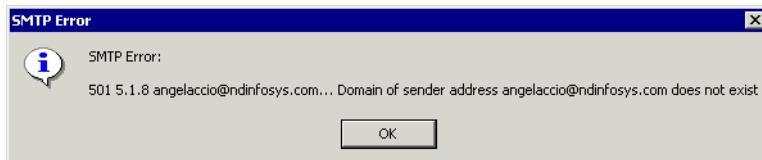


Figure 1-18. E-mail test message failed due to bad e-mail address

Then clicking on the **OK** buttons returns to Reporter.

⚠️ IMPORTANT:

*The test e-mail is sent when the **E-mail** tab is first configured or when the E-mail Reply-To address is changed. If the test e-mail message fails, and the user chooses to ignore this, subsequent use of Reporter will not send e-mails. The user will not be notified of this until the end of processing where the message in [Figure 1-19](#) informs them.*



Figure 1-19. Unprocessed E-mail Notices message

Setting Up the Prepackaged Access Reports

To use the Prepackaged Access Reports the following items must be installed and/or configured on the user's computer.

- Install Access Report files (part of the client installation, if selected)
- Uninstall the Oracle8 client, which includes uninstalling Oracle drivers, if necessary
- Install and configure Oracle9i client/SQL*Net (provided by EISI on a CD or on SupportWeb)
- Configure Microsoft ODBC for Oracle driver (part of your Microsoft Windows® operating system)
- Configure links to the database

Install the Access Report .mdb Files

The Access Report .mdb files are placed in the appropriate directory when you run *VoyagerInstall.exe* and install Access Reports. Complete instructions on installing the clients can be found in the *Voyager Technical User's Guide*, [FTP the Clients from the Server to the PC](#) and [Installing Voyager](#).

Uninstall Oracle8 Client and Drivers

Use the following decision table to determine if uninstalling the Oracle client and driver is necessary.

| On your PC, if you... | Then ... |
|---|--|
| Have not used Access Reports | Install and configure the Oracle9i client distributed to your institution on CD-ROM from EISI or downloaded from SupportWeb. |
| Have used Access Reports and you want to upgrade your Oracle client | Uninstall the old Oracle8 client, and install and configure the Oracle9i client distributed to your institution on CD-ROM from EISI or downloaded from SupportWeb. |



IMPORTANT:

If you uninstall Oracle8 using Procedure 1-5, Uninstalling the Oracle8 client, any other Oracle applications you use (on your PC) may no longer work since this procedure alters the registry. Please check with your System Administrator before uninstalling your Oracle8 client and drivers.

After installing the Oracle 9i clients, if you have other applications installed on your system that use the Oracle client, you may need to reconfigure those applications to use the new Oracle 9i client.



Procedure 1-5. Uninstalling the Oracle8 client

Use the following to uninstall the Oracle8 client and associated drivers.
Additionally in this procedure some edits are made to the Registry.

OPTIONAL:

1. *Make sure that Access or any other product using ODBC or other Oracle drivers are not running before uninstalling Oracle. If you have had any products that use ODBC or other Oracle drivers open on the computer before beginning this procedure, restart your computer.*
2. Delete any system DSNs that have previously been created.
 - a. From the **Start** menu move to **Programs> Oracle for Windows NT> Microsoft ODBC Administrator**
 - b. Click the **System DSN** tab (see [Figure 1-20](#)).
 - c. Select **voyager** and click **Remove**. If there are none, go to step [3](#).
 - d. Respond **Yes** to the confirmation question.
 - e. Repeat this for all previously created system DSNs.

Result: The system DSNs are deleted.

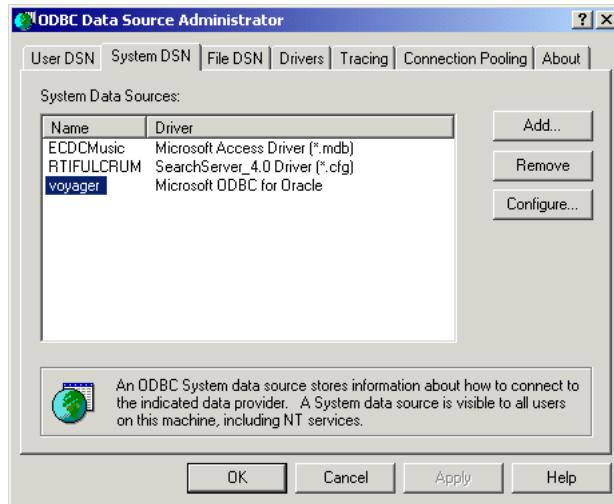


Figure 1-20. System DSN tab

3. Delete any File DSNs that have previously been created.
 - a. From the **Start** menu move to **Programs> Oracle for Windows NT> Microsoft ODBC Administrator**
 - b. Click the **File DSN** tab.
 - c. Select any **voyager** related file DSNs and click **Remove**. If none, go to step [5](#).
 - d. Respond **Yes** to the confirmation question.
 - e. Repeat this for all previously created file DSNs.
4. Click **OK** to preserve these changes.

Result: The **ODBC Data Source Administrator** dialog box closes.

5. Move to the Oracle Installer from the **Start** menu, **Start> Programs> Oracle for Windows NT> Oracle Installer**.

Result: The **Oracle Installer** dialog box opens (see [Figure 1-21](#)).



Figure 1-21. Oracle Installer

Then, the **Software Asset Manager** dialog box opens (see [Figure 1-22](#)).

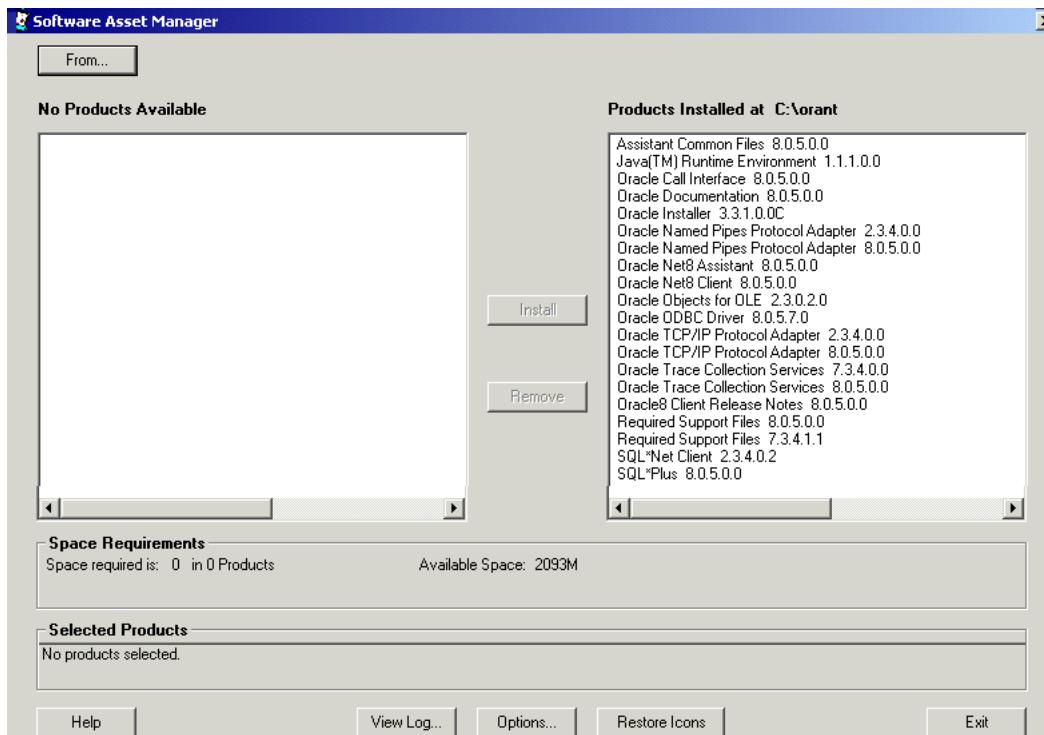


Figure 1-22. Software Asset Manager dialog box

6. Select all of the products listed in the **Products Installed at c:\orant** list box (see [Figure 1-23](#)).
-

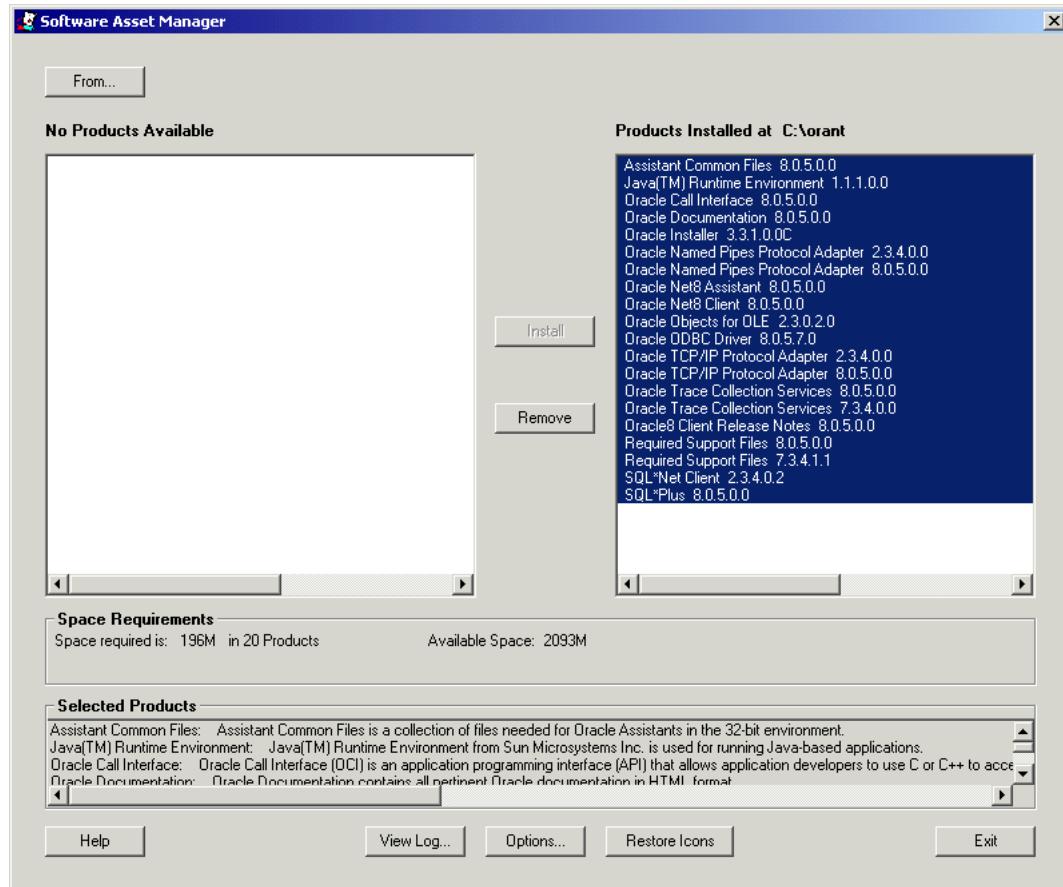


Figure 1-23. All products selected to delete

7. Click the **Remove** button.

Result: A message asking you to confirm the deletion of the products displays (see [Figure 1-24](#)).

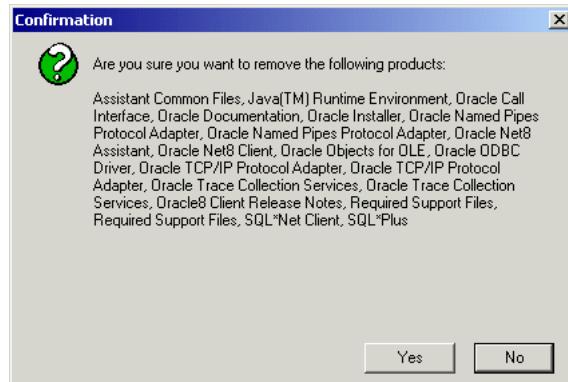


Figure 1-24. Confirmation message to delete the Oracle products

8. Click the **Yes** button to delete.

Result: The Oracle8 client and the associated drivers are uninstalled (see [Figure 1-25](#)). The **Software Asset Manager** dialog box opens.

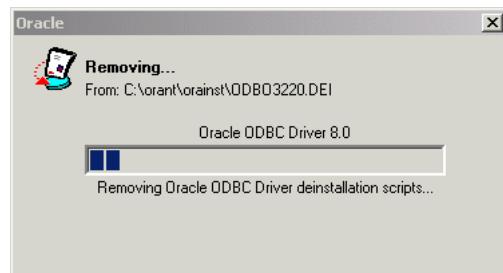


Figure 1-25. Oracle products being deleted

9. In the **Software Asset Manager** dialog box (see [Figure 1-26](#)), click the **Exit** button.
-

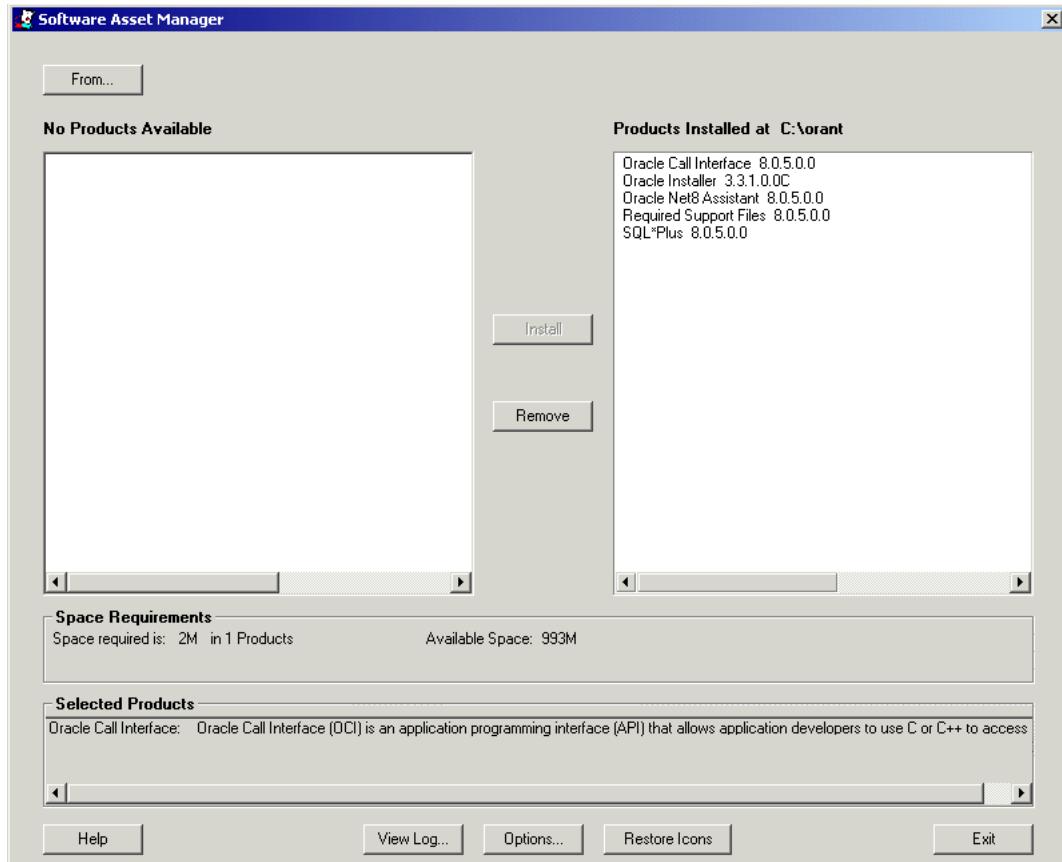


Figure 1-26. Software Asset Manager dialog box

Result: A confirmation message displays (see [Figure 1-27](#)).

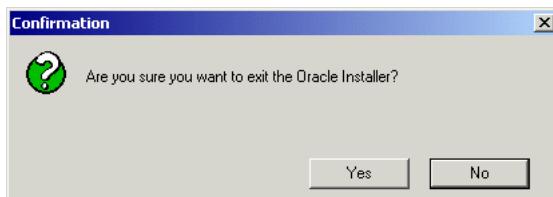


Figure 1-27. Confirmation message seen before exiting Oracle Installer

-
10. Click **Yes** to exit the Oracle Installer.

Result: The installer closes and the Oracle8 client and its associated drivers are removed from the computer.

11. Access the **Registry Editor** dialog box to remove the following files and directories.
 - a. Select **Run** from the **Start** menu.
 - b. Enter **regedit** in the **Open** field of the **Run** dialog box (see [Figure 1-28](#)).
 - c. Click the **OK** button.



Figure 1-28. Run dialog box

12. Move to the ORACLE folder in the `HKEY_LOCAL_MACHINE\SOFTWARE` directory, select it (see [Figure 1-29](#)), and delete the folder by pressing the **Delete** key.

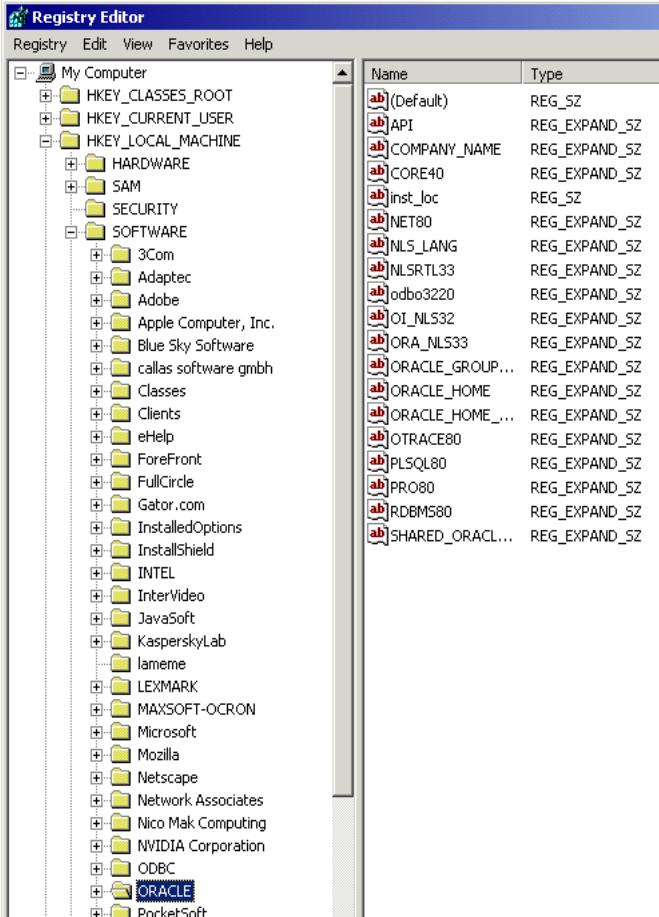


Figure 1-29. Oracle folder (HKEY_LOCAL_MACHINE\SOFTWARE directory)

Result: The HKEY_LOCAL_MACHINE\SOFTWARE\ORACLE folder is removed.

13. Move to the ORACLE folder in the HKEY_CURRENT_USER\SOFTWARE directory, select it (see [Figure 1-30](#)), and delete the folder by pressing the **Delete** key. When the confirmation message displays, click **Yes**.

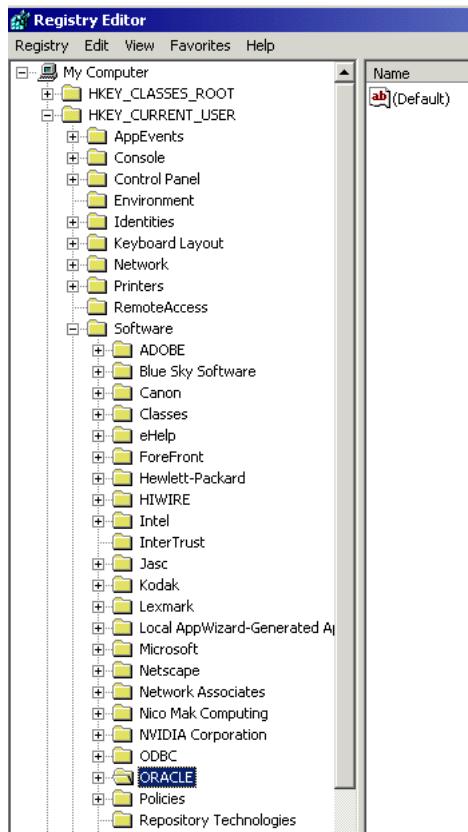


Figure 1-30. Oracle folder (HKEY_CURRENT_USER\SOFTWARE directory)

Result: The HKEY_CURRENT_USER\SOFTWARE\ORACLE folder is removed.

14. Move to the HKEY_LOCAL_MACHINE\SOFTWARE\ODBC\ODBCINST.INI\Oracle ODBC Driver directory, select it (see [Figure 1-31](#)), and delete the folder by pressing the **Delete** key. When the confirmation message displays, click **Yes**.

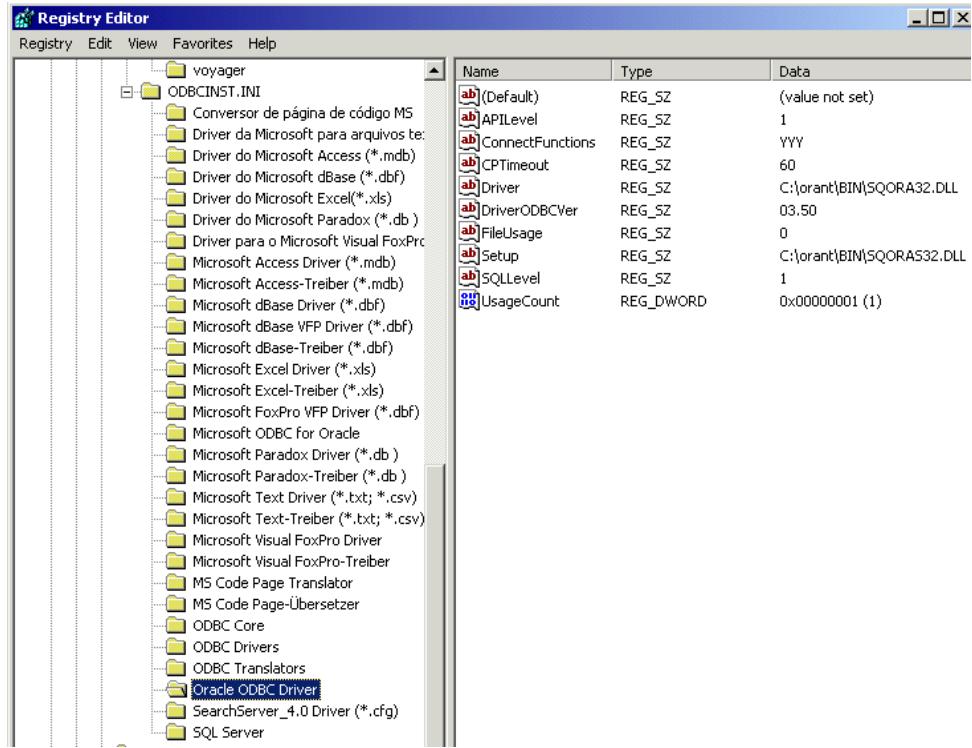


Figure 1-31. Remove the Oracle ODBC Driver directory

Result: The Oracle ODBC Driver folder is removed.

15. Move to the HKEY_LOCAL_MACHINE\SOFTWARE\ODBC\ODBCINST.INI\ODBC Driver directory, select the Oracle ODBC Driver file (see [Figure 1-32](#)), and delete the file by pressing the **Delete** key. When the confirmation message displays, click **Yes**.

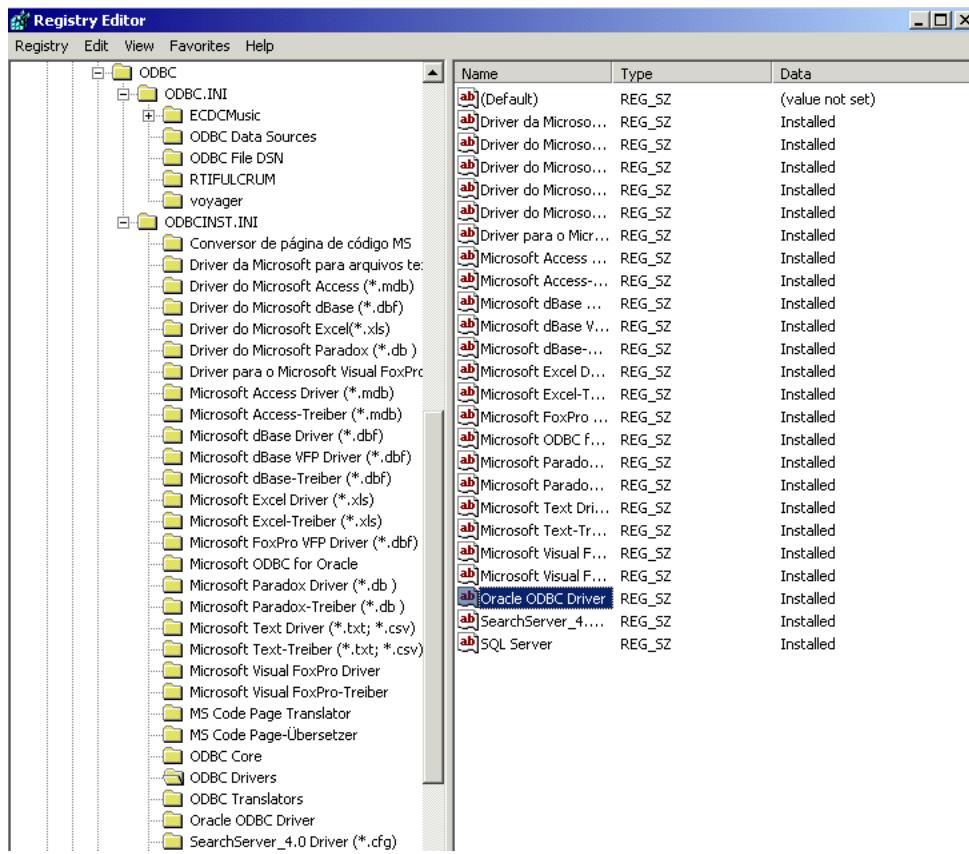


Figure 1-32. Remove the Oracle ODBC Driver file

Result: The Oracle ODBC Driver file is removed.

16. Exit the **Registry Editor** dialog box by selecting **Registry> Exit** from the menu.
17. Make edits to the environment variables.
 - a. Open the **System Properties** dialog box. From the **Start** menu move to **Start> Settings> Control Panel> System** (see [Figure 1-33](#)).

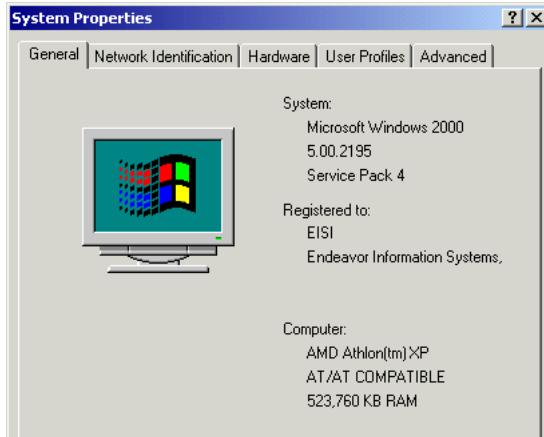


Figure 1-33. System Properties dialog box

b. Click the **Advanced** tab (see [Figure 1-34](#)).

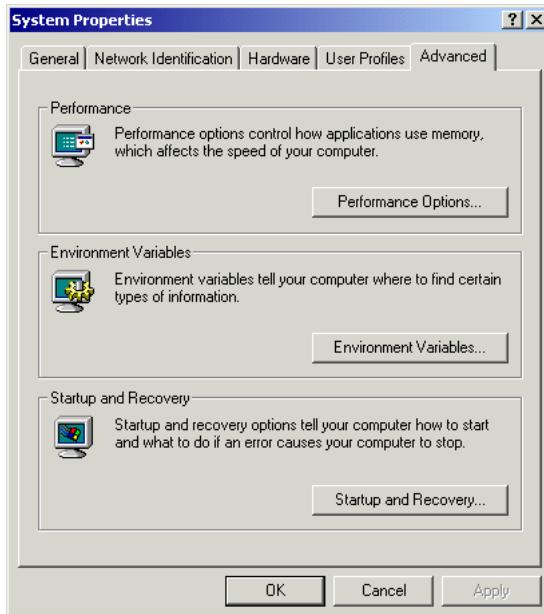


Figure 1-34. Advanced tab

- c. Click the **Environment Variables** button (see [Figure 1-35](#)) to open the **Environment Variables** dialog box.

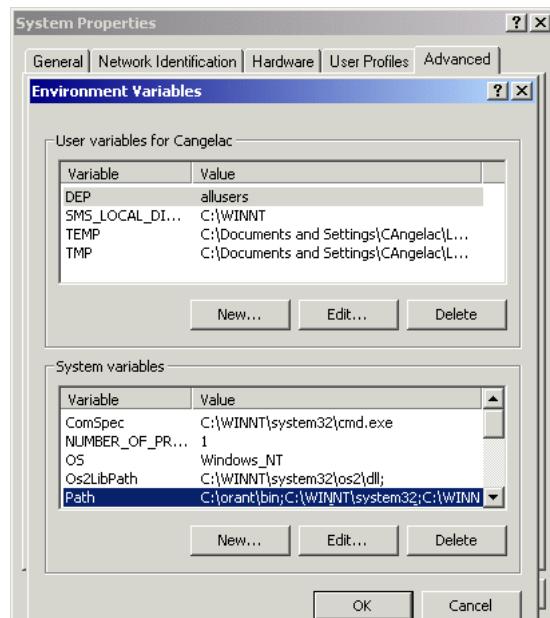


Figure 1-35. Environment Variables dialog box

- d. Select **Path** from the **System Variables** section and click the **Edit** button.
e. In the **Variable Value** field of the **Edit System Variable** dialog box, find the portion of the string that reads **c:\orant\bin**, select it, and press the **Delete** key (see [Figure 1-36](#)).



Figure 1-36. Remove **c:\orant\bin**

- f. Click **OK** to close the **Edit System Variable** dialog box.

g. Click **OK** to close the **Environment Variables** dialog box.

h. Click **OK** to close the **System Properties** dialog box.

Result: The environment variable has been edited.

18. Reboot your computer.
 19. Using Windows Explorer, access your computer's hard drive (typically the c: directory) and rename the following folders (if they exist):
 - change c:\orant to c:\orantOld (see [Figure 1-37](#))
-



Figure 1-37. Changing the name of the orant folder to orantOld

- change c:\Program Files\Oracle to c:\Program Files\OracleOld (see [Figure 1-38](#)).
-



Figure 1-38. Changing the name of the Oracle folder to OracleOld

Result: You are now ready to install the Oracle9i client.

Install the Oracle9i Client

SQL*Net provides the manner of transporting data from the database to your computer. You must have an Oracle client, which includes SQL*Net, for the Prepackaged Access reports to work.



Procedure 1-6. Installing the Oracle9i client

Use the following to install the Oracle9i client from the CD-ROM provided by EISI. If you do not have the CD-ROM, download the Oracle9i client from SupportWeb.



IMPORTANT:

You must have Administrator rights in order to install the Oracle9i client.

1. Access the **Oracle9i Server - Autorun** dialog box to begin the installation process:

If you get the Oracle 9i client from... Then ...

the CD-ROM from EISI

Place the CD-ROM in your disk drive. It will run automatically.

EISI's SupportWeb

Download the `Oracle9_Client_CD.zip` file (it is a large file and takes time to download) into a temporary folder.

Unzip this file in to this folder.

Double-click the `autorun.exe` file.

Result: The **Oracle9i Server - Autorun** dialog box opens (see [Figure 1-39](#)).

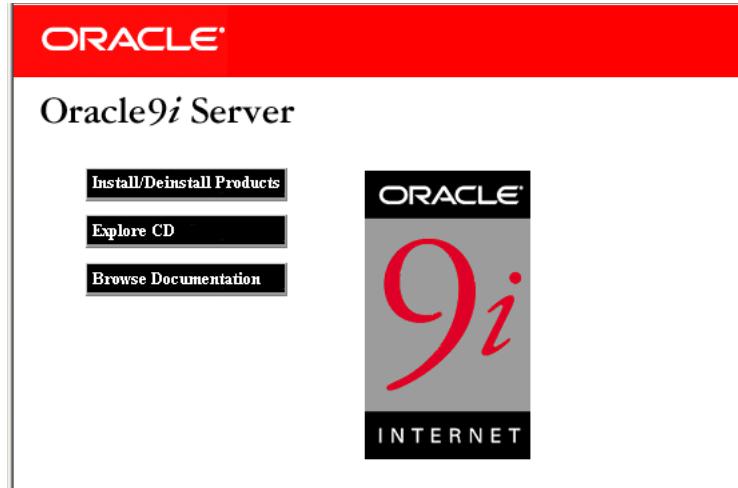


Figure 1-39. Oracle9i Server - Autorun dialog box

2. Click the **Install/Deinstall Products** button.

Result: The Oracle Universal Installer launches and the **Oracle Universal Installer: Welcome** dialog box opens (see [Figure 1-40](#)).

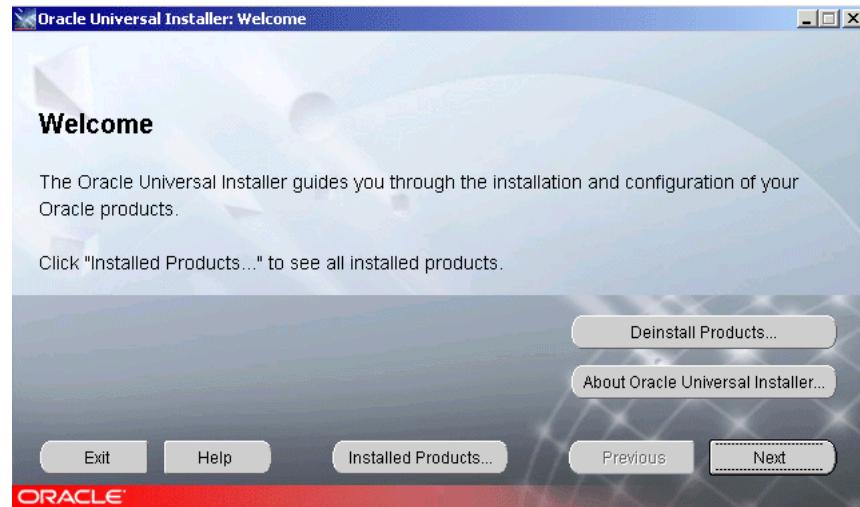


Figure 1-40. Oracle Universal Installer: Welcome dialog box

-
3. Click the **Next** button.

Result: The **Oracle Universal Installer: File Locations** dialog box opens (see [Figure 1-41](#)).

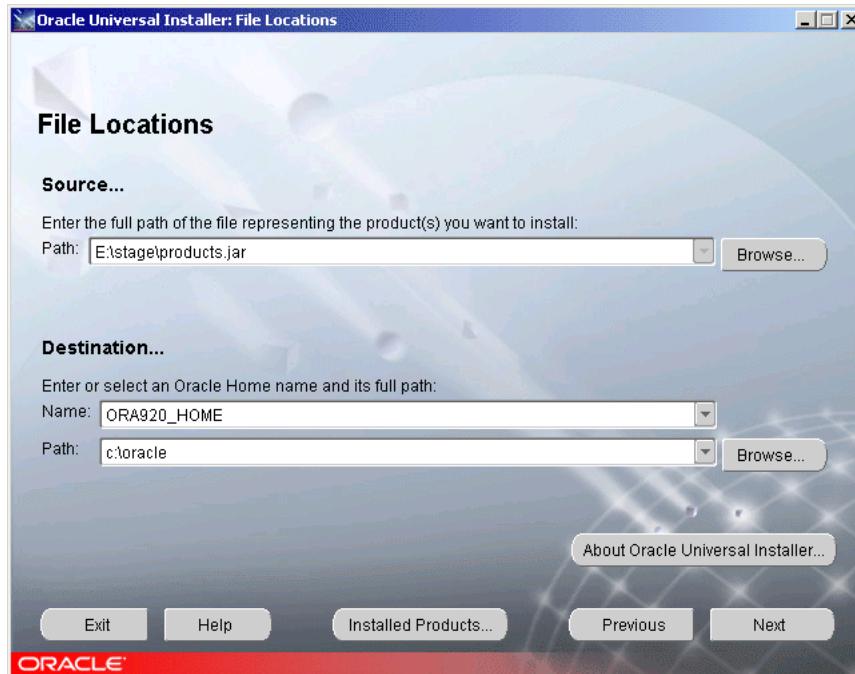


Figure 1-41. Oracle Universal Installer: File Locations dialog box

4. At the **Oracle Universal Installer: File Locations** dialog box:
 - In the **Name** field, enter **ORA920_HOME**
 - In the **Path** field, enter **c:\oracle**
 - Click the **Next** button.

Result: The **Oracle Universal Installer: Installation Types** dialog box opens (see [Figure 1-42](#)).

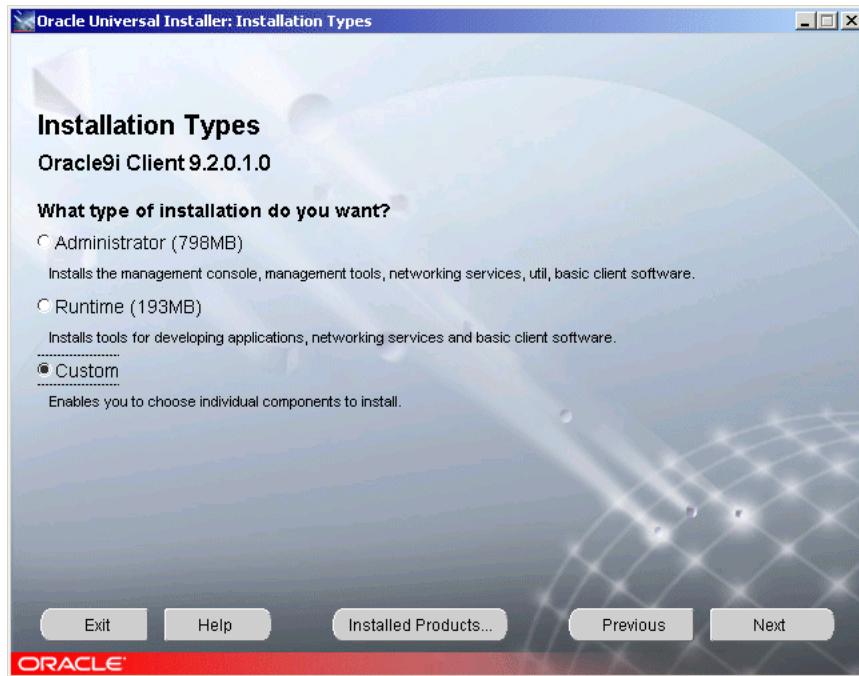


Figure 1-42. Oracle Universal Installer: Installation Types dialog box

5. Select the **Custom** radio button and click the **Next** button.

Result: The **Oracle Universal Installer: Available Product Components** dialog box opens (see [Figure 1-43](#)).

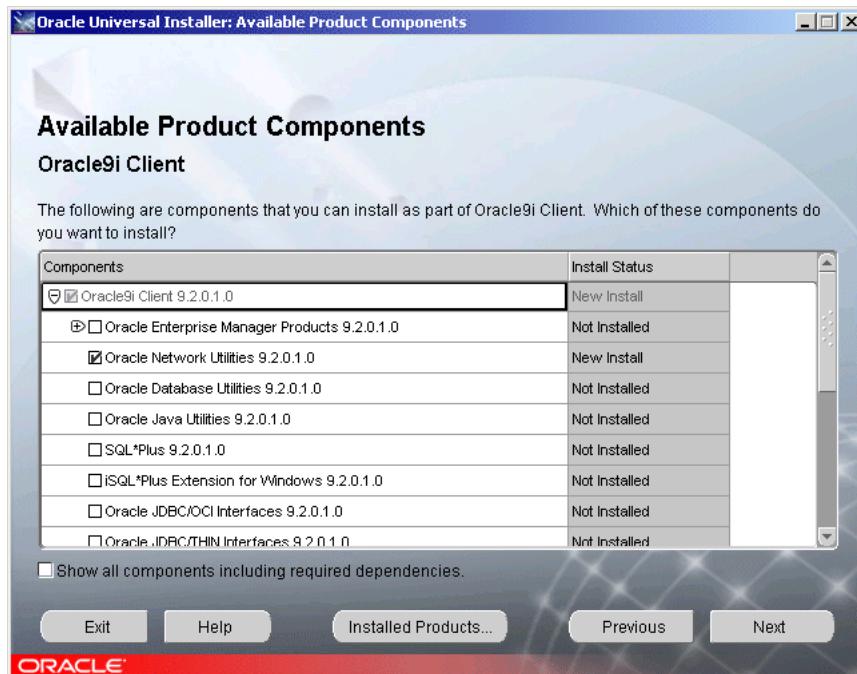


Figure 1-43. Oracle Universal Installer: Available Product Components dialog box

6. Select the following check boxes (you will need to scroll down to access some products):
- Oracle Network Utilities 9.2.0.1.0 (this includes SQL*Net)
 - Oracle9i Windows Documentation 9.2.0.1.0 (not required)
 - Oracle Windows Interface 9.2.0.1.0
 - Oracle9i Universal Installer 2.2.0.1.2.0

Click the **Next** button.

Result: The **Oracle Universal Installer: Component Locations** dialog box opens (see [Figure 1-44](#)).

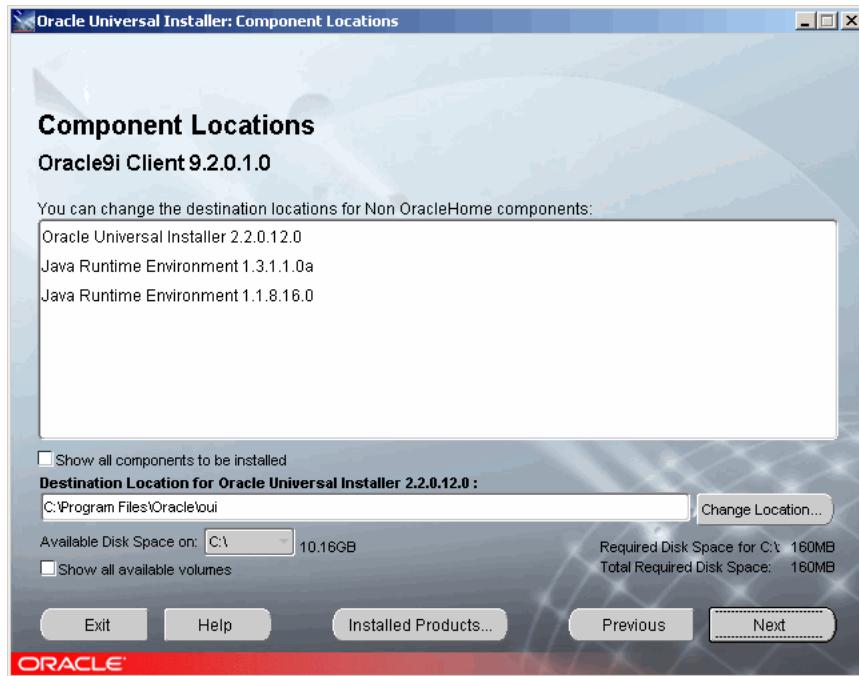


Figure 1-44. Oracle Universal Installer:Component Locations dialog box

-
7. Click the **Next** button.

Result: The **Oracle Universal Installer: Summary** dialog box opens (see [Figure 1-45](#)).

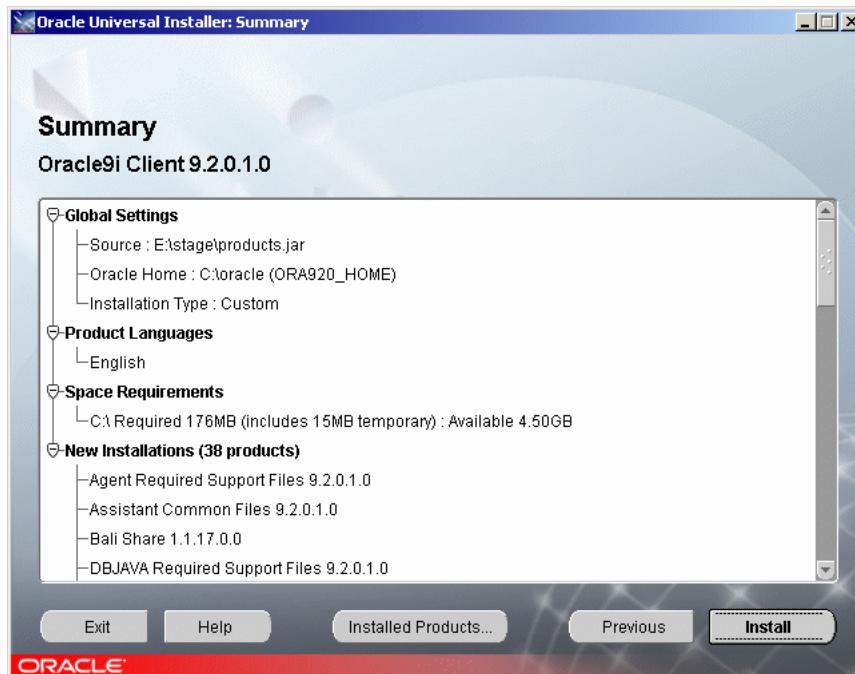


Figure 1-45. Oracle Universal Installer: Summary dialog box

8. Click the **Install** button.

Result: The **Oracle Universal Installer: Install** dialog box opens and installation begins (see [Figure 1-46](#)).

NOTE:

Depending on your system resources, this can take several minutes.

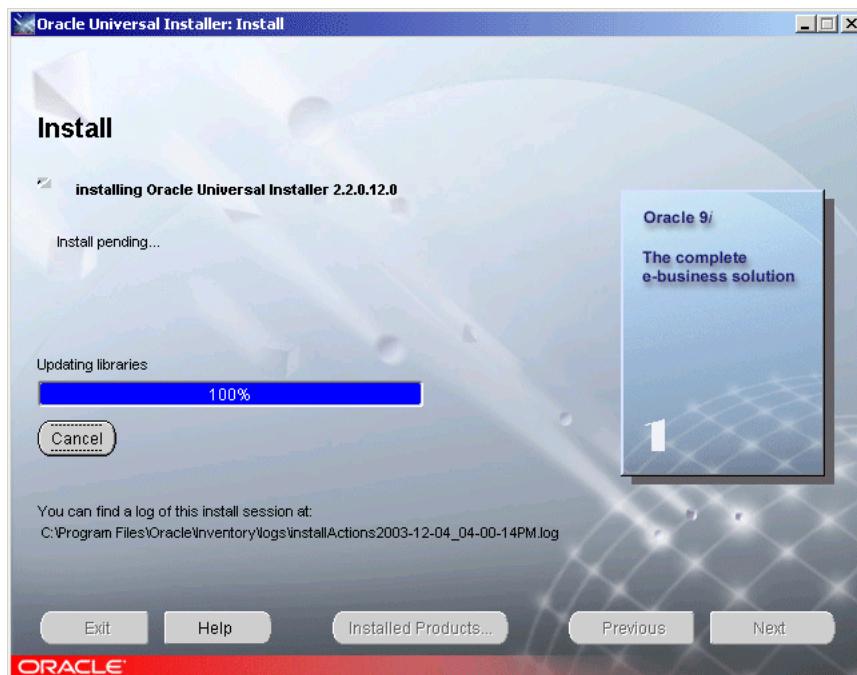


Figure 1-46. Oracle Universal Installer: Install dialog box

When the installation is complete, the **Oracle Universal Installer: Configuration Tools** dialog box opens (see [Figure 1-47](#)).

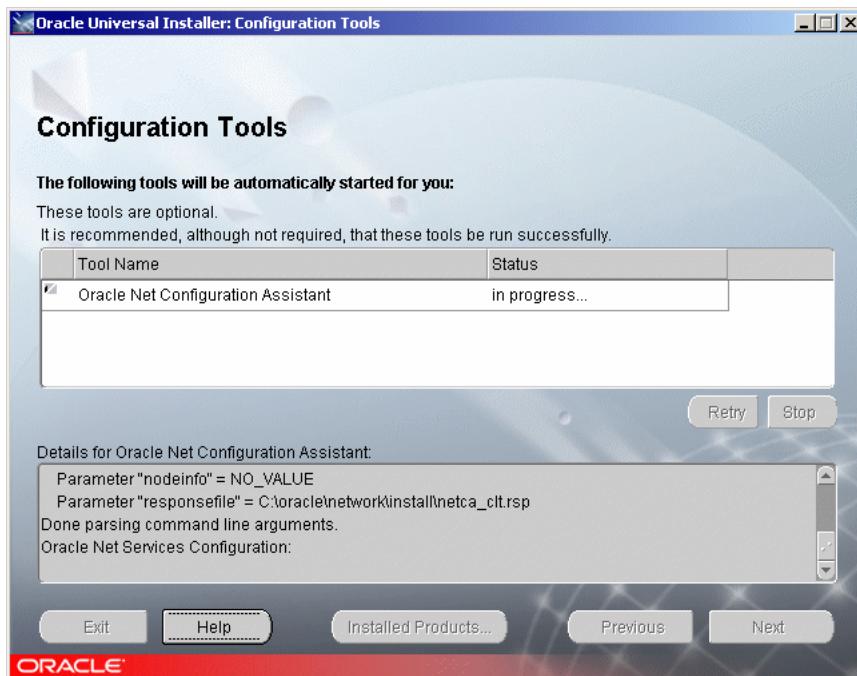


Figure 1-47. Oracle Universal Installer: Configuration Tools dialog box

Following this the Oracle Net Configuration Assistant tool is automatically started and the **Oracle Net Configuration Assistant: Welcome** dialog box opens (see [Figure 1-48](#)).

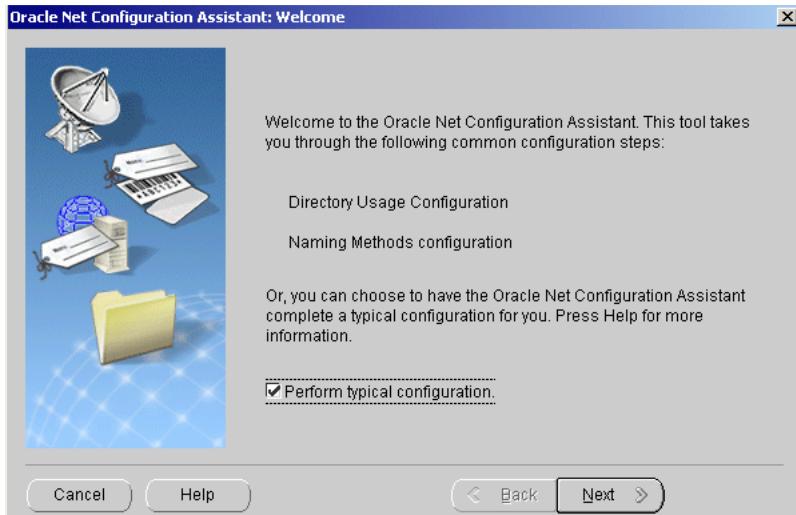


Figure 1-48. Oracle Net Configuration Assistant: Welcome dialog box

9. Select the **Perform typical configuration** check box and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Welcome** dialog box: Net Service Names opens (see [Figure 1-49](#)).

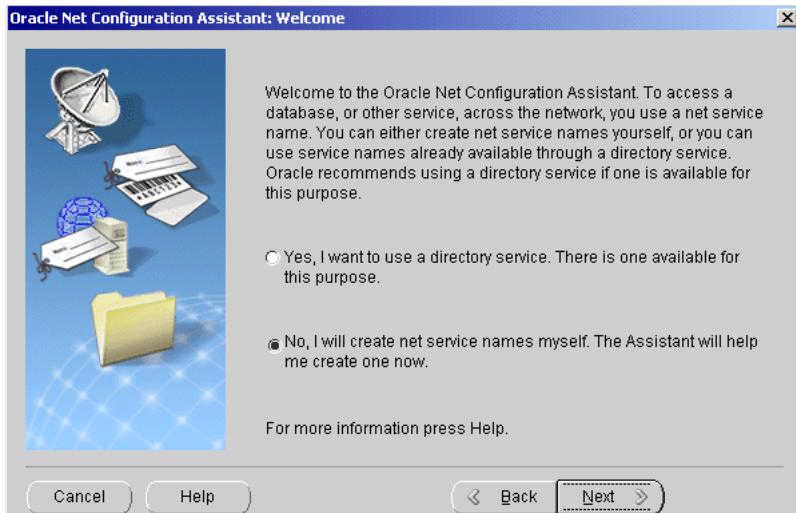


Figure 1-49. Oracle Net Configuration Assistant: Welcome dialog box: Net Service Names

-
10. Select the **No, I will create net service names myself. The Assistant will help me create one now** radio button and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Database Version** dialog box opens (see [Figure 1-50](#)).

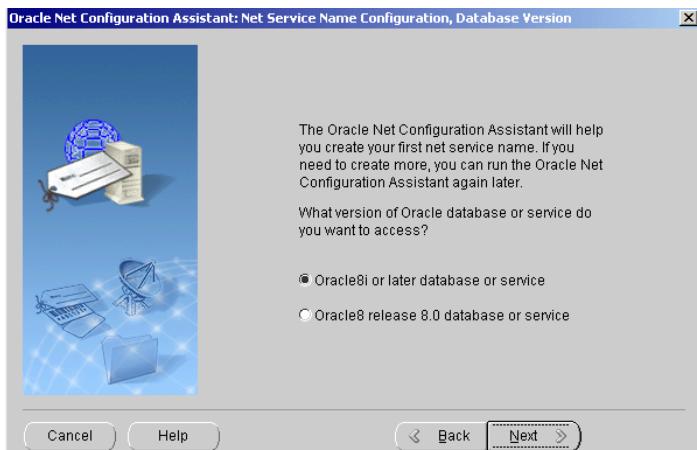


Figure 1-50. Oracle Net Configuration Assistant: Net Service Name Configuration, Database Version dialog box

11. Select the **Oracle8i or later database or service** radio button, click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Service Name** dialog box opens (see [Figure 1-51](#)).

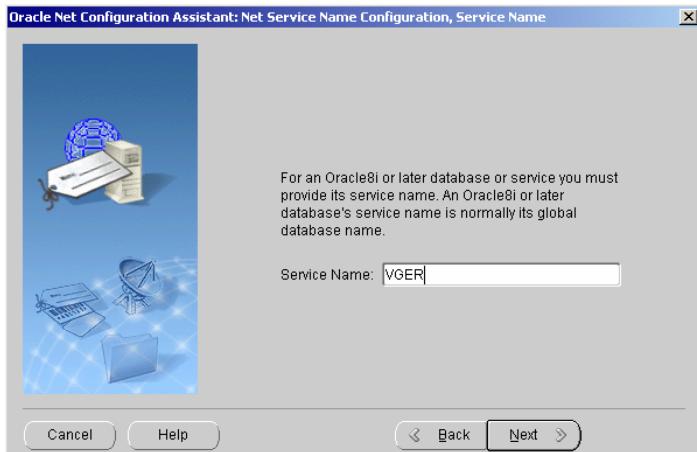


Figure 1-51. Oracle Net Configuration Assistant: Net Service Name Configuration, Service Name dialog box

12. Enter **vger** in the **Service Name** field and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Select Protocols** dialog box opens (see [Figure 1-52](#)).

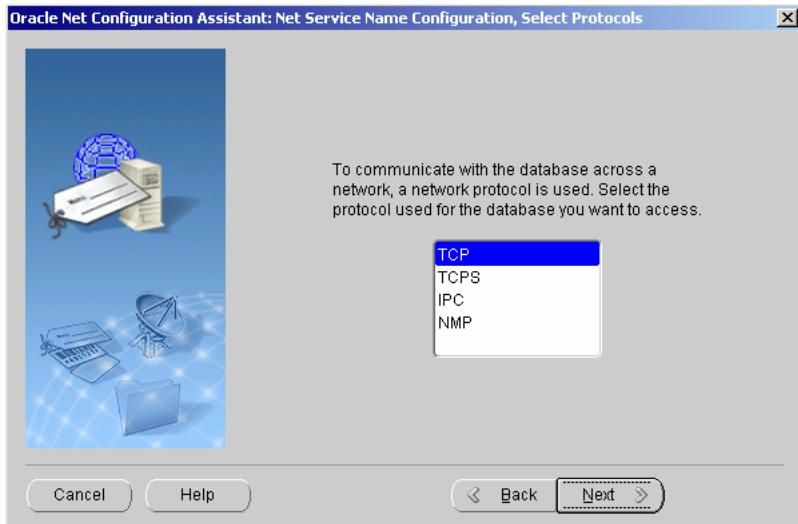


Figure 1-52. Oracle Net Configuration Assistant: Net Service Name Configuration, Select Protocols dialog box

-
13. Select **TCP** from the list and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, TCP/IP Protocol** dialog box opens (see [Figure 1-52](#)).

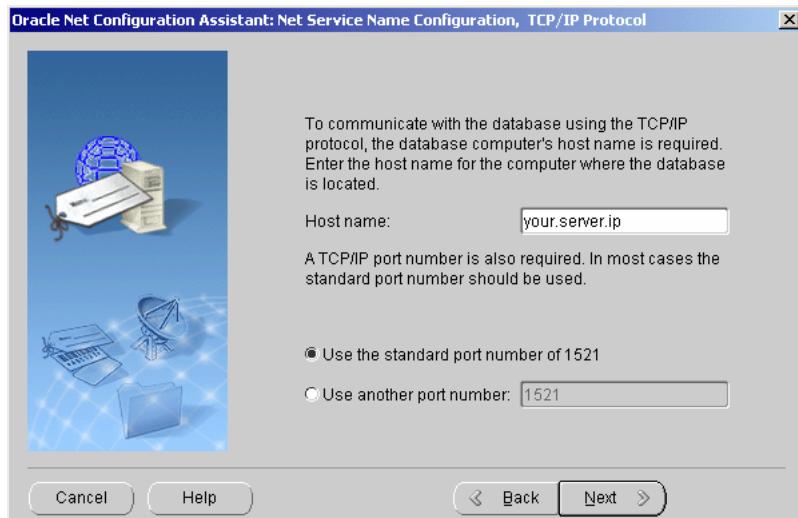


Figure 1-53. Oracle Net Configuration Assistant: Net Service Name Configuration, TCP/IP Protocol dialog box

14. Enter your site's IP address in the **Hostname** field, select **Use the standard port number of 1521** radio button, and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Test** dialog box opens (see [Figure 1-54](#)).

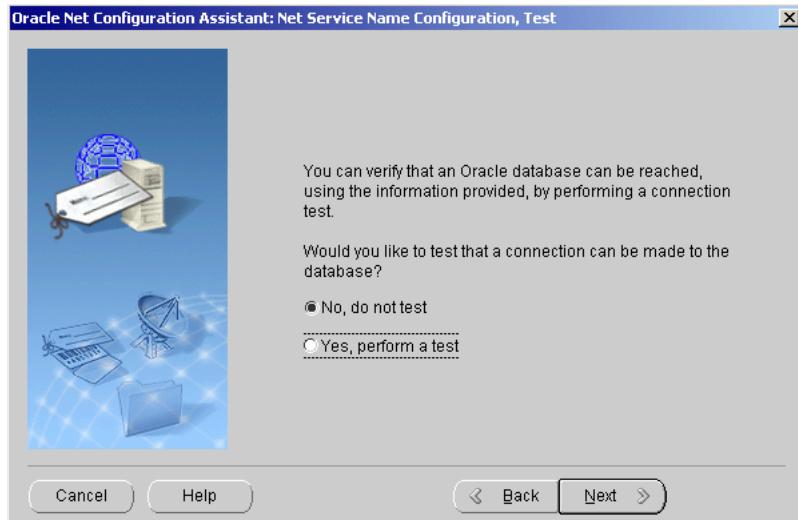


Figure 1-54. Oracle Net Configuration Assistant: Net Service Name Configuration, Test dialog box

-
15. Select the **No, do not test** radio button (see [Figure 1-54](#)) and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Net Service Name** dialog box opens with the message that the net service name configuration is complete (see [Figure 1-55](#)).

NOTE:

Performing a test at this point would fail.

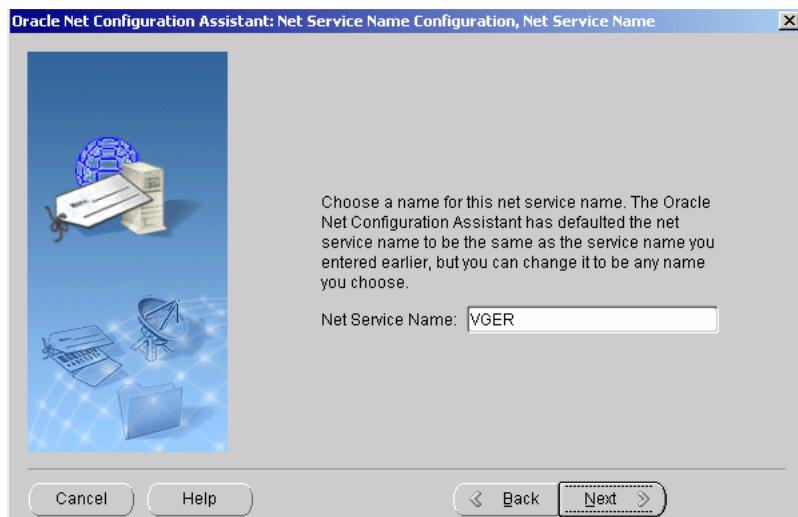


Figure 1-55. Oracle Net Configuration Assistant: Net Service Name Configuration, Net Service Name dialog box

16. Enter **vger** in the **Net Service Name** field and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Another Net Service Name?** dialog box opens with the message that the oracle net configuration is complete (see [Figure 1-56](#)).

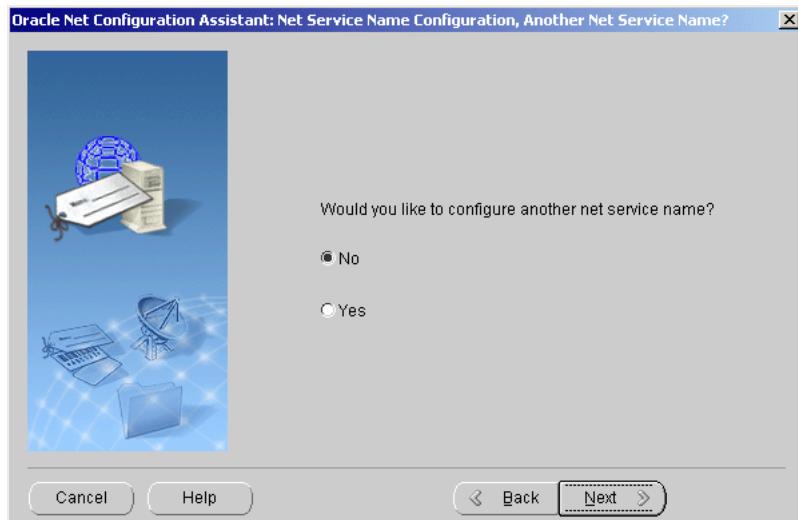


Figure 1-56. Oracle Net Configuration Assistant: Net Service Name Configuration, Another Net Service Name? dialog box

-
17. Since you do not need to provide another service name, select the **No** button and click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration done** dialog box opens alerting the user the installation is successful (see [Figure 1-57](#)).

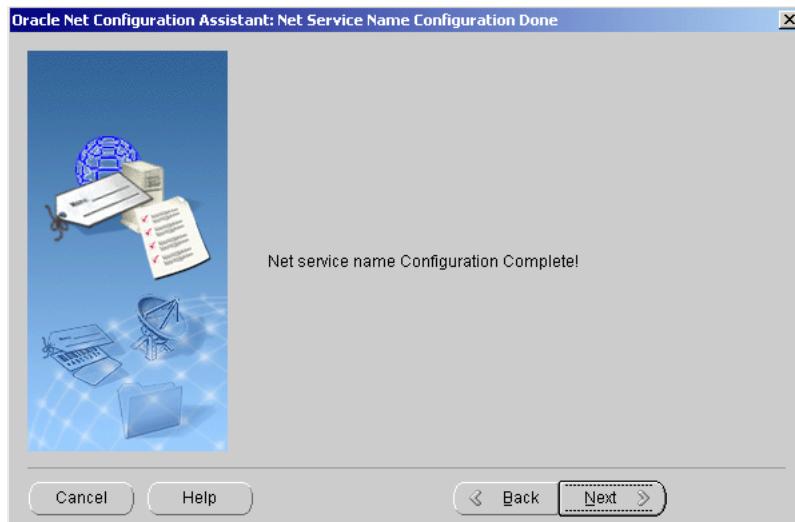


Figure 1-57. Oracle Net Configuration Assistant: Net Service Name Configuration Done dialog box

18. Click the **Next** button.

Result: The **Oracle Net Configuration Assistant: Done** dialog box opens (see [Figure 1-58](#)).

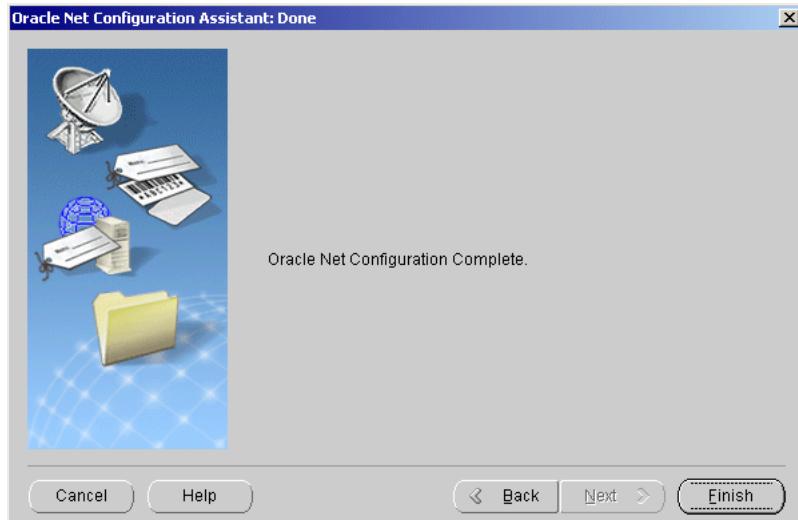


Figure 1-58. Oracle Net Configuration Assistant: Done dialog box

-
19. Click the **Finish** button.

Result: The **Oracle Universal Installer: End of Installation** dialog box opens (see [Figure 1-59](#)).

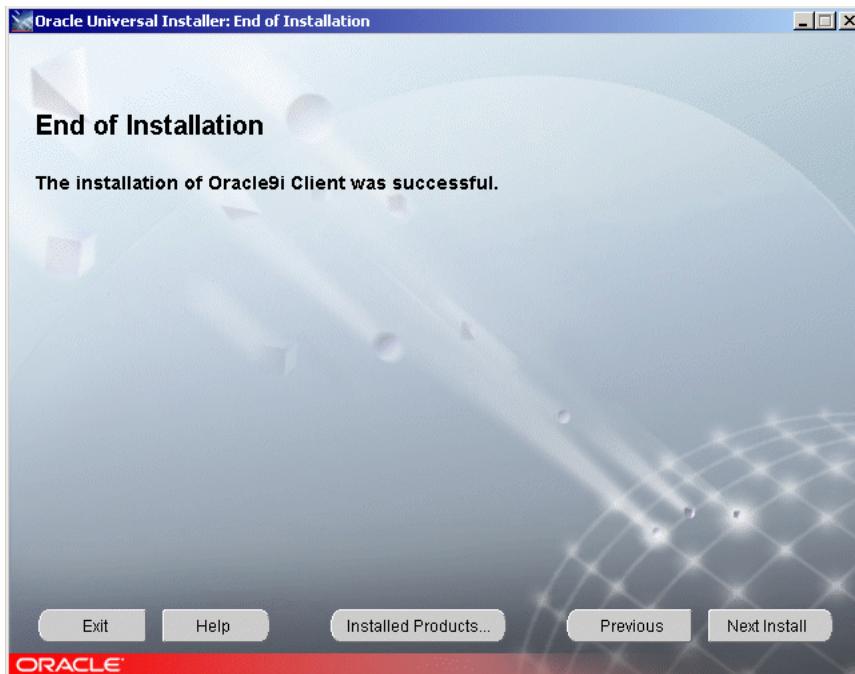


Figure 1-59. Oracle Universal Installer: End of Installation dialog box

20. Click the **Exit** button, when the confirmation message displays ([Figure 1-60](#)), click the **Yes** button.
-



Figure 1-60. Confirm exiting the Oracle Universal Installer message

Result: The Oracle9i client installation is complete.

In order to complete Oracle's network configuration, you'll need to edit (or possibly create) the `TNSNAMES.ORA` and `SQLNET.ORA` files on your computer.

21. Change the security settings for the oracle directory on the computer (this is typically the `c:\oracle` directory).
 - a. Using Windows Explorer, access your computer's hard drive (typically the `c:` directory) and select the `c:\oracle` folder.
 - b. Right-click on the `oracle` folder and select **Properties** from the menu.
 - c. In the `oracle` **Properties** dialog box, click the **Security** tab.
 - d. Click the **Add** button to open the **Select Users or Groups** dialog box.
 - e. Select Authenticated Users in the upper list and click the **Add** button.
 - f. Click **OK** to close the **Select Users or Groups** dialog box.
 - g. Click **OK** to close the `oracle` **Properties** dialog box
22. Edit or create the `TNSNAMES.ORA` file.
 - a. Move to the `c:\oracle\network\admin` directory
 - b. open the `TNSNAMES.ORA` file using the text editor of your choice (such as Notepad)
 - c. change `Service_Name` to `SID`.

NOTE:

If there is no `TNSNAMES.ORA` file you'll need to create a text file of that name.

- a. Use the content from [Figure 1-61](#) as the content for your `TNSNAMES.ORA` file.
- b. Add your IP address at **HOST=** key where, **HOST= <your server IP>** and save the file.

For example, **HOST=255.255.255.255**.

```
# TNSNAMES.ORA Network Configuration File: C:\Orant9i\network\admin\tnsnames.ora
# Generated by Endeavor .

VGER =
(DESCRIPTION =
(ADDRESS_LIST =
(ADDRESS = (PROTOCOL = TCP)(HOST = 255.255.255.255)(PORT = 1521))
)
(CONNECT_DATA =
(SID = VGER )
)
)
```

Figure 1-61. Content of the TNSNAMES.ORA file

23. Save and close the TNSNAMES.ORA file.
24. Edit or create the SQLNET.ORA file.
 - a. Move to the c:\oracle\network\admin directory
 - b. open the SQLNET.ORA file
 - c. change (NTS) to (None)
 - d. remove ONAMES from NAMES.DIRECTORY_PATH.

NOTE:

If there is no SQLNET.ORA file you'll need to create a text file of that name (using a text editor such as Notepad).

- a. Use the content from [Figure 1-62](#) as the content for the SQLNET.ORA file.

```
TRACE_LEVEL_CLIENT = OFF
#sqlnet.authentication_services = (None)
names.directory_path = (TNSNAMES, HOSTNAME)
automatic_ipc = off
```

Figure 1-62. Content of the SQLNET.ORA file

25. Save and close the SQLNET.ORA file.

Result: Set-up is complete.

OPTIONAL:

26. *If you obtained the Oracle 9i client from SupportWeb, if wanted, you can now delete the temporary folder containing the unzipped file to free up disk space.*



TIP:

If you are going to install the Oracle 9i clients on many computers, copy the TNSNAMES.ORA and the SQLNET.ORA files to a floppy disk, and then copy these files from the floppy disk to the c:\oracle\network\admin directory on all of the computers that will run Oracle 9i clients.

Updating the Character Set for Oracle

Users must update the character set for Oracle in the Registry Editor for correct diacritic display. Basically, when an NLS_LANG value is other than AMERICAN_AMERICA.US7ASCII, the value must be updated.



CAUTION:

*Use extreme caution when working in the Registry Editor. Only individuals experienced with **Windows Registration Databases** should make this update. Further, to do this the user must be logged in as administrator.*

You need to update the NLS_LANG value in the:

- ORACLE folder
- ID0 folder
- HOME0 folder

Follow [Procedure 1-7, Updating the Character Set for Oracle](#) for the steps to update the character set, editing the NLS_LANG value.



Procedure 1-7. Updating the Character Set for Oracle

Use the following to update the character set for Oracle.

1. From the **Start** menu, select **Run**, and enter **regedit** in the **Open** field (see [Figure 1-63](#)), then click the **OK** button.

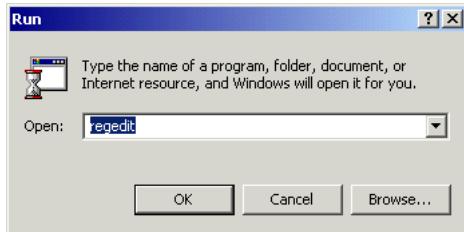


Figure 1-63. Run dialog box

Result: The **Registry Editor** dialog box opens (see [Figure 1-64](#)).

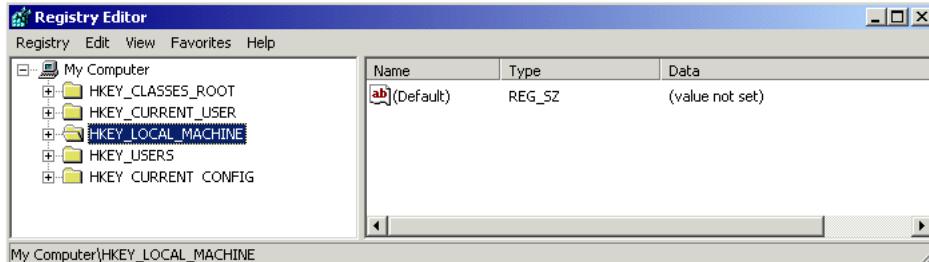


Figure 1-64. Registry Edit dialog box

2. Click the +(plus sign) in front of the HKEY_LOCAL_MACHINE folder.

Result: The folder expands (see [Figure 1-65](#)).

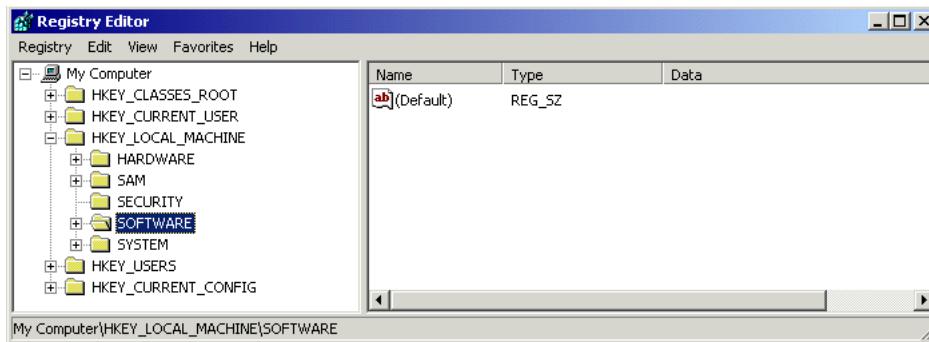


Figure 1-65. HKEY_LOCAL_MACHINE folder expanded

3. Click the +(plus sign) in front of the SOFTWARE folder.

Result: The folder expands (see [Figure 1-66](#)).

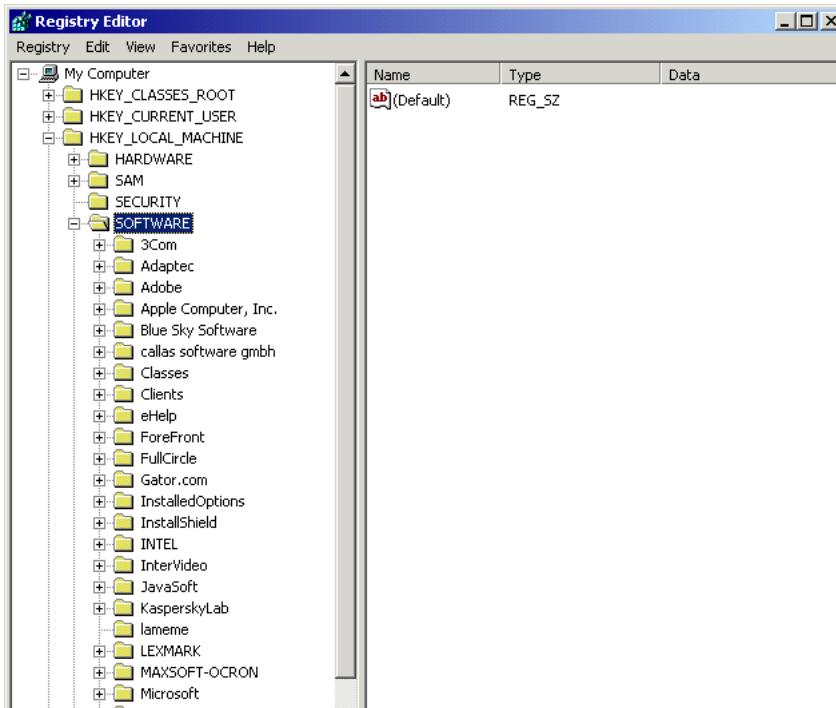


Figure 1-66. SOFTWARE folder expanded

4. Click the +(plus sign) in front of the ORACLE folder.

Result: The folder expands (see [Figure 1-67](#)).

NOTE:

The expanded ORACLE folder contains an ALL_HOMES folder and a HOME0 folder.

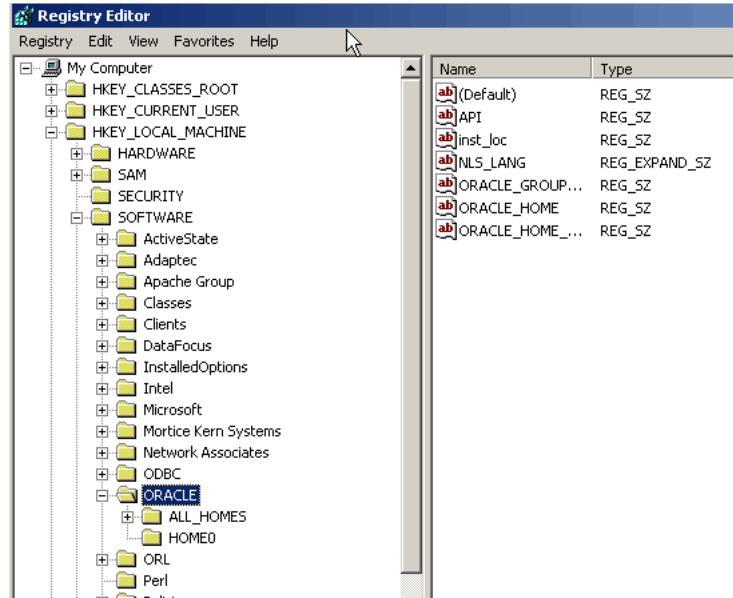


Figure 1-67. ORACLE folder expanded

5. In the right panel, double-click NLS_LANG (see [Figure 1-68](#)).

The screenshot shows the Windows Registry Editor right-hand pane as a table of registry values for the 'ORACLE' key. The 'NLS_LANG' value is selected and highlighted in blue. The table has columns for 'Name', 'Type', and 'Data'.

| Name | Type | Data |
|-----------------|---------------|------------------------------------|
| (Default) | REG_SZ | (value not set) |
| API | REG_EXPAND_SZ | C:\orant\DBS |
| COMPANY_N... | REG_EXPAND_SZ | Endeavor Information Systems, Inc. |
| CORE40 | REG_EXPAND_SZ | C:\orant\CORE40 |
| inst_loc | REG_SZ | C:\Program Files\Oracle\ |
| .NET80 | REG_EXPAND_SZ | C:\orant\NET80 |
| NLS_LANG | REG_EXPAND_SZ | AMERICAN_AMERICA.WE8ISO8859P1 |
| NLSRTL33 | REG_EXPAND_SZ | C:\orant\NLSRTL33 |
| odbo3220 | REG_EXPAND_SZ | C:\orant\ODBORA32 |
| OI_NL532 | REG_EXPAND_SZ | C:\orant\orainst\NLB |
| ORA_NL533 | REG_EXPAND_SZ | C:\orant\NLSRTL33\DATA |
| ORACLE_GR... | REG_EXPAND_SZ | Oracle for Windows NT |

Figure 1-68. NLS_LANG display

Result: The **Edit String** dialog box opens (see [Figure 1-69](#)) displaying the value data.

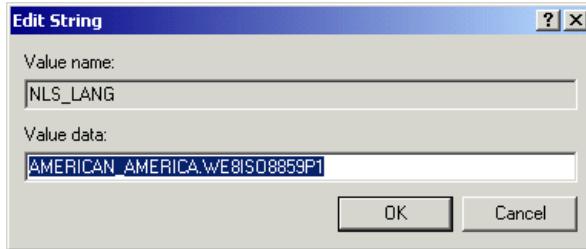


Figure 1-69. Edit String dialog box with incorrect NLS_LANG data

6. In the **Edit String** dialog box change the **NLS_LANG** value to **AMERICAN_AMERICA.US7ASCII** (see [Figure 1-70](#)), where the last two characters are upper-case letter i's.
-

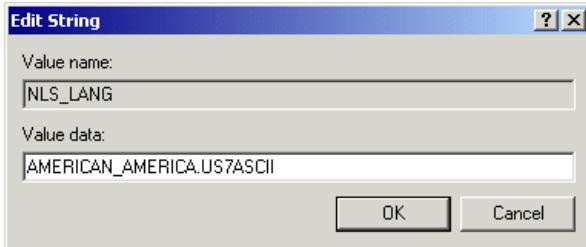


Figure 1-70. Edit String dialog box with new NLS_LANG value
AMERICAN_AMERICA.US7ASCII

7. Click the **OK** button.

Result: The value is edited (see [Figure 1-71](#)).

| Name | Type | Data |
|-----------------|---------------|------------------------------------|
| ab](Default) | REG_SZ | (value not set) |
| ab]API | REG_EXPAND_SZ | C:\orant\DBS |
| ab]COMPANY_N... | REG_EXPAND_SZ | Endeavor Information Systems, Inc. |
| ab]CORE40 | REG_EXPAND_SZ | C:\orant\CORE40 |
| ab]inst_loc | REG_SZ | C:\Program Files\Oracle\Inventory |
| ab]NET80 | REG_EXPAND_SZ | C:\orant\NET80 |
| ab]NLS_LANG | REG_EXPAND_SZ | AMERICAN_AMERICA.US7ASCII |
| ab]NLSRTL33 | REG_EXPAND_SZ | C:\orant\NLSRTL33 |
| ab]dbo3220 | REG_EXPAND_SZ | C:\orant\ODBORA32 |
| ab]OI_NLS32 | REG_EXPAND_SZ | C:\orant\orainst\NLB |
| ab]ORA_NLS33 | REG_EXPAND_SZ | C:\orant\NLSRTL33\DATA |
| ab]ORACLE_GR... | REG_EXPAND_SZ | Oracle for Windows NT |

Figure 1-71. NLS_LANG edited to value AMERICAN_AMERICA.US7ASCII

▲ IMPORTANT:

Only the NLS_LANG value under the ORACLE, ID0, and HOME0 folders are changed to AMERICAN_AMERICA.US7ASCII.

8. In the Left panel, click the +(plus sign) in front of the ALL_HOMES folder.

Result: The folder expands (see [Figure 1-72](#)) to show the ID0 folder. Notice also that there is no NLS_LANG entry in the right panel for the ALL_HOMES folder.

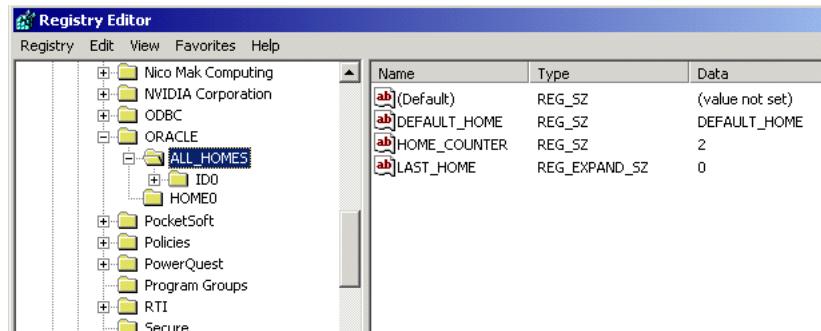


Figure 1-72. The ALL_HOMES folder expanded

9. Select the ID0 folder.

Result: The folder is selected and the right panel opens (see [Figure 1-73](#)).

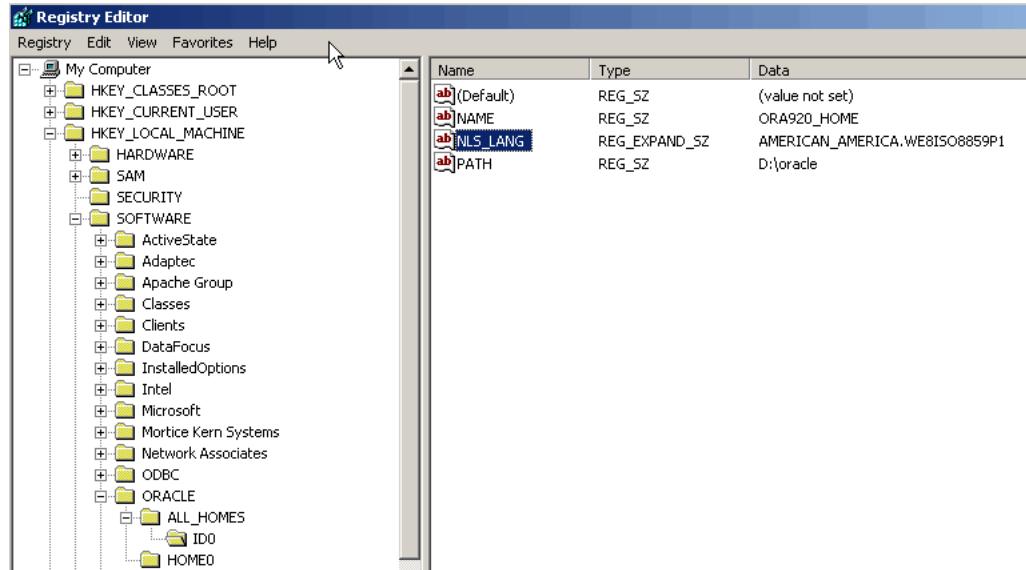


Figure 1-73. ID0 folder is selected and right panel opens NLS_LANG

10. Edit the NLS_LANG value, using steps [5-7](#) above.

Result: The value is edited (see [Figure 1-74](#)).

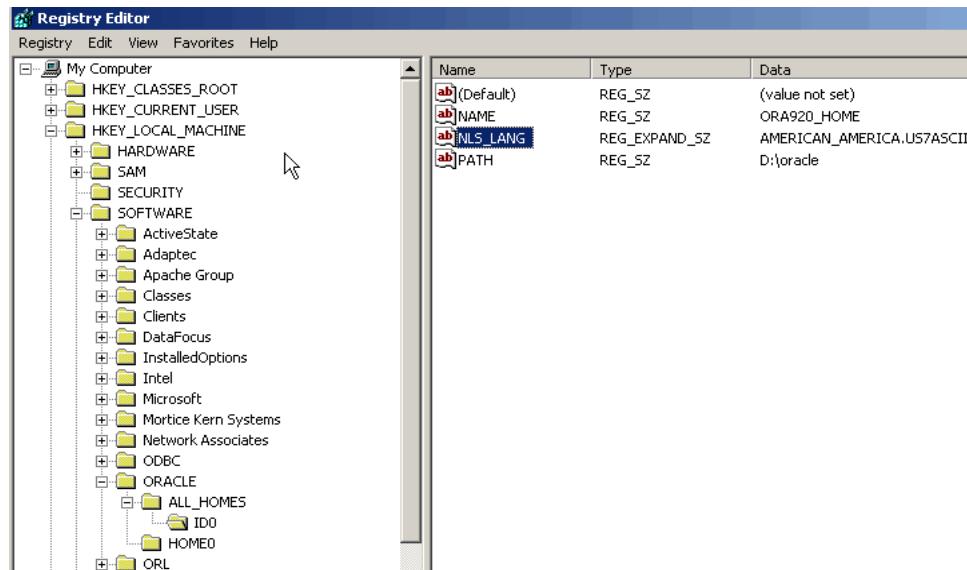


Figure 1-74. ID0 folder, NLS_LANG value edited

-
11. Select the HOME0 folder (see [Figure 1-75](#)). Edit the NLS_LANG value, using steps [5-7](#).
-

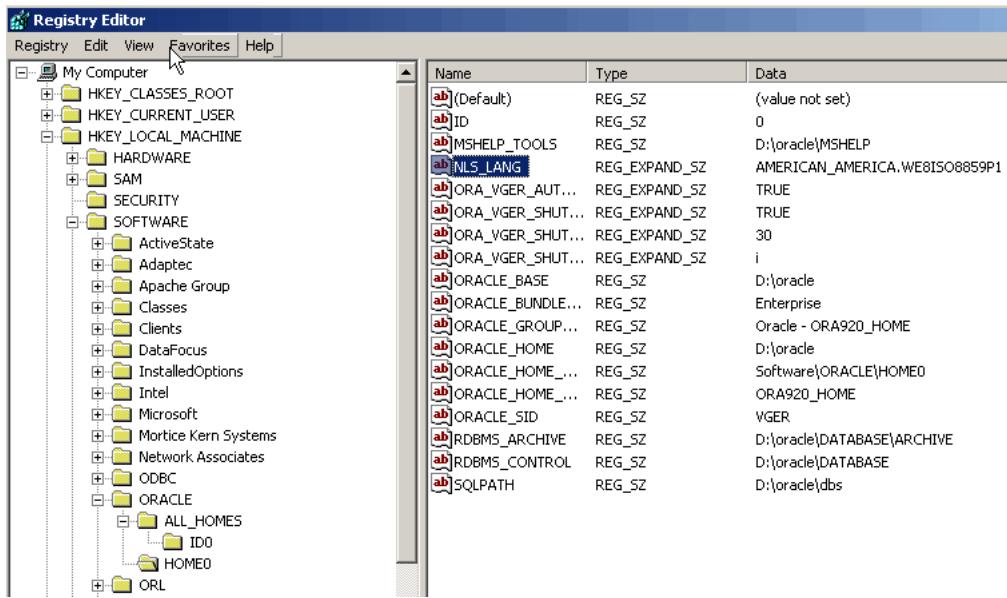


Figure 1-75. HOME0 subfolder expanded, NLS_LANG value displays

12. Edit the NLS_LANG value, using steps [5-7](#) above, changing the value to **AMERICAN_AMERICA.US7ASCII** (see [Figure 1-76](#)).

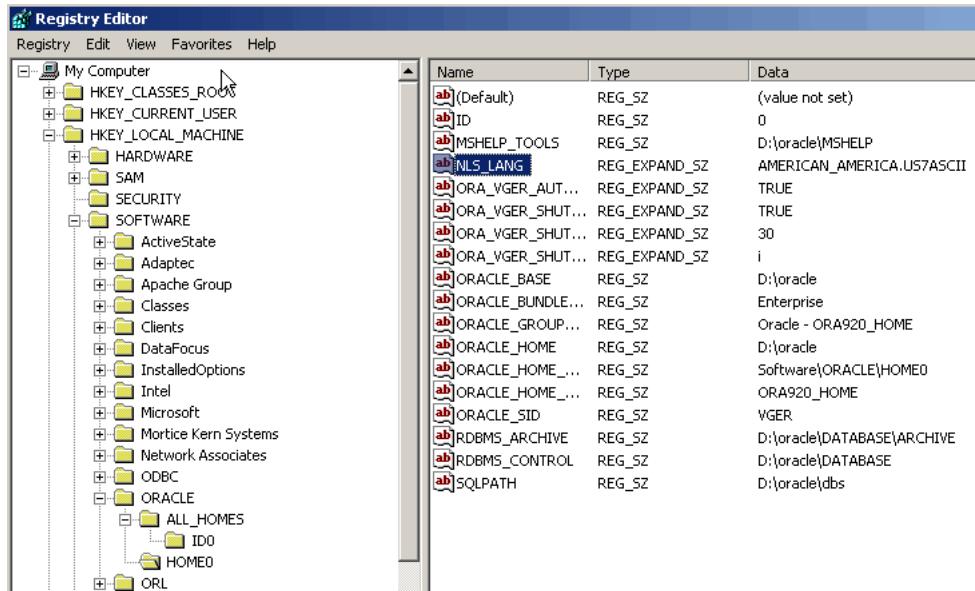


Figure 1-76. NLS_LANG value updated

13. Close the **Registry Editor** dialog box.

Result: The character set for Oracle is updated.

14. Reboot the computer.

Configuring the Microsoft ODBC for Oracle Driver

The connection between the Access software on your computer and a data source is made using an ODBC driver. The Microsoft ODBC for Oracle driver is part of your Windows operating system; however, users must configure the Microsoft ODBC for Oracle driver before running any Access Reports.



Procedure 1-8. Configuring ODBC Control Panel Settings

Use the following to configure the ODBC control panel settings.

1. Log on as the Administrator, from the Windows **Start** menu, click **Settings> Control Panel> Administrative tools** select Data Sources (ODBC).

Result: The **ODBC Data Source Administrator** dialog box opens (see [Figure 1-77](#)).

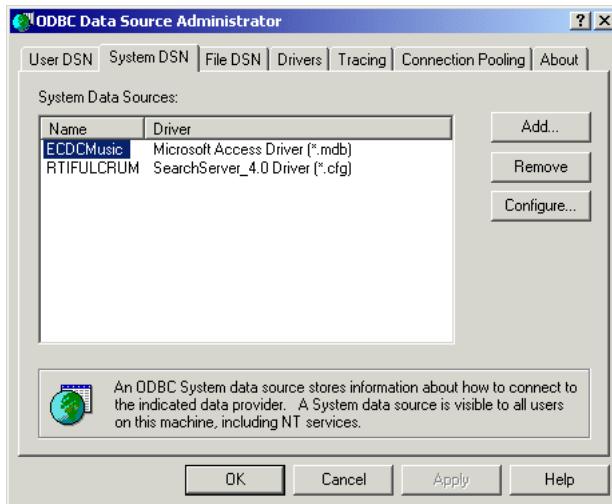


Figure 1-77. ODBC Data Source Administrator dialog box

2. Remove `voyager` if it is listed as a User data source or a System data source.
 - a. Click the **User DSN** tab, if `voyager` is present in the **Name** column, select it, and then click the **Remove** button.
 - b. Click the **System DSN** tab, if `voyager` is present in the **Name** column, select it, and then click the **Remove** button.
3. Go to the **System DSN** tab, click the **Add** button.

Result: The **Create New Data Source** dialog box opens (see [Figure 1-78](#)).

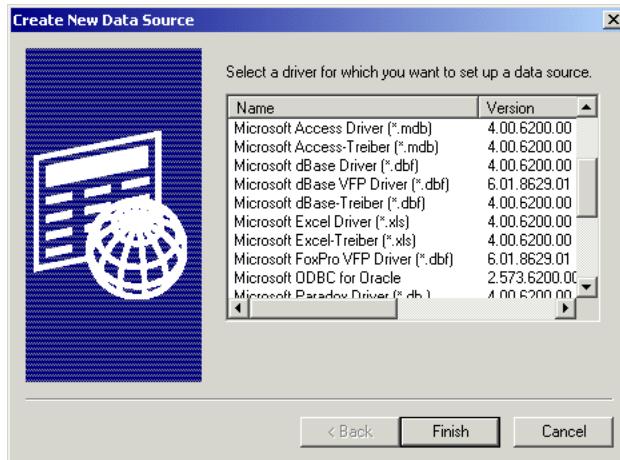


Figure 1-78. Create New Data Source dialog box

4. Select Microsoft ODBC for Oracle Driver and click the **Finish** button. If the Microsoft ODBC for Oracle Driver does not display in this list, you must download this driver from the Microsoft Web site.

! IMPORTANT:

Users must select the Microsoft ODBC for Oracle Driver, not the previously used Oracle ODBC driver.

Result: The **Microsoft ODBC for Oracle Setup** dialog box opens (see [Figure 1-79](#)).

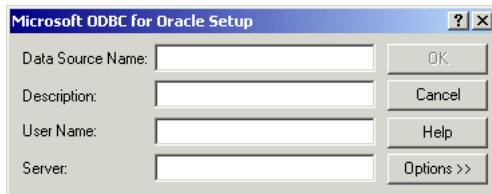


Figure 1-79. Microsoft ODBC for Oracle Setup dialog box

5. In the **Microsoft ODBC for Oracle Setup** dialog box:

- a. In the **Data Source Name** field, enter **voyager**
- b. In the **Description** field, enter **voyager tables**
- c. In the **Server** field, enter **VGER**
- d. Click the **OK** button (see [Figure 1-80](#)).

NOTE:

You do not need to enter a User ID.



Figure 1-80. Completed Microsoft ODBC for Oracle Setup dialog box

Result: The **ODBC Data Source Administrator** dialog box opens. A new entry is listed, with the Name: **voyager** and Driver: **Microsoft ODBC for Oracle** on the **System DSN** tab, click **OK** to save the settings and exit the configuration dialog box (see [Figure 1-81](#)).

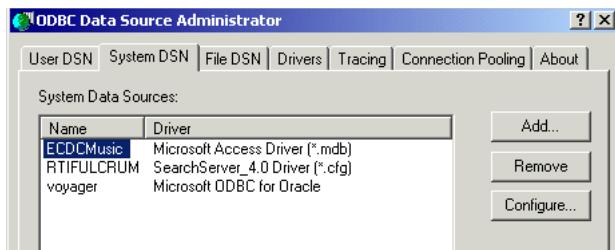


Figure 1-81. ODBC Data Source Administrator with driver set up

Configuring the Database Links

After you have configured your ODBC driver, you must configure the database links in Access. Basically this creates virtual database tables in Access, using the ODBC links to the corresponding tables in your Oracle database to allow running reports and queries against your database.



Procedure 1-9. Configuring the database links in Access

Use the following to configure the database links.

1. Move to `c:\voyager` and double-click the `Access Reports` folder, then double-click the `reports.mdb` file.

Result: Access opens and the **reports: Database** dialog box opens (see [Figure 1-82](#)).

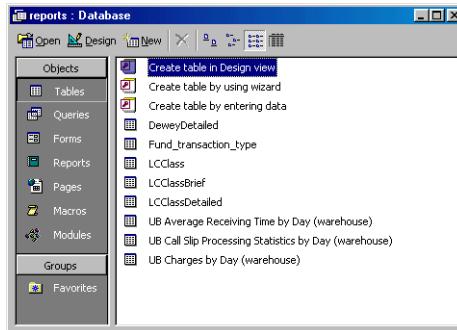


Figure 1-82. Access Reports: Database dialog box

2. In the **reports: Database** dialog box:
 - a. Click the **Forms** button.
 - b. Select **Build database links to Voyager**.
 - c. Click the **Open** button.

Result: The **Build database links to Voyager** dialog box opens (see [Figure 1-83](#)).

-
3. Enter the following information in each of the fields:
- In the **ODBC name** field, enter **voyager**.
 - In the **Connect String** field, enter the same string that you entered into the **New Service Name** field in the **Oracle Net8 Easy Config** dialog box.
 - In the **DB User ID** field, enter your read only user name.
 - In the **Password** field, enter your password.
 - In the **Tablespace** field, enter the name of your database.
 - Click the **Connect** button to begin the building process.



IMPORTANT:

The DB User ID must be the exact same as the Tablespace name.

NOTE:

The naming convention for the username is: **ro_xxxdb**, where **xxxdb** is the database name. The password is not standard and is provided by EISI at the time of the upgrade.

[Figure 1-83](#) displays this dialog box and fields.

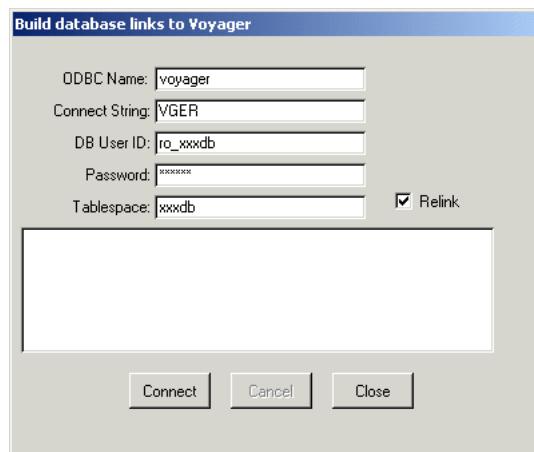


Figure 1-83. Build database links to Voyager dialog box

Result: The tables fail to link.



IMPORTANT:

It is expected that the tables will fail to link. [Figure 1-84](#) shows the build database links box with the expected error messages.



Figure 1-84. Build database links box with errors

4. From the MS Access **File** menu, select **Get External Data> Link Tables** (see [Figure 1-85](#))
-

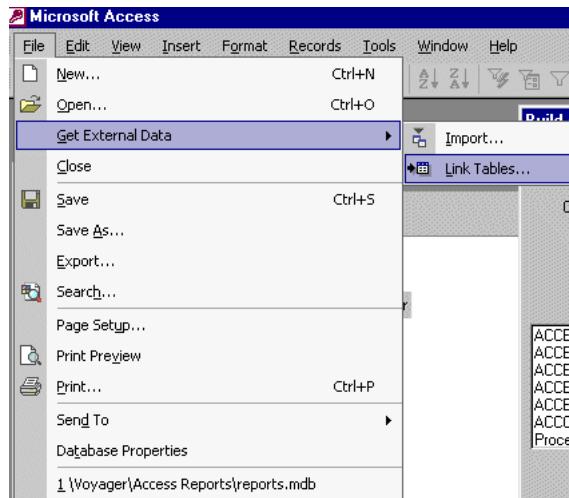


Figure 1-85. File menu> Get External Data> Link Tables

Result: The **Link** dialog box opens.

5. From the **Files of Type** field, select **ODBC Databases()** (see [Figure 1-86](#)).
-

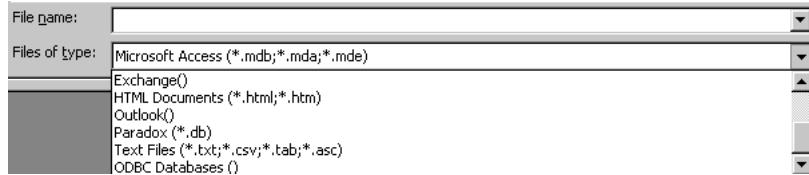


Figure 1-86. Files of Type field options

Result: The **Select Data Source** dialog box opens displaying the **File Data Source** and **Machine Data Source** tabs (see [Figure 1-87](#)).

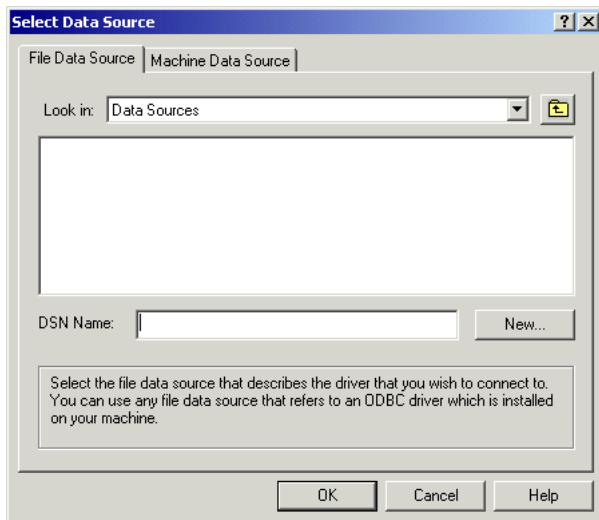


Figure 1-87. Select Data Source dialog box

6. Click the **Machine Data Source** tab, and select **Voyager** (see [Figure 1-88](#)).
-

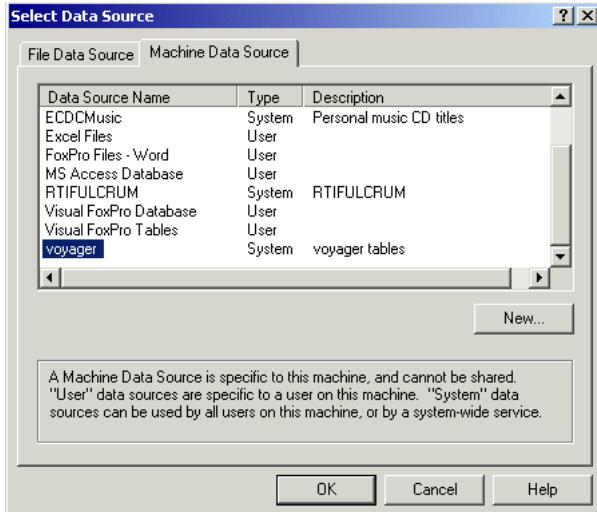


Figure 1-88. Machine Data Source tab with Voyager selected

7. Click the **OK** button.

Result: The **Microsoft ODBC for Oracle Connect** dialog box opens (see [Figure 1-89](#)).



Figure 1-89. Microsoft ODBC for Oracle Connect dialog box

8. Enter:
 - a. Your user name in the **User Name** field.
 - b. Your password in the **Password** field.
 - c. **VGER** in the **Server** field.
 - d. Click the **OK** button.

Result: After a few minutes the **Link Tables** dialog box opens. You can now link the tables (see [Figure 1-90](#)).

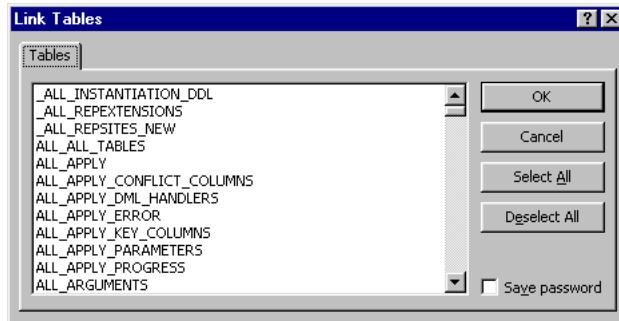


Figure 1-90. Link Tables

9. Click the **OK** button and return to the **Build Database Links to Voyager** dialog box (see [Figure 1-91](#)). This dialog box was left open on the desktop.
-

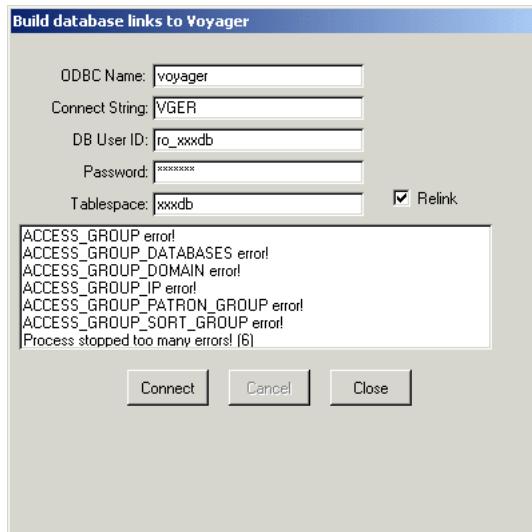


Figure 1-91. Build Database Links to Voyager

10. Click the **Connect** button. (**Relink** should be selected.)

Result: The database links to the Voyager database build (see [Figure 1-92](#)).

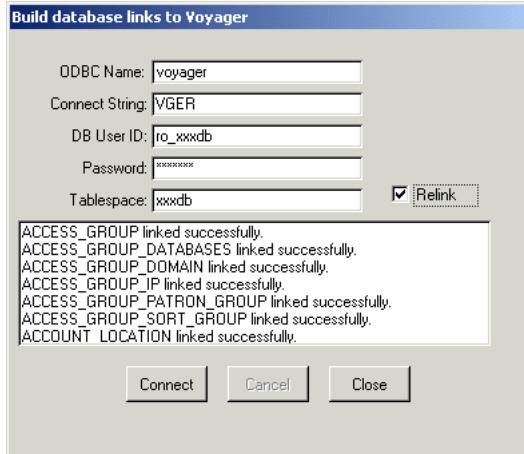


Figure 1-92. Build Database Links to Voyager during linking

NOTE:

This will take several minutes.

11. When completed, the **Close** button activates, select this button to exit the linking process.

Result: The tables are linked. If tables did not link (use the scroll bar to find them) call EISI's Customer Support department.



TIP:

If you are going to use the Repackaged Access Reports on multiple computers, all of which will use the same settings in the Build Database Links to Voyager dialog box, you do not have to build links individually for each computer. Once you have linked the database to the reports.mdb file, you can simply copy the reports.mdb file to each computer that needs to use it. The links are retained within the file.

NOTE:

If you have user-created queries and reports that you previously developed and you want to use them with a new version of Voyager, you will need to update them. Search Endeavor's SupportWeb KnowledgeBase for a Resource Sharing

Record provided by Voyager customer Alan Manifold entitled "How to migrate Access queries for a new Voyager release" for information on this process. All custom or modified queries pulling data from UTF-8 encoded columns must include a function to convert the data to UTF-16.

Setting the ODBC Timeout Value

The default timeout for queries in MSAccess is 60 seconds. Users can change this value for selected queries such that they will not timeout.



Procedure 1-10. Changing the ODBC Timeout value

Use the following to change the ODBC timeout value.

1. Select the query whose timeout value you want to change and click the **Design** button.

Result: The query design view opens with the top portion showing the tables used in the query and their associations.

2. With your cursor in the top portion, right-click, and select **Properties** from the menu (see [Figure 1-93](#)).
-



Figure 1-93. Selecting Properties from the menu

Result: The **Query Properties** dialog box opens (see [Figure 1-94](#)) notice the default is 60 seconds.

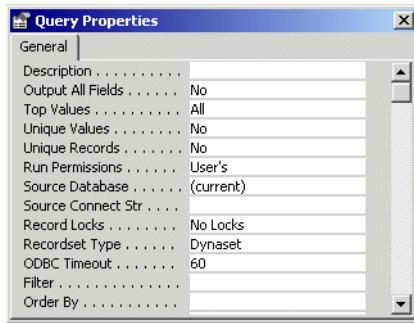


Figure 1-94. Query Properties dialog box

3. Place your cursor in the **ODBC Timeout** field and enter the timeout wanted. Setting the value to zero means that the query will not timeout.

Result: The timeout value is changed (see [Figure 1-95](#)).

See your Microsoft Access documentation for additional information.

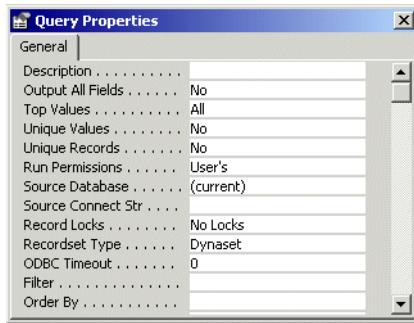


Figure 1-95. ODBC Timeout value at zero

[REDACTED]

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Generating Input Files to Create Reports and Notices

2

Contents

| | |
|--|------------|
| Introduction | 2-1 |
| Reporter Module Functionality Overview | 2-1 |
| Input and log files | 2-2 |
| • Input files | 2-2 |
| • Log files | 2-3 |
| • Creating Input Files for Acquisitions | 2-3 |
| Creating Input File(s) from the Acquisitions Module | 2-4 |
| Creating Input File(s) by Acquisitions batch jobs - Acqjob | 2-5 |
| The Acqjob.log file | 2-6 |
| The Acquisitions Batch Jobs | 2-6 |
| Running Acquisitions Batch Jobs | 2-8 |
| • Creating input files using WebAdmin - Acquisitions Utilities | 2-12 |
| • Creating Input Files for Cataloging | 2-15 |
| The Catjob.log File | 2-16 |
| The Cataloguing batch jobs | 2-17 |
| Running Cataloguing Batch Jobs | 2-24 |
| • Creating input files using WebAdmin - Cataloging Utilities | 2-27 |
| • Creating Input Files for Circulation | 2-31 |
| The Circjob.log file | 2-33 |
| The Circulation batch jobs | 2-33 |
| Running circulation batch jobs | 2-41 |
| • Creating input files using WebAdmin - Circulation Utilities | 2-44 |
| • Creating Input Files for Media Scheduling | 2-48 |
| Mediajob.log file | 2-49 |
| The Media Scheduling batch jobs | 2-49 |
| Running media scheduling batch jobs | 2-51 |
| • Creating input files using WebAdmin - Media Scheduling Utilities | 2-54 |

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Contents

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Generating Input Files to Create Reports and Notices

2

Introduction

This chapter provides information on how the Reporter module works and information about generating the input files to be used by the Reporter module to produce reports and notices necessary for the functioning of your library.

Reporter Module Functionality Overview

The Voyager Reporter module produces reports and notices that were generated from batch jobs run on the server, jobs run from the web using the WebAdmin program, as well as dynamically produced (in the module) reports or notices.

Therefore, before you can run the Voyager Reporter, you must create these appropriate Reports and/or Notice input files on the server for the application you want to process: Acquisitions, Cataloging, Circulation, and Media Scheduling.

Creating reports and notices is a five-step process:

1. A transaction or event occurs in one of the Voyager modules. For example, a book becomes overdue, a fine is generated, a Purchase Order is generated or a subject heading is corrected.

-
2. In most cases, a batch job is run. The batch job generates an input (.inp) file which contains the content of the report or notice. In other cases, an input file will be created dynamically when a particular activity takes place. The format of the various .inp files generated are discussed in the *Voyager's Technical User's Guide*, reports and notices SIF file chapters.
 3. The Reporter module takes the .inp file from the server and builds the reports and/or notices. The .inp file from the server is archived on the server with a date-time stamp. The client displays a list of reports or notices built from the .inp file.
 4. In the Reporter module, the reports and notices are run. This begins the printing out or e-mailing of the reports and/or notices.
 5. In the Reporter module, the file is archived on the user's computer.

Input and log files

The Reporter module looks to the server for an input file containing the information it needs to produce the reports and notices. Those input files (.inp files) are generated either by batch jobs run on the server or they can be generated by particular activities that occur in the Voyager modules.

Input files

There are seven input files.

- acqrprts.xxxx.inp, for Acquisitions reports
- catrprts.xxxx.inp, for Cataloging reports
- crcrprts.xxxx.inp, for Circulation reports
- medrprts.xxxx.inp, for Media Scheduling reports
- acqnotes.xxxx.inp, for Acquisitions notices
- crcnotes.xxxx.inp, for Circulation notices
- mednotes.xxxx.inp, for Media Scheduling notices

Where xxxx represents the appropriate print location code as defined in the *Voyager System Administration User's Guide* and in the *Voyager Media Scheduling System Administration User's Guide*.

Each file contains records of a specific type, following a specific format, that contain the content for the reports and notices. For information regarding the specific format of these input files, see the *Voyager Technical User's Guide*, Standard Interface File format (SIF), for each type.

NOTE:

All of the SIFs remain in the Latin-1 character set. If elements in the SIF were stored in the database using the Unicode™ character set, they are converted to Latin-1 before being exported to the SIF.

Once an input file has been created it is stored in the /m1/voyager/xxxdb/rpt directory (where xxxdb represents the database name). If there is an existing .inp file in the rpt directory, when you run another job the additional notices or reports are added to the existing file. It does not overwrite the file. Therefore, you do not have to run Reporter every time you run a job.

Log files

In addition to the input files, when running any batch job, a log file is generated and placed in the /m1/voyager/xxxdb/rpt directory. The log files are named based on the module. For example, the log file created after running an Acquisitions batch job is named acqjob.log; similarly for cataloging, it is named catjob.log.

The log files provide information about how the jobs were completed. It will include information about the date, time, activity, results, and errors encountered for each job run.

If there is a log file already in the /m1/voyager/xxxdb/rpt directory, the new information will be added to the end of that log file.

Log files should be reviewed for archiving or deleting on a periodic basis.

Creating Input Files for Acquisitions

To create the reports and notices for Acquisitions you must either complete certain activities in the Acquisitions module, and/or run acquisitions batch jobs on the server.

For more information on batch jobs, see [Creating Input File\(s\) by Acquisitions batch jobs - Acqjob on page 2-5](#).

Creating Input File(s) from the Acquisitions Module

[Table 2-1](#) provides an overview of the Acquisition activities that create an input file on the server. The table includes the activity, the name of the file created, the name of the report or notice, and the record type.

Table 2-1. Acquisition activities that create an input file on the server

| Acquisitions Activity | Report or Notice Name | Input File Name | Record Type Number |
|---|-----------------------|-------------------|--------------------|
| Printing a purchase order | Purchase Order report | acqrpts.xxxx.inp | Type 00 |
| Canceling a purchase order | Cancellation notice | acqnotes.xxxx.inp | Type 00 |
| Generating a claim for a monographic item | Order claim notice | acqnotes.xxxx.inp | Type 02 |
| Generating a claim for a serial item | Serial Claim notice | acqnotes.xxxx.inp | Type 03 |
| Approving an invoice and printing | Voucher/check request | acqnotes.xxxx.inp | Type 04 |
| Generating a return | Return notice | acqnotes.xxxx.inp | Type 01 |

For information on how to complete the activities, see the *Voyager Acquisitions User's Guide*.

When any of these activities take place, a .inp file is created. For example, if a purchase order is queued to print, the acqrpts.xxxx.inp file is generated. It follows the Acquisitions Reports Standard Interface Format (SIF) containing a record of type 00; see [Acquisitions Reports SIF Format](#).

Creating Input File(s) by Acquisitions batch jobs - Acqjob

[Table 2-2](#) lists the batch jobs that can be run to generate report and notice input files for Acquisitions. Each entry contains an overview of the job number, job name, name of the file produced, the name of the report or notice, and the record type.

Table 2-2. Acquisitions batch jobs

| Acquisitions Batch Job Number | Acquisitions Batch Job Name | Report or Notice Name | Input File Name | Record Number Type |
|--|---|--|--|-------------------------------|
| Acqjob 1 | Order Claim/Cancel Processing | Order Claim Notice Serial Claim Notice | Does not create a .inp file until a claim or cancel is generated from within the acquisitions module. acqnotes.xxxx.inp | Type 00 Type 02 Type 03 |
| Acqjob 2 | Open Orders Report | Open Orders Report (when a specific location is selected) Global Open Order Report (all locations are selected) | acqrptrs.xxxx.inp | Type 01 Type 02 |
| Acqjob 3 | Fund Snapshot Report (Global report) | Fund Snapshot report | acqrptrs.xxxx.inp | Type 03 |
| Acqjob 4 | Rollover Status Report (Global report) | Fund Roll-over Status Copy Roll-over Status | acqrptrs.xxxx.inp | Type 09 Type 11 |
| See the <i>Voyager Technical User's Guide</i> , Acquisitions Batch Job - Fix Exchange Rates , for information on Acqjob 5, Fix Exchange Rates. | | | | |

The files created are named either acqrptrs.xxxx.inp or acqnotes.xxxx.inp, where the xxxx in the filename corresponds to the print location code as defined in the System Administration module's **Systems - Print Locations** workspace. See the *Voyager System Administration User's Guide*, [Print Locations](#) for additional information.

The file is located in the in the /m1/voyager/xxxdb/rpt directory (where xxxdb represents the database name).

The format of the acqrpts.xxxx.inp file follows the Acquisitions Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*. The format of the acqnotes.xxxx.inp file follows the Acquisitions Notices Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*, [Acquisitions Notices SIF Format](#).

NOTE:

If an input file already exists, Acquisitions appends the current report record(s) to the existing file.

The Acqjob.log file

In addition to the acqnotes.xxxx.inp and acqrpts.xxxx.inp files, when running any acquisitions job an acqjob.log file is generated and placed in the /m1/voyager/xxxdb/rpt directory.

The Acquisitions Batch Jobs

This section explains the purpose of each of the Acquisitions batch jobs and the message expected in the acqjob.log file after the job is run

Order Claim/Cancel Processing (Acqjob 1)

This acquisitions batch job updates line item copies on purchase orders to System Claim or System Cancel, if the Claim Interval or Cancel After date has been surpassed.



IMPORTANT:

*Acqjob 1 does **not** generate the input file. It marks a line item as System Claim or System Cancel. After a line item has been marked it is sent to the Problems list (**Acquisitions> Order Maintenance> Problems**) from which a claim or cancellation notice can be generated. This is when the .inp file is created on the server.*

Therefore to create the .inp file you must go into the Acquisitions module to generate the claim or cancellation.

For a detailed explanation of how Acqjob 1 determines whether items should be marked with System Claim or System Cancel, see the *Voyager Acquisitions User's Guide*.

NOTE:

Acqjob 1 is a batch job that should be run daily. This job is added to a cron as part of the installation process.

The acqjob.log should include the day, date, time entry, and possibly the following messages.

Processing Monographic Claims... COMPLETED

Processing Serial Issues Not Received... COMPLETED

Processing Serial Claims... COMPLETED

Open Orders Report (Acqjob 2)

This acquisitions batch job lists all open orders for specific (or all) order locations and specific (or all) ledgers.

An open order is determined by a looking at the line item copy status and its invoice status. See the *Voyager Acquisitions User's Guide* for more information.

It is a tool to identify where line items are in the order process. For example, if a line item's status is Received Complete but it has not been invoiced, a decision can be made regarding paying for the item out of the current year's funds. In this case, the Open Orders Report would alert you to the fact that this line item should be invoiced prior to running Fiscal Period Close (see the *Voyager Acquisitions User's Guide*), or the line item be rolled over and the funds recommitted.

There are various statuses on the Open Orders Report. If the Open Orders invoice status is Pending, it means that no invoice exists. If the Open Orders invoice status is Invoice Pending, it means that there is a pending invoice. If the Open Orders invoice status is Invoiced, there is an approved invoice.

The acqjob.log should include the day, date, time entry, and possibly the following message.

Processing Open Order Report... COMPLETED

Fund Snapshot Report-Global Distribution (Acqjob 3)

This acquisitions batch job provides a fund snapshot report including information on all Ledgers/Funds.

When running this report you must select one (or all) fiscal periods.

The acqjob.log should include the day, date, time entry, and possibly the following message.

Processing Fund Snapshot Report... COMPLETED

Rollover Status Report-Global Distribution (Acqjob 4)

This acquisitions batch job produces two Rollover Status reports: the copy rollover status report and the fund rollover status report.

When running this report, you need to have the rollover date.

The acqjob.log should include the day, date, time entry, and possibly the following messages.

Thu Jan 31 17:54:26 2002 Processing Rollover Status Report...

Thu Jan 31 17:54:26 2002 ...COMPLETED

NOTE:

One additional batch job, Pfpc_run, may generate an acqrprts.xxxx.inp file. This job runs the Fiscal Period Close program. If the site wants they can generate reports when running this batch job. The reports are the open orders before rollover report (record type 04), the open orders after rollover report (record type 05), the fund snapshot before rollover report (record type 06), and the fund snapshot after rollover report (record 07). See the *Voyager Acquisitions User's Guide* for more information on Fiscal Period Close and this batch job.

Running Acquisitions Batch Jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the /m1/voyager/xxxdb/sbin prompt. To do this the operator needs to know the job number and the specific options to use.

[Table 2-3](#) provides a list of the options and their descriptions.

Table 2-3. Acquisitions batch job options codes and description

| Option Code | Description |
|---------------------|---|
| -j<job #> | Number of the job you want to run (1 through 4) |
| -o<location> | Location name or number (for Job 2 only) |
| -e<ledger> | Ledger name or number (for Job 2 only) |
| -f<fiscal period #> | Fiscal period number (for Job 3 only) |
| -r<YYYY-MM-DD> | Roll date (for Job 4 only) |
| -n<run #> | Run number of the rollover |
| -l | List job options |
| -v | Display version information |

Table 2-3. Acquisitions batch job options codes and description

| Option Code | Description |
|-------------|------------------------------|
| -h | Display usage/help statement |

**Procedure 2-1. Running acquisitions batch jobs at the command line**

Use the following to run acquisitions batch jobs at the command line.

The example in this procedure illustrates how to run Acqjob 2 (Open Orders report) for all order locations and the ledger named General.

1. At the /m1/voyager/xxxdb/sbin directory on your server, enter the command line

Pacqjob -j2 -oALL -eGeneral

This command instructs the server to run Acqjob 2, for all order locations, for the ledger named General.

Result: The job runs. The page displays that it is processing the Open Order Report, displays the completed message when done, and then returns to the /m1/voyager/xxxdb/sbin directory (see [Figure 2-1](#)).

```
/m1/voyager/ db/sbin $ Pacqjob -j2 -oALL -eGeneral
Initializing...
Processing Open Order Report...
...COMPLETED
```

Figure 2-1. Display when running Acquisitions batch job (Acqjob 2)

The acqjob.log should include the day, date, time entry, and possibly the following message.

Processing Open Order Report... COMPLETED



Procedure 2-2. Running Pacqjob 2 in a step-by step manner

This procedure gives an example of how to run Pacqjob 2 in a step-by-step manner using the system prompts to provide the additional information needed to run the job.

1. At the sbin prompt enter **Pacqjob**

Result: The system prompts you to select the batch job you want to run, (see [Figure 2-2](#)).

```
Initializing...
1 -- Order Claim/Cancel Processing
2 -- Open Order Report
3 -- Fund Snapshot Report -- Global Distribution
4 -- Rollover Status Report -- Global Distribution
5 -- Fix Exchange Rate
99 -- Quit

Process Job #?
```

Figure 2-2. Prompt for the number of the batch job to run

2. Enter the number of the job. In this example, enter 2

Result: Since this job requires location information, the location prompt appears, with a list of locations and their corresponding numbers (see [Figure 2-3](#)).

```
0 -- Acquisitions
1 -- Other Branch Acq. Desk
2 -- ALL
Select Order Location #:
```

Figure 2-3. Prompt for the location number

3. Enter the number of the Location, for example, enter 0, for the Acquisitions location.

Result: Since this job requires ledger information, the ledger prompt appears, with a list of ledgers and their corresponding numbers (see [Figure 2-4](#)).

```
0 -- 02 Test Ledger      : 2002      (01/01/2002 - 12/31/2002)
1 -- 2002                : 2002      (01/01/2002 - 12/31/2002)
2 -- Book 1              : 2002      (01/01/2002 - 12/31/2002)
3 -- Book 2              : 2002      (01/01/2002 - 12/31/2002)
4 -- Book 3              : 2002      (01/01/2002 - 12/31/2002)
5 -- Daryl's 2002 Ledger : 2002      (01/01/2002 - 12/31/2002)
6 -- EISI 1999 (Format & Subje : 1999      (01/01/1999 - 12/31/1999)
7 -- EISI 1999 (Format & Subje : 1999      (01/01/1999 - 12/31/1999)
8 -- EISI 1999-2000 (Departmen : 1999-2000    (07/01/1999 - 06/30/2000)
9 -- EISI 1999-2000 (Subject & : 1999-2000    (07/01/1999 - 06/30/2000)
10 -- EISI 2000 (Format & Subje : 2000     (01/01/2000 - 12/31/2001)
11 -- EISI 2000 (Format & Subje : 2000     (01/01/2000 - 12/31/2001)
12 -- EISI 2002              : 2002      (01/01/2002 - 12/31/2002)
13 -- EISI 2002 Ex. 2       : 2002      (01/01/2002 - 12/31/2002)
14 -- ALL                  :          Select Ledger #:
```

Figure 2-4. Prompt for the ledger number

4. Enter the ledger number. In this example, entering 14 would correspond to ALL the ledgers.

Result: The system begins to run the job, when completed the system displays the COMPLETED message (see [Figure 2-5](#)).

```
|-----|
| Processing Open Order Report...
| ...COMPLETED
```

Figure 2-5. The batch job is completed

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

```
nohup <activity with parms> &
```

where <activity with parms> is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

After running these jobs, the input files, acqrprts.xxxx.inp and/or acqnotes.xxxx.inp, are placed in the /m1/voyager/xxxdb/rpt directory. They are available to Reporter such that the Acquisitions reports and notices can be printed or e-mailed.

Creating input files using WebAdmin - Acquisitions Utilities

WebAdmin is a web-based program from which users can run server batch jobs. For information on setting up and logging in to WebAdmin, see the *Voyager Technical User's Guide*, [WebAdmin](#).

Instead of starting a telnet session and entering the batch job commands at a command line prompt, WebAdmin allows users to run batch jobs using a web browser.

WebAdmin works in exactly the same way as the batch jobs because WebAdmin uses the existing batch jobs in order to do the processing. You can also access the log and report files that are created by the batch jobs through WebAdmin.

After logging in to WebAdmin, the WebAdmin main page displays ([Figure 2-6](#)).

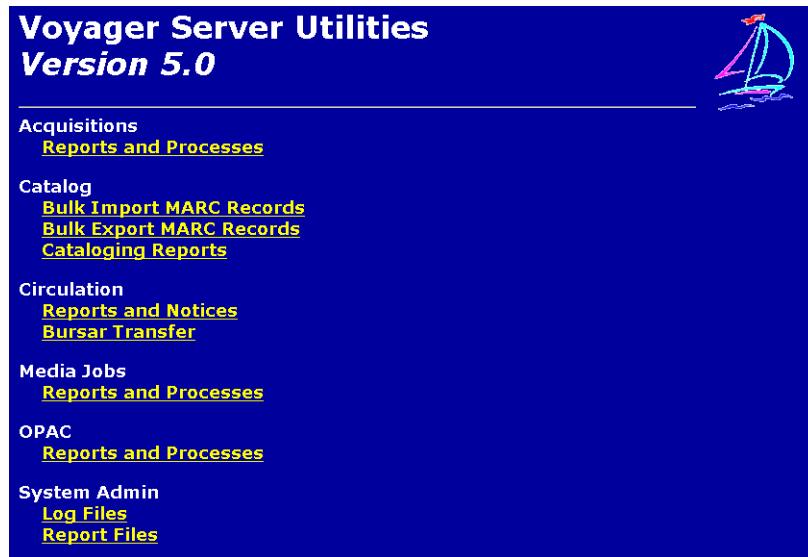


Figure 2-6. WebAdmin Main Page

From this page users select the utilities corresponding to the specific modules and can further choose specific batch jobs. Users can access the batch jobs by clicking the appropriate link.

The Acquisitions Reports and Processes utility allows users to run the Acquisitions reports and notices. Users can run Acquisitions batch jobs to produce reports and notices. See [Creating Input Files for Acquisitions](#) on [page 2-3](#).



Procedure 2-3. Running Acquisitions batch jobs using WebAdmin

Use the following to run the Acquisitions Reports and Processes Utility.

1. From the WebAdmin main page ([Figure 2-6](#)), Acquisitions section, click the Reports and Processes link.

Result: The **Acquisitions Reports and Notices** page displays (see [Figure 2-7](#)).

The screenshot shows a web page titled "Acquisition Reports and Notices". A text block explains that the utility allows running acquisition reports and provides instructions for selecting a report and pressing submit. Below this is a dropdown menu with the following options:

- Order Claim/Cancel
- Order Claim/Cancel
- Open Order Report
- Fund Snapshot Report – Global
- Rollover Status Report – Global
- Fix Exchange Rate

A small "required" label is next to the dropdown menu. At the bottom is a "Submit AcqJob" button.

Figure 2-7. WebAdmin Acquisitions Reports and Notices page

2. From the drop-down menu:
 - a. select the Acquisitions job that you want to run, by selecting it.
 - b. enter your e-mail address in the **E-Mail Address** field.

NOTE:

Note: you must enter the entire email address (that is, user@hostname.com) in order for the e-mail to be sent.

- c. click the **Submit Acqjob** button.

NOTE:

The utility will prompt you for any additional information that it requires in order to run that batch job.

For example, when choosing the open order report acquisitions job (number two), the user must also define the location and the ledger. Because of this, a job options page displays with drop down menus allowing the user to make the selections.

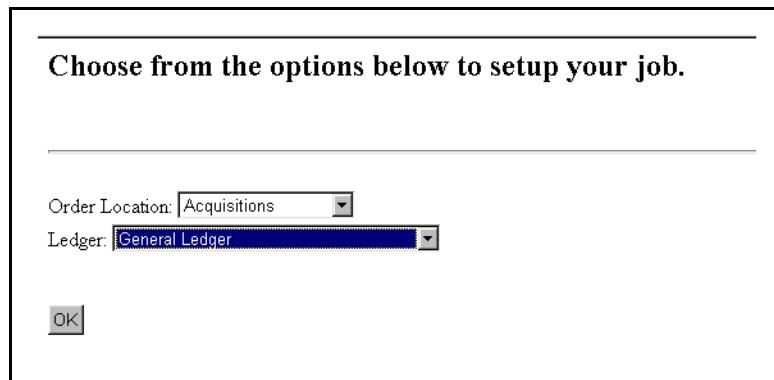


Figure 2-8. Job options page

After making the selections necessary for the job selected, the user clicks the **OK** button (see [Figure 2-8](#)).

Result: The job runs, the **Job Scheduler** page displays, and an e-mail is sent to the user (see [Figure 2-9](#)).

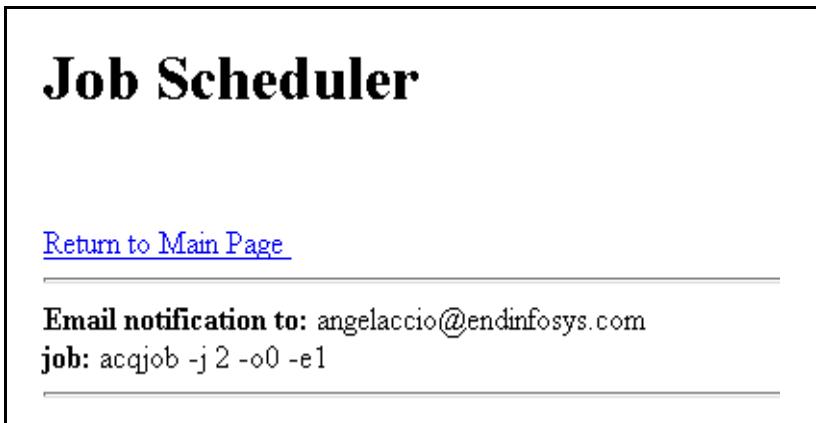


Figure 2-9. Job Scheduler Page after submitting Acquisitions job number two using WebAdmin

Once the acqrpts.xxxx.inp and/or acqnotes.xxxx.inp are generated and placed in the /m1/voyager/xxxdb/rpt directory, they are available for the Reporter module to produce the report and/or notice.

Creating Input Files for Cataloging

To create the reports for Cataloging, you must run cataloging batch jobs on the server.

There are ten batch jobs that can be run on the server to generate report input files for Cataloging.

There are three other cataloging batch jobs that do not produce input files; therefore, they are not run through Reporter. These jobs, Catjob 11 through Catjob 13, are discussed in the *Voyager Technical User's Guide*; see [Global Heading Change Jobs](#) and the Global Headings Change section of the *Voyager Cataloging User's Guide*.

[Table 2-4](#) provides an overview of these jobs, including the job number, job name, the name of the report, and the record type.

For Cataloging batch jobs, the file that is created is always named catrpts.xxxx.inp.

Since there are no cataloging notices, there is no catnotes.xxxx.inp file.

Table 2-4. Cataloging batch jobs

| Cataloging Batch Job Number | Cataloging Batch Job Name | Report Name | Record Type Number |
|-----------------------------|---|----------------------------------|--------------------|
| Catjob 1 | Unauthorized Subject Headings Report | Unauthorized Subject Headings | Type 00 |
| Catjob 2 | Unauthorized Name Headings Report | Unauthorized Name Headings | Type 01 |
| Catjob 3 | Unauthorized Title Headings Report | Unauthorized Title Headings | Type 02 |
| Catjob 4 | Unauthorized Name/Title Headings Report | Unauthorized Name/Title Headings | Type 03 |
| Catjob 5 | Duplicate Authorized Headings Report | Duplicate Authority Records | Type 05 |

Table 2-4. Cataloging batch jobs

| Cataloging Batch Job Number | Cataloging Batch Job Name | Report Name | Record Type Number |
|-----------------------------|--|---|--------------------|
| Catjob 6 | 'See' References With Linked Bib Records Report | See Refs with linked bib records | Type 06 |
| Catjob 7 | 'See' References Authorized In Another Authority Record Report | See Refs authorized in another record | Type 07 |
| Catjob 8 | 'See Also' Reference Without Corresponding Authority Record Report | See Also Refs without an Authority record | Type 08 |
| Catjob 9 | HTTP Verification - Within Date Range | 856 Link Failure report | Type 09 |
| Catjob 10 | HTTP Verification - All New Links | 856 Link Failure report | Type 09 |

After the job is run, the input file `catrpts.xxxx.inp` is created, where the `xxxx` in the filename corresponds to the print location code as defined in the System Administration module's **Systems - Print Locations** workspace. See the *Voyager System Administration User's Guide*, [Print Locations](#), for additional information.

It is located in the `/m1/voyager/xxxdb/rpt` directory (where `xxxdb` represents the database username).

The format of the `catrpts.xxxx.inp` file follows the Cataloging Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*, [Cataloging Reports Standard Interface File](#).

NOTE:

If an input file already exists, Catalog appends the current report record(s) to the existing file.

The Catjob.log File

In addition to the `catrpts.xxxx.inp`, when running any Cataloging job a `catjob.log` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory.

The Cataloging batch jobs

This section explains the purpose of each of the Cataloging batch jobs and the messages expected in the `catjob.log` file after the job is run.

The Cataloging batch jobs primarily center around authority headings. Catjobs 1 through 4 produce reports of headings used in bibliographic records for which there are no authority records in your database. Catjob 5 lists the authority records in your database that are duplicates. Catjobs 6 through 8 also deal with authorities, producing reports about your 'See' and 'See also' references. Catjobs 9 and 10 evaluate any hypertext links you may have in the 856 tags of your bibliographic or holdings records. Finally, the 3 remaining catjobs 11 through 13 are for global headings changes. These are not run through Reporter; see the *Voyager Technical User's Guide*, [Global Heading Change Jobs](#), for information on how to run these jobs.

NOTE:

None of the cataloging batch jobs are required to be run.



IMPORTANT:

If your institution uses the unauthorized headings reports, these reports should be run immediately before and immediately after an upgrade. This will allow your institution to evaluate the headings from before and after the index regeneration that is part of the Voyager upgrade. Also, please note that the 'Create Date' associated with these headings will change to the date of the upgrade. Therefore, using date ranges for the Catjob reports, there will be a large number unauthorized headings if you include the date of the upgrade.

Unauthorized Subject Headings Report (Catjob 1)

This batch job generates a report of all subject headings in use that do not have an authority record. That is, when there is a subject heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message `Headings processed in ##'s` displays. Also, hash marks display to indicate the job is progressing.

It is recommended to wait until after hours when everyone is logged off the cataloging module to run this job.

The `catjob.log` file should include the day, date, time entry, and possibly, the following messages:

```
Tue Jan 15 09:53:38 2002 Job execution begun  
Tue Jan 15 09:53:38 2002 Connection to Voyager Database  
successful...  
Tue Jan 15 09:53:39 2002 Subject Report  
Tue Jan 15 10:22:46 2002 processed 225 headings of type  
Subject  
Tue Jan 15 10:32:46 2002 Job execution complete
```

Unauthorized Name Headings Report (Catjob 2)

This batch job generates a report of all name headings in use that do not have an authority record. That is, when there is a name heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message `Headings processed in ##'s` displays. Also, hash marks display to indicate the job is progressing.

It is recommended to wait until the evening when everyone is logged off the cataloging module to run this job.

The `catjob.log` file should include the day, date, time entry, and possibly, the following messages:

```
Tue Jan 15 10:32:11 2002 Job execution begun  
Tue Jan 15 10:32:11 2002 Connection to Voyager Database  
successful...  
Tue Jan 15 10:32:12 2002 Name Report  
Tue Jan 15 10:44:32 2002 processed 0 headings of type  
Name
```

Tue Jan 15 10:54:11 2002 Job execution complete

Unauthorized Title Headings Report (Catjob 3)

This batch job generates a report of all title headings in use that do not have an authority record. That is, when there is a title heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message `Headings processed in ##'s` displays. Also, hash marks display to indicate the job is progressing.

The `catjob.log` file should include the day, date, time entry, and possibly, the following messages:

Tue Jan 15 11:00:45 2002 Job execution begun

Tue Jan 15 11:00:46 2002 Connection to Voyager Database successful...

Tue Jan 15 11:00:48 2002 Title Report

Tue Jan 15 11:02:14 2002 processed 0 headings of type Title

Tue Jan 15 11:04:14 2002 Job execution complete

Unauthorized Name/Title Headings Report (Catjob 4)

This batch job generates a report of all name/title headings in use that do not have an authority record. That is, when there is a name/title heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message Headings processed in ##'s displays. Also, hash marks display to indicate the job is progressing.

The catjob.log file should include the day, date, time entry, and possibly, the following messages:

Tue Jan 15 11:06:10 2002 Job execution begun
Tue Jan 15 11:06:11 2002 Connection to Voyager Database successful...
Tue Jan 15 11:06:12 2002 Name/Title Report
Tue Jan 15 11:13:33 2002 processed 0 headings of type Name/Title
Tue Jan 15 11:15:45 2002 Job execution complete

NOTE:

These jobs can take several hours. The system might seem to be hanging but it is not. Once the job brings back the first hundred records it will notify you. To verify that the job is working, you can open a second telnet session and enter an ls -l command from the /m1/voyager/xxxdb/report directory and look for the catrpts.xxx.inp file that is being generated, note the file size, then look again after a few moments and check the size again. The file size should be increasing.

Duplicate Authorized Headings Report (Catjob 5)

This batch job generates a report of headings, listed in alphabetical order, that are authorized by multiple authority records. The report is generated by matching the contents of the 008 and of the 1XX fields. When prompted for information, enter the letter with which you want to begin or end the report, as prompted.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is, from heading and to heading.

It processes all your authority records in groups. The message Headings processed in ##'s displays. Also, hash marks display to indicate the job is progressing.

The catjob.log file should include the day, date, time entry, and possibly, the following messages:

Tue Jan 15 09:18:53 2002 Job execution begun

*Tue Jan 15 09:18:55 2002 Connection to Voyager Database
successful...*

Tue Jan 15 09:19:02 2002 duplicate authority report

*Tue Jan 15 09:19:13 2002 In reporting routine -
duplicate authority*

Tue Jan 15 09:28:53 2002 Job execution complete

'See' References With Linked Bib Records Report (Catjob 6)

This batch job generates a report of 4XX headings that have bibliographic records attached to them.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is, from heading and to heading.

It processes all the records in groups. The message *Headings processed in ##'s* displays. Also, hash marks display to indicate the job is progressing.

The *catjob.log* file should include the day, date, time entry, and possibly, the following messages:

Tue Jan 15 09:18:53 2002 Job execution begun

*Tue Jan 15 09:18:55 2002 Connection to Voyager Database
successful...*

*Tue Jan 15 09:29:01 2002 reference with linked bib
report*

*Tue Jan 15 09:29:07 2002 In reporting routine - see
reference*

Tue Jan 15 09:28:53 2002 Job execution complete

'See' References Authorized In Another Authority Record Report (Catjob 7)

This batch job generates a report of 4XX headings that match the 1XX field of other Authority records.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is, from heading and to heading.

It processes all your authority records in groups. The message Headings processed in ##'s displays. Also, hash marks display to indicate the job is progressing.

The catjob.log file should include the day, date, time entry, and possibly, the following messages:

Tue Jan 15 09:34:30 2002 Job execution begun
Tue Jan 15 09:34:31 2002 Connection to Voyager Database successful...
Tue Jan 15 09:34:33 2002 reference authorized in authority record report
Tue Jan 15 09:34:37 2002 In reporting routine - see reference auth
Tue Jan 15 09:36:30 2002 Job execution complete

'See Also' Reference Without Corresponding Authority Record Report (Catjob 8)

This batch job generates a report of Authority records that have a 5XX field that does not match the 1XX field of any Authority records.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is, from heading and to heading.

It processes all your authority records in groups. The message Headings processed in ##'s displays. Also, hash marks display to indicate the job is progressing.

The catjob.log file should include the day, date, time entry, and possibly, the following messages:

Tue Jan 15 09:40:39 2002 Job execution begun
Tue Jan 15 09:40:40 2002 Connection to Voyager Database successful...
Tue Jan 15 09:40:46 2002 reference without corresponding auth report
Tue Jan 15 09:40:48 2002 In reporting routine - see reference
Tue Jan 15 09:42:39 2002 Job execution complete

HTTP Verification - Within Date Range (Catjob 9)

This batch job checks links in the 856 fields of the bibliographic and holdings records that were last checked between the dates specified in the date range to find out whether or not they are valid.

Sites should run this job to go back and re-check links that have previously been checked.

This job requires a date range. The date range refers to the last time that specific job was run for those links. This is targeted at large sites where they may have a large amount of http links to verify and they don't need to re-verify those links which were just checked a week or two ago.

It allows a site to select a smaller range instead of checking all the links. As an example, if you had 5,000 links in the database, you would probably only want to check the oldest 500 or so. It depends upon the number of links, how many customers are using the system at the time, and what type of accuracy the site needs regarding valid links.

The catjob.log file should include the day, date, time entry, and possibly, the following messages:

```
Tue Jan 15 09:50:15 2002 Job execution begun  
Tue Jan 15 09:50:15 2002 Connection to Voyager Database  
successful...  
Tue Jan 15 09:50:16 2002 HTTP Verify - Date Range  
Tue Jan 15 09:50:37 2002 Opening report file...  
Tue Jan 15 09:50:37 2002 Building HTTP Bad Link Date  
Range Report...  
Tue Jan 15 09:50:37 2002 Processed 0 Valid HTTP Links  
Tue Jan 15 09:59:15 2002 Job execution complete
```

HTTP Verification - All New Links (Catjob 10)

This batch job checks every new 856 field link, for both the bibliographic and holdings records, in the database to determine whether or not they are valid. That is, catjob 10 is to check all new links.

The screen display will read Selecting and verifying HTTP links...
Please wait..., and hash marks display.

The catjob.log file should include the day, date, time entry, and possibly, the following messages:

```
Tue Jan 15 09:46:10 2002 Job execution begun.  
Tue Jan 15 09:46:10 2002 Connection to Voyager Database  
successful...  
Tue Jan 15 09:46:11 2002 HTTP Verify - All  
Tue Jan 15 09:46:11 2002 Opening report file...  
Tue Jan 15 09:46:11 2002 Building HTTP Bad Link  
Report...  
Tue Jan 15 09:49:24 2002 Processed 24 Valid HTTP Links  
Tue Jan 15 09:49:24 2002 Processed 44 Invalid HTTP  
Links  
Tue Jan 15 09:55:10 2002 Job execution complete
```

NOTE:

Catjob 10 **does not** revalidate links that have previously been validated, whereas catjob 9 **does** revalidate links. As a result, you should run catjob 10 first to validate all new links then run catjob 9 to revalidate links that were last checked within the specified date range.

Running Cataloging Batch Jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the /m1/voyager/xxxdb/sbin prompt. To do this the operator needs to know the job number and the specific options to use.

[Table 2-5](#) provides a list of the options and their descriptions

Table 2-5. Cataloging batch job options codes and description

| Option Code | Description |
|-----------------|---|
| -j<job #> | Number of the job you want to run (1 through 4) |
| -s< YYYY-MM-DD> | Start date for jobs 1, 2, 3, 4, and 9 |

Table 2-5. Cataloging batch job options codes and description

| Option Code | Description |
|------------------|--|
| -e<YYYY-MM-DD> | <p>End date for jobs 1, 2, 3, 4, and 9. The date that you enter after -e will not be included in the report. Therefore enter the date one day after the end date for which you want information. For example, to get a report for the month of January enter -s YYYY-01-01 and -eYYYY-02-01.</p> <p>To run a report for a single day, include the day you want as the start and the following day as the end date. For example, entering -s 2002-02-10 -e2002-02-11 would result in a report for 02-10-2002.</p> |
| -f<from heading> | <p>For jobs 5 through 8, this parameter limits the number of reported records by setting a starting point. For example, if you want your report to include records that begin with "ch" and include all subsequent records, you would enter: -j5 -f ch.</p> <p>If this parameter is omitted on the command-line or left blank in interactive mode, the report will start with records that begin with digits, followed by the records that start with letters.</p> |
| -t<to heading> | <p>For jobs 5 through 8, this parameter limits the number of reported records by setting an ending point.</p> <p>For example, if you want your report to include all records up to ones that begin with "y", you would enter: -j5 -t z.</p> <p>If this parameter is omitted on the command-line or left blank in interactive mode, the report will include records that start with the letter "z".</p> |
| -l | List job options. |
| -v | Display version information. |
| -h | Display usage/help statement. |



Procedure 2-4. Running cataloging batch jobs at the command line

Use the following to run Cataloging batch jobs at the command line.

The example in this procedure illustrates how to run Catjob 5, Duplicate Authorized Headings Report, from headings beginning with A to headings beginning with F.

1. At the /m1/voyager/xxxdb/sbin directory on your server, enter the command line

Pcatjob -j5 -fA -tF

This instructs the server to run Pcatjob number 5, begin with headings that start with A and end with headings that start with F.

Result: The job runs. The screen displays that it is processing headings in groups of 50, displays the disconnecting message when done, and then returns to the /m1/voyager/xxxdb/sbin directory (see [Figure 2-10](#)).

```
/m1/voyager/ db/sbin $ Pcatjob -j5 -fA -tF
Headings processed in 50s:
#####
Disconnecting...
```

Figure 2-10. Display when running Cataloging batch job (Catjob 5)

The catjob.log file then displays:

```
Fri Dec 28 10:45:02 2001 Job execution begun.
Fri Dec 28 10:45:03 2001 Connection to Voyager Database
successful...
Fri Dec 28 10:45:03 2001 duplicate authority report
Fri Dec 28 10:45:03 2001 In reporting routine -
duplicate authority.
Fri Dec 28 10:49:13 2001 Job execution complete.
```

If you look at the catrprts.xxxx.inp file, there will be entries of record type 05. [Figure 2-11](#) displays a portion of that file.

```
05!97.21A - F!Name!Eucken, Rudolf, 1846-1926!!EUCKEN RUDOLF 1846 1926!!41765
05!97.21A - F!Subject!Eucken, Rudolf, 1846-1926!!EUCKEN RUDOLF 1846 1926!!41765
05!97.21A - F!Name!Eucken, Rudolf, 1846-1926!!EUCKEN RUDOLF 1846 1926!!47809
05!97.21A - F!Subject!Eucken, Rudolf, 1846-1926!!EUCKEN RUDOLF 1846 1926!!47809
05!97.21A - F!Name!Euripides!!EURIPIDES!!15161
05!97.21A - F!Subject!Euripides!!EURIPIDES!!15161
05!97.21A - F!Name!Euripides!!EURIPIDES!!44906
05!97.21A - F!Subject!Euripides!!EURIPIDES!!44906
```

Figure 2-11. Catrpts.xxxx.inp file with record type 05 after running Catjob 5

NOTE:

Batch jobs can be run in a step-by step manner by entering the command **Pcat job** at the sbin prompt and then following the system prompts to provide the additional information needed to run the job.

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

```
nohup <activity with parms> &
```

where <activity with parms> is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

After you run the command, it generates the **catrpts.xxxx.inp** file, which is placed in the **/m1/voyager/xxxdb/rpt** directory. You are now ready to run the Voyager Reporter so that the Cataloging reports can be printed.

There are three other catjobs, numbers 11 through 13, that can be run on the server to process global headings changes. These jobs do not create the **catrpts.xxxx.inp** file, so they do not have to be processed in the Reporter module. For information on these jobs see the *Voyager Technical User's Guide*.

Creating input files using WebAdmin - Cataloging Utilities

WebAdmin is a web-based program from which users can run server batch jobs. For information on setting up and logging in to WebAdmin, see the *Voyager Technical User's Guide*, [WebAdmin](#).

Instead of starting a telnet session and entering the batch job commands at a command line prompt, WebAdmin allows users to run batch jobs using a web browser.

WebAdmin works in exactly the same way as the batch jobs because WebAdmin uses the existing batch jobs in order to do the processing. You can also access the log and report files that are created by the batch jobs through WebAdmin.

After logging in to WebAdmin, the WebAdmin main page displays ([Figure 2-12](#)).

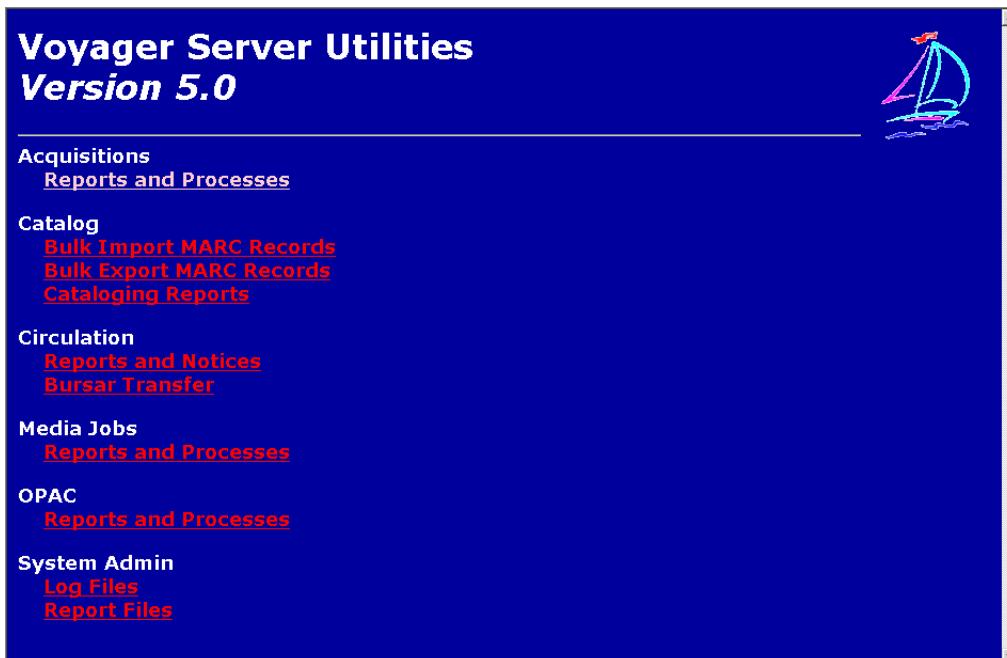


Figure 2-12. WebAdmin main page

From this page, users select the utilities corresponding to the specific modules and can further choose specific batch jobs. Users can access the batch jobs by clicking the appropriate link.

The Cataloging Reports utility allows users to run the Cataloging reports. Users run Cataloging batch jobs to produce reports; see [The Cataloging batch jobs on page 2-17](#).



Procedure 2-5. Running cataloging batch jobs using WebAdmin

Use the following to run the Cataloging Reports Utility.

1. From the WebAdmin main page ([Figure 2-12](#)), Cataloging section, click the Cataloging Reports link.

Result: The **Cataloging Reports and Processes** page displays (see [Figure 2-13](#)).

Cataloging Reports and Processes

This utility allows you to run any of the Cataloging reports described in the Accessories manual (page 12). Select the report you want to run and press the submit button. Certain reports require a starting and ending date, and some require a location code. When you select one of these reports, you will be prompted for the appropriate information.

When the job is completed, you will receive notification via email that the job is complete as well as any additional information which was provided by the job. You will be able to retrieve the data generated using the Voyager reporter program (follow instructions in Accessories manual).

Also, check for the log file under "Voyager's Report Files" and look for "catjob.log".

1. Unauthorized subject headings report
1. Unauthorized subject headings report
2. Unauthorized name headings report
3. Unauthorized title headings report
4. Unauthorized name/title headings report
5. Duplicate authority records report
6. 'See' References with linked bib records report
7. 'See' References authorized in another authority record report
8. 'See-also' Reference without corresponding authority record report
9. HTTP Verify - Date Range
10. HTTP Verify - All

Figure 2-13. WebAdmin Cataloging Reports and Processes page

2. From the drop-down menu:
 - a. select the Cataloging job that you want to run by clicking it
 - b. enter your e-mail address in the **E-Mail Address** field.

NOTE:

Note: you must enter the entire e-mail address (that is, user@hostname.com) in order for the e-mail to be sent.

- c. click the **Submit Catjob** button.

NOTE:

The utility will prompt you for any additional information that it requires in order to run the batch job selected.

For example, when choosing catjob 9, the user must also define start and end dates. Because of this, dialog boxes requesting this information display (see [Figure 2-14](#)). Enter any necessary information and click the **OK** button.

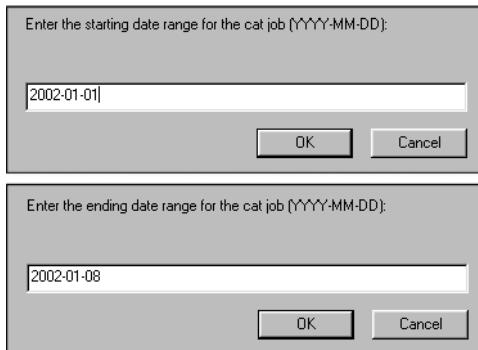


Figure 2-14. Dialog boxes requesting start and end dates

Result: The job runs, the **Job Scheduler** page displays ([Figure 2-15](#)), and an e-mail is sent to the user.

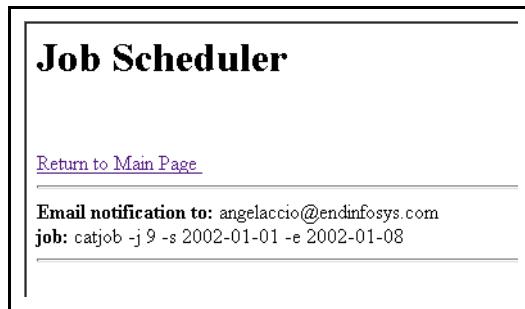


Figure 2-15. Job Scheduler Page after submitting Catjob 9 using WebAdmin

Once the `catrprts.xxxx.inp` file is generated and placed in the `/m1/voyager/xxxxdb/rpt` directory, it is available for the Reporter module such that the reports can be printed.

Creating Input Files for Circulation

To create the Reports and Notices for Circulation you must run circulation batch jobs on the server.

There are many circulation batch jobs that produce either a `crcrpts.xxxx.inp` or a `crcnotes.xxxx.inp` input file to use with Voyager's Reporter module.

NOTE:

There are other circulation batch jobs that do not produce input files, therefore they are not run through Reporter. These jobs Circjob 1 Update Shelving Status, Circjob 8 Archive and Expire Call Slip Requests, Circjob 26 Export OPAC Requests, Circjob 27 Archive Short Loans, and Circjob 31 Patron Suspension, are discussed in the *Voyager Technical User's Guide*, [Circulation Batch Jobs](#).

[Table 2-6](#) provides an overview of these jobs including the job number, job name, name of the file produced, the name of the report or notice, and the record type.

Table 2-6. Circulation batch jobs

| Circulation Batch Job Number | Circulation Batch Job Name | Report or Notice Name | Input File Name | Record Number Type |
|------------------------------|-------------------------------|---|--------------------------------|--------------------|
| Circjob 2 | Overdue Notices | Overdue Notice Recall-Overdue Notice | <code>crcnotes.xxxx.inp</code> | Type 02 Type 04 |
| Circjob 3 | Recall Notices | Recall Notice | <code>crcnotes.xxxx.inp</code> | Type 03 |
| Circjob 4 | Fine/Fee Notices | Fine/Fee Notice | <code>crcnotes.xxxx.inp</code> | Type 05 |
| Circjob 5 | Hold Recall Available Notices | Item Available Notice | <code>crcnotes.xxxx.inp</code> | Type 01 |
| Circjob 6 | Hold Recall Canceled Notices | Cancellation Notice | <code>crcnotes.xxxx.inp</code> | Type 00 |
| Circjob 7 | Courtesy (Due) Notices | Courtesy (due) Notice | <code>crcnotes.xxxx.inp</code> | Type 07 |
| Circjob 12 | All Daily Jobs | All of the output from jobs 1-8 | <code>crcnotes.xxxx.inp</code> | Type 00 to Type 07 |

Table 2-6. Circulation batch jobs

| Circulation Batch Job Number | Circulation Batch Job Name | Report or Notice Name | Input File Name | Record Number Type |
|------------------------------|---|---|-------------------|-------------------------------|
| Circjob 14 | Fine/Fee Statements (all fines/fees) | Statement of Fines/Fees | crcnotes.xxxx.inp | Type 06 |
| Circjob 19 | Hold Shelf Expired Report | Hold Shelf Expired Report | crcrppts.xxxx.inp | Type 02 |
| Circjob 20 | Reserved Items Active Report | Reserved Items Active Report | crcrppts.xxxx.inp | Type 00 |
| Circjob 21 | Reserved Items Expired Report | Reserved Items Expired Rpt | crcrppts.xxxx.inp | Type 01 |
| Circjob 22 | Missing In Transit Report | Missing In Transit Rpt | crcrppts.xxxx.inp | Type 03 |
| Circjob 23 | Transaction Statistics Report | Circ Transaction Statistics Rpt | crcrppts.xxxx.inp | Type 04 |
| Circjob 24 | Transaction Exceptions | Circ Item-related Exceptions Rpt Circ Patron-related Exceptions Rpt Circ Transactn-related Exceptions Rpt | crcrppts.xxxx.inp | Type 05 Type 06 Type 07 |
| Circjob 25 | Global Transaction Statistics Report | Global Circ Transaction Statistics Rpt | crcrppts.xxxx.inp | Type 08 |
| Circjob 28 | Automatic Orders for Item Distribution | Distribution Item Order List Rpt | crcrppts.xxxx.inp | Type 09 |

The files created are named either `crcrppts.xxxx.inp` or `crcnotes.xxxx.inp`, where the `xxxx` in the filename corresponds to the print location code as defined in the System Administration module's **Systems - Print Locations** workspace. See the *Voyager System Administration User's Guide*, [Print Locations](#), for additional information.

The file is located in the `/m1/voyager/xxxdb/rpt` directory (where `xxxdb` represents the database username).

The format of the `crcrppts.xxxx.inp` file follows the Circulation Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*, [Circulation Reports SIF Format](#). The format of the `crcnotes.xxxx.inp` file follows the Circulation Notices Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*, [Circulation Notices SIF Format](#).

NOTE:

If an input file already exists, Circulation appends the current report record(s) to the existing file.

The Circjob.log file

In addition to the `crcnotes.xxxx.inp` and `crcrppts.xxxx.inp` files, when running any circulation batch job a `circjob.log` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory.

The Circulation batch jobs

This section explains the purpose of each of the Circulation batch jobs and the message expected in the `circjob.log` file after the job is run.

Overdue Notices (Circjob 2)

This batch job produces standard overdue and recall overdue notices, as well as lost item processing (marks the item overdue or lost).

If a patron group in its Circulation Profile has the **E-mail Overdue Notices** or the **E-mail (Other) Overdue Notices** check boxes selected, that type of notice will be e-mailed and no notice will be printed. See [Patrons Tab and Patron Rules Dialog Box](#) in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and it can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:25:55 2001 Overdue Notices...

Fri Dec 28 12:26:04 2001...COMPLETED

Recall Notices (Circjob 3)

This batch job produces recall notices.

If a patron group in its Circulation Profile has the **E-mail Recall Notices** or the **E-mail (Other) Recall Notices** check boxes selected, the notice will be e-mailed and no notice will be printed. See [Patrons Tab and Patron Rules Dialog Box](#) in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:33:59 2001 Recall Notices...

Fri Dec 28 12:33:59 2001...COMPLETED

Fine/Fee Notices - new fines/fees only (Circjob 4)

This circulation batch job produces fine/fee notices for new fines/fees since the last execution of this job.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:38:21 2001 Fine Fee Notices...

Fri Dec 28 12:38:39 2001...COMPLETED

Hold Recall Available Notices (Circjob 5)

This circulation batch job produces notices when a recalled item is made available to the person who requested it.

If a patron group in its Circulation Profile has the **E-mail Item Available Notices** check box selected, the notice will be e-mailed and no notice will be printed. See [Patrons Tab and Patron Rules Dialog Box](#) in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and it can be set up as a cron.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:40:37 2001 Hold Recall Available Notices...

Fri Dec 28 12:40:37 2001...COMPLETED

Hold Recall Canceled Notices (Circjob 6)

This circulation batch job produces notices that inform patrons when their hold request(s) have expired or been canceled without having been fulfilled.

If a patron group in its Circulation Profile has the **E-mail Cancellation Notices** check box selected, the notice will be e-mailed and no notice will be printed. See [Patrons Tab and Patron Rules Dialog Box](#) in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and it can be set up as a cron.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:42:33 2001 Request Expired/Cancelled Notices...

Fri Dec 28 12:42:34 2001...COMPLETED

Courtesy (Due) Notices (Circjob 7)

This circulation batch job produces notices to remind patrons that items in their possession are due or due shortly.

If a patron group in its Circulation Profile has the **E-mail Courtesy Notices** check box selected, the notice will be e-mailed and no notice will be printed. See [Patrons Tab and Patron Rules Dialog Box](#) in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and it can be set up as a cron.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:44:06 2001 Courtesy Notices...

No courtesy notice interval set.

NOTE:

This is the message received when the site does not use Courtesy Notices.

All Daily Jobs (Circjob 12)

This circulation batch job runs circulation batch jobs 1 through 7. It updates the shelving status, runs the various notice producing jobs, and runs the accrued fine/demerit batch job all in one big batch job. It also includes circjob numbers 27, archive short loans, which should also be run each day for proper circulation functioning.

NOTE:

Circjob 12 should be run daily. This job is added to a cron as part of the installation process. Many sites run this in the early morning hours.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:51:19 2001 All Daily Jobs...
Fri Dec 28 12:51:19 2001 Update Shelving Status...
Fri Dec 28 12:51:20 2001...COMPLETED
Fri Dec 28 12:51:20 2001 Overdue Notices...
Fri Dec 28 12:51:22 2001...COMPLETED
Fri Dec 28 12:51:22 2001 Recall Notices...
Fri Dec 28 12:51:22 2001...COMPLETED
Fri Dec 28 12:51:22 2001 Fine Fee Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Hold Recall Available Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Request Expired/Cancelled Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Courtesy Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:36 2001 Archive and Expire Call Slip Requests...
Fri Dec 28 12:51:36 2001...COMPLETED
Fri Dec 28 12:51:36 2001 All Daily Jobs... COMPLETED

Fine/Fee Statements-all fines/fees (Circjob 14)

This batch job produces fine/fee statements which include all fines/fees owed.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

```
Fri Dec 28 13:04:13 2001 Fine Fee Statements...
Fri Dec 28 13:04:28 2001...COMPLETED
```

Hold Shelf Expired Report (Circjob 19)

This circulation batch job lists all items that have expired or been cancelled without having been fulfilled.

This job requires start and end dates. If the dates are not specified on the command-line, the system will prompt you for the start and end dates.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

```
Mon Nov 8 09:46:19 2004 Request Hold Shelf Expired
Report...
Mon Nov 8 09:46:20 2004 ...COMPLETED
```

Reserved Items Active Report (Circjob 20)

This circulation batch job lists all items which should be On Reserve.

The Reserve Items Active report will only print those items that are currently on a reserve list but not activated (that is On Reserve which is set by clicking **Reserve> Items> On Reserve** from the main menu).

It is a list of all items that *should* be on reserve given the activity dates of the reserve lists to which they are linked, but are not currently On Reserve. This is structured in this manner so that the user will have a pick list with which to go to the shelves and retrieve the items that need to be placed on reserve.

This job requires start and end dates.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

```
Fri. Dec 28 13:07:36 2001 Reserved Items Active
Report...
Fri Dec 28 13:07:58 2001...COMPLETED
```

Reserved Items Expired Report (Circjob 21)

This circulation batch job lists all items which should be removed from reserve.

The Reserve Items Expired report prints a list of all items that are currently on reserve, but the reserve list activity dates for those items have lapsed and they need to be removed from the reserve shelf. This acts as a pick list so that the user can go to the reserve shelf and remove the items that should no longer be on reserve.

This job requires start and end dates.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

*Fri Dec 28 13:12:26 2001 Reserved Items Expired
Report...*

Fri Dec 28 13:12:26 2001...COMPLETED

Missing in Transit Report (Circjob 22)

This batch job list all items that have not been received at the new location by the end of the time interval. It includes the source location, title, call number, item ID, target location, and transit date.

Voyager uses three different types of in transit. manually applied in-transit status, in-transit discharged, and in-transit hold.

A manually applied in-transit status will always, regardless of the in transit interval, be on the Missing in Transit Report and should show a destination location only. This destination location is based on the item's location.

The in-transit discharged uses the in-transit interval before showing up in the list. It will use the last non-browse discharge location for the from location and the item's home location for the final destination.

The in-transit hold also uses the in-transit interval before showing up on the list. The pick-up location of the queue position 1 hold/recall is used for pickup. The from location is the last non-browse discharge location.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Feb 1 11:06:44 2002 Missing In Transit Report...

Fri Feb 1 11:06:46 2002 ...COMPLETED

Transaction Statistics Report (Circjob 23)

This batch job creates a report, that prints to each individual print location, a compilation for each operator at that particular location, including charges, renewals, discharges, and fines/fees collected.

The report is broken down and printed according to the **Circulation Print Locations** policy group set up in the System Administration module. See the *Voyager System Administration User's Guide*, [Print Locations](#), for more information.

A circulation location is a location that has been selected as a circulation location in the **Circulation - Policy Definitions> Locations** tab. These locations are designated by a (c) after the name of the location. Each circulation location is connected to a print location. A report is produced for each print location.

This job requires start and end dates.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

```
Fri Dec 28 13:18:23 2001 Circulation Statistics  
Report...  
Fri Dec 28 13:18:28 2001...COMPLETED
```

Transaction Exceptions (Circjob 24)

This circulation batch job clears the exceptions table of patron and item links and removes blocks on deletion of patrons and items.

This circulation batch job produces three reports: item related exceptions, patron related exceptions, and transaction related exceptions.

The item related exceptions report includes the location, exception description (lost item discharged or in process item charged are examples of descriptions), title, item ID, exception date, and operator ID.

The patron related exceptions report includes the location, exception description (fine limit override or lost limit override are examples of descriptions), patron name, patron barcode, exception date, and operator ID.

The transaction related exceptions report includes the location, exception description (circulation review is an example of a description), patron name, patron barcode, title, item ID, exception date, and operator ID.

NOTE:

Circjob 24 should be run daily. This job is added to a cron as part of the installation process.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 13:22:27 2001 Exceptions Report...

Fri Dec 28 13:22:29 2001...COMPLETED

See [Exception Types and Descriptions](#), in the *Voyager System Administration User's Guide*.

Global Transaction Statistics Report (Circjob 25)

This batch job creates a report that prints a compilation of all counts for each operator at each Circulation desk at all library locations, including charges, renewals, discharges, and fines/fees collected.

The report is sent to the circulation global print location that you have defined in **System Administration> System - Print Locations**. See the *Voyager System Administration User's Guide*, [Print Locations](#), for more information.

This job requires start and end dates.

The `circjob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 13:26:35 2001 Circulation Statistics Report...

Fri Dec 28 13:26:40 2001...COMPLETED

NOTE:

The `circjob.log` file information is the same as what is seen after running Circjob 23.

Automatic Orders for Item Distribution (Circjob 28)

This circulation batch job produces a list of distributable items which have Automatic Reordering activated AND have inventory levels below the reorder point.

The report includes all the default ordering information, including the vendor name and address, and the default order quantity.

The user is prompted to Create Orders. If the operator selects **y** (Yes), the circjob will generate orders for automatically orderable distributable items. If the operator selects **n** (No), the circjob will run the report without creating any orders. See the *Voyager Circulation User's Guide*, [Item Distribution](#), for more information.

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 13:33:53 2001 Distribution Item Orders...

There were no distribution items to be ordered

Fri Dec 28 13:33:53 2001...COMPLETED

Running circulation batch jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the /m1/voyager/xxxdb/sbin prompt. To do this, the operator needs to know the job number and the specific options to use.

[Table 2-7](#) provides a list of the options and their descriptions.

Table 2-7. Circulation batch job options codes and description

| Option Code | Description |
|----------------|---|
| -j<job #> | Number of the job you want to run. |
| -s<YYYY-MM-DD> | Start date for jobs 19, 20, 21, 23, and 25 |
| -e<YYYY-MM-DD> | End date for jobs 19, 20, 21, 23, and 25. The date that you enter after -e must be one day after the end date in the date range for which you want information. Therefore, to get reports through the end of January, enter -e2000-02-01. |
| -o<Y or N> | For job 28, entering Y specifies that you want to automatically generate orders for distribution items; entering N will run the report without creating orders for items. |
| -l | List job options. |
| -v | Display version information. |
| -h | Display usage/help statement. |

NOTE:

When using start and end dates, you must span a day in order to run a report for a single day. For example, using **-s 1997-02-10 -e1997-02-11** would result in statistics from 02-10-1997.



Procedure 2-6. Running circulation batch jobs at the command line

Use the following to run circulation batch jobs at the command line.

The example in this procedure illustrates how to run Circjob 12 All Daily Jobs.

1. At the /m1/voyager/xxxdb/sbin directory on your server, enter the command line

```
Pcircjob -j12
```

This instructs the server to run Circjob number 12, all daily jobs, which runs circjobs 1-7 and circjob 27 (archive short loans).

Result: The job runs. The screen displays that it is processing each of the various jobs in this larger batch job, displays the disconnecting message when done, and then returns you to the /m1/voyager/xxxdb/sbin directory (see [Figure 2-16](#)).

```
/m1/voyager/db/sbin $ Pcircjob -j12
Initializing...
All Daily Jobs...
Update Shelving Status...
...COMPLETED

Overdue Notices...
####...COMPLETED

Recall Notices...
...COMPLETED

Fine Fee Notices...
####...COMPLETED

Hold Recall Available Notices...
...COMPLETED

Request Expired/Cancelled Notices...
...COMPLETED

Courtesy Notices...
...COMPLETED

Update Accrued Fines/Demerits...
####...COMPLETED

Apply Suspensions routine found.
Archive and Expire Call Slip Requests...
...COMPLETED

All Daily Jobs... COMPLETED
```

Figure 2-16. Display when running Circulation batch job (Circjob 12)

The circjob.log file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 12:51:19 2001 All Daily Jobs...
Fri Dec 28 12:51:19 2001 Update Shelving Status...
Fri Dec 28 12:51:20 2001...COMPLETED
Fri Dec 28 12:51:20 2001 Overdue Notices...
Fri Dec 28 12:51:22 2001...COMPLETED
Fri Dec 28 12:51:22 2001 Recall Notices...
Fri Dec 28 12:51:22 2001...COMPLETED
Fri Dec 28 12:51:22 2001 Fine Fee Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Hold Recall Available Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Request Expired/Cancelled Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Courtesy Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:24 2001 Update Accrued Fines/ Demerits...
Fri Dec 28 12:51:36 2001...COMPLETED
Fri Dec 28 12:51:36 2001 Apply Suspensions routine found.
Fri Dec 28 12:51:36 2001...COMPLETED
Fri Dec 28 12:51:36 2001 Archive and Expire Call Slip Requests...
Fri Dec 28 12:51:36 2001...COMPLETED
Fri Dec 28 12:51:36 2001 All Daily Jobs... COMPLETED

NOTE:

Batch jobs can be run in a step-by step manner by entering the command **Pcircjob** at the sbin prompt and then following the system prompts to provide the additional information needed to run the job.

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

```
nohup <activity with parms> &
```

where <activity with parms> is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

After you run these jobs, the input files (`crcrprts.xxxx.inp` and/or `crcnotes.xxxx.inp`) are placed in the `/m1/voyager/xxxdb/rpt` directory.

You are now ready to run Voyager Reporter so that the Circulation notices can be printed or e-mailed.

For information on the circulation batch jobs that do not create input files, but are still necessary for efficient circulation usage, see the *Voyager Technical User's Guide*.

Creating input files using WebAdmin - Circulation Utilities

WebAdmin is a web-based program from which users can run server batch jobs. For information on setting up and logging in to WebAdmin, see the *Voyager Technical User's Guide*, [WebAdmin](#).

Instead of starting a telnet session and entering the batch job commands at a command line prompt, WebAdmin allows users to run batch jobs using a web browser.

WebAdmin works in exactly the same way as the batch jobs because WebAdmin uses the existing batch jobs in order to do the processing. You can also access the log and report files that are created by the batch jobs through WebAdmin.

After logging in to WebAdmin, the WebAdmin main page displays ([Figure 2-17](#)).

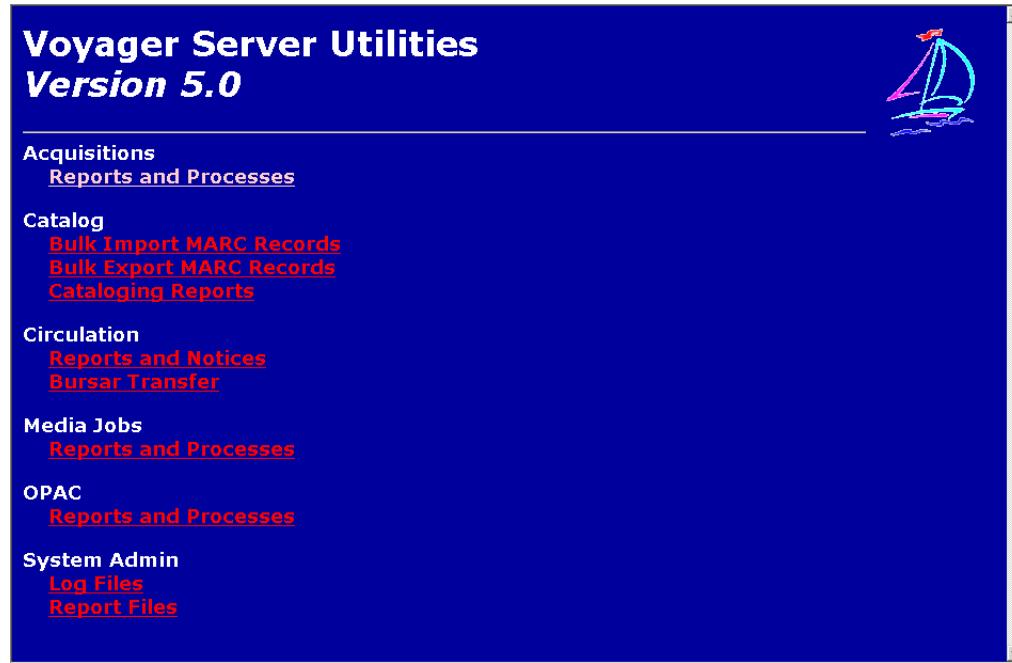


Figure 2-17. WebAdmin main page

From this page users select the utilities corresponding to the specific modules and can further choose specific batch jobs. Users can access the batch jobs by clicking the appropriate link.

The Circulation Reports and Notices utility allows users to run the Circulation Reports and Notices. Users can run Circulation batch jobs to produce reports and notices; see [The Circulation batch jobs on page 2-33](#).



Procedure 2-7. Running circulation batch jobs using WebAdmin

Use the following to run the Circulation Reports and Notices utility.

1. From the WebAdmin main page ([Figure 2-17](#)) Circulation section, click the link Circulation Reports and Notices.

Result: The Circulation **Reports and Notices** page displays (see [Figure 2-18](#)).

Circulation Reports and Notices

This utility allows you to run any of the circulation reports described in the manual.
Select the report you want to run and press the submit button.

| Select Job to Run: | |
|--|---|
| <input type="radio"/> Update Shelving Status | |
| <input type="radio"/> Overdue Notices | |
| <input type="radio"/> Recall Notices | |
| <input type="radio"/> Fine/Fee Notices | |
| <input type="radio"/> Hold/Recall Available Notices | |
| <input type="radio"/> Hold/Recall Canceled Notices | |
| <input type="radio"/> Courtesy (Due) Notices | |
| <input type="radio"/> Archive/Exire Call Slips | |
| <input checked="" type="radio"/> All Daily Jobs Above | |
| <input type="radio"/> Fine Fee General Statements | |
| <input type="radio"/> Missing in Transit Report | |
| <input type="radio"/> Transaction Exception Report | |
| <input type="radio"/> Export OPAC Requests | |
| <input type="radio"/> Hold Shelf Expired Report | Date Range (YYYY-MM-DD): <input type="text"/> - <input type="text"/> |
| <input type="radio"/> Reserved Items Active Report | |
| <input type="radio"/> Reserved Items Expired Report | |
| <input type="radio"/> Transaction Statistics Report | |
| <input type="radio"/> Global Transaction Statistics Report | |
| <input type="radio"/> Archive Short Loans | Check Ahead Hours: <input type="text"/> |
| <input type="radio"/> Distribution Item Orders | Create Orders? : <input type="checkbox"/> |
| <input type="radio"/> Purge UB Patron Stub Records | Protect stub patrons from purging with Historical fines? : <input type="checkbox"/> Manually mapped? : <input type="checkbox"/> |
| <input type="radio"/> Accrued Fines and Demerits | |
| <input type="radio"/> Patron Suspension | |
| <input type="radio"/> UB Request Promotion | Config File: <input type="text"/> |
| <input type="radio"/> Update Remote Circulation Cluster Cache | |
| <input type="radio"/> Place items on Active Course Reserve list on Reserve | Date Range (YYYY-MM-DD): <input type="text"/> - <input type="text"/> |
| <input type="radio"/> Place recalls and holds for items on active Course Reserve Lists | Date Range (YYYY-MM-DD): <input type="text"/> - <input type="text"/> Operator ID: <input type="text"/> Required Location Code: <input type="text"/> Required Due Date: <input type="text"/> Print Location: <input type="text"/> |
| <input type="radio"/> Take items on inactive Course Reserve lists off reserve | Date Range (YYYY-MM-DD): <input type="text"/> - <input type="text"/> |
| <input type="radio"/> Forgive Demerits | Number of Demerits to Forgive: <input type="text"/> |
| <input type="radio"/> Retain Patron IDs | Number of patron IDs to retain: <input type="text"/> |
| <input type="radio"/> Patron Purge | Purge patrons based upon: <input type="radio"/> Patron Purge Date <input type="radio"/> Patron Expiration Date Delete patrons from database? : <input type="checkbox"/> Optional Date (YYYY-MM-DD): <input type="text"/> |

Email Address: required

Figure 2-18. WebAdmin Circulation Reports and Notices page

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2. From the **Circulation Reports and Notices** page:

- a. select the Circulation job(s) that you want to run by clicking the corresponding radio button.

If you are running the Reserved Items Active Report, Reserved Items Expired Report, Transaction Statistics Report, or Global Transaction Statistics Report, enter a date range (**YYYY-MM-DD**) into the **Date Range** fields.

If you are running the Distribution Item Orders report, place a check in the check box to both run the report and generate orders for items. If no check is in the box, the report will be run without generating any orders.

- b. enter your e-mail address in the **E-Mail Address** field.

NOTE:

You must enter the entire e-mail address (that is, user@hostname.com) in order for the e-mail to be sent.

- c. click the **Submit Circjob** button.

Result: The job runs, the **Job Scheduler** page displays and an e-mail is sent to the user (see [Figure 2-19](#)).

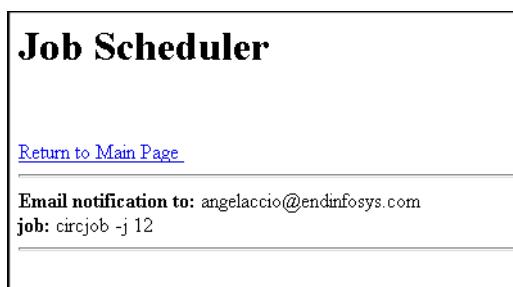


Figure 2-19. Job Scheduler Page after submitting Circjob 12 using WebAdmin

Once the `crcrprts.xxxx.inp` and `crcnotes.xxxx.inp` files are generated and placed in the `/m1/voyager/xxxdb/rpt` directory, they are available for the Reporter module such that the reports can be printed.

Creating Input Files for Media Scheduling

To create the Report and/or Notice files necessary for Media Scheduling, you must run media scheduling batch jobs on the server.

There are four media batch jobs that produce either a `medrppts.xxxx.inp` or a `mednotes.xxxx.inp` input file to use with Voyager's Reporter module. Media Scheduling batch job 5, Retain Patron IDs, does not create a `.inp` file. For information on this batch job see the *Voyager Technical User's Guide*, [Retain Patron IDs \(Mediajob 5\)](#).

[Table 2-8](#) provides an overview of the Media Scheduling batch jobs including the job name, name of the file produced, name of the report or notice, and record type.

Table 2-8. Media Scheduling batch jobs

| Media Scheduling Batch Job Number | Media Scheduling Batch Job Name | Input File Name | Report or Notice Name | Record Number Type |
|-----------------------------------|---------------------------------|--------------------------------|---|--------------------|
| Mediajob 1 | Overdue Notices | <code>mednotes.xxxx.inp</code> | Overdue Notice | Type 00 |
| Mediajob 2 | Inventory Reports | <code>medrppts.xxxx.inp</code> | Media Equipment Inventory Report | Type 00 |
| Mediajob 3 | Booking Statistics | <code>medrppts.xxxx.inp</code> | Media Scheduling Statistics Report | Type 01 |
| Mediajob 4 | Charge Statistics | <code>medrppts.xxxx.inp</code> | Media Scheduling Charge Statistics Report | Type 03 |
| Mediajob 5 | Retain Patron ID | N/A | N/A | N/A |

The files created are named either `medrppts.xxxx.inp` or `mednotes.xxxx.inp`, where the `xxxx` in the filename corresponds to the print location code as defined in the System Administration module's **System - Print Locations** workspace. See the *Voyager System Administration User's Guide*, [Print Locations](#), for additional information.

The file is located in the in the `/m1/voyager/xxxdb/rpt` directory (where `xxxdb` represents the database username).

The format of the `medrpts.xxxx.inp` file follows the Media Scheduling Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*, [Media Scheduling Reports SIF Format](#). The format of the `mednotes.xxxx.inp` file follows the Media Scheduling Notices Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*, [Media Scheduling Notices SIF Format](#).

NOTE:

If an input file already exists, Media Scheduling appends the current report record(s) to the existing file.

Mediajob.log file

In addition to the `mednotes.xxxx.inp` and `medrpts.xxxx.inp` files, when running any media scheduling batch job a `mediajob.log` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory.

The Media Scheduling batch jobs

This section explains the purpose of each of the Media Scheduling batch jobs and the message(s) expected in the `mediajob.log` file after the job is run.

Overdue Notices and Lost Processing (Mediajob 1)

This media batch job creates notices to send to patrons. The notices enumerate what items are currently overdue or lost.

This job can be set up as a cron.

The `mediajob.log` file should include the day, date, time entry, and possibly, the following messages:

*Fri Dec 28 14:46:35 2001 Building Media Scheduling
Overdue Notices...*

Fri Dec 28 14:46:35 2001 0 Records Found...COMPLETED

Inventory Report (Mediajob 2)

This media batch job produces a report on the inventory items within specific Media policy groups.

Reports can be created for:

- All media policy groups within a date range (operators include start and end dates)
- All media policy groups

-
- A specific media policy group

This job can be set up as a cron.

The `mediajob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 14:22:11 2001 Building Inventory Report...

Fri Dec 28 14:23:11 2001 1808 Records Found...COMPLETED

Booking Statistics (Mediajob 3)

This media batch job generates a report on booking statistics.

Reports can be created for:

- All booking desks, routing the print jobs for each print location group to its own print location.
- Global booking desk, routing statistics for all locations to the global printing location.
- A specific desk, sending a report about that location to its associated print location.

This job requires start and end dates for all of these reports.

This job can be set up as a cron.

The `mediajob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 14:28:34 2001 Building Booking Statistics Report...

Fri Dec 28 14:28:50 2001 2 Locations Processed...COMPLETED

Charge Statistics (Mediajob 4)

This media batch job generates reports on charge statistics. It is similar to Booking Statistics.

Reports can be created for:

- All booking desks, routing the print jobs for each print location group to its own print location.
- Global booking desk, routing statistics for all locations to the global printing location.

- A specific desk, sending a report about that location to its associated print location.

This job requires start and end dates for all of these reports.

This job can be set up as a cron.

The `mediajob.log` file should include the day, date, time entry, and possibly, the following messages:

Fri Dec 28 14:43:02 2001 Building Charge Statistics Report...

Fri Dec 28 14:43:17 2001 2 Locations Processed...COMPLETED

Running media scheduling batch jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the `/m1/voyager/xxxdb/sbin` prompt. To do this, the operator needs to know the job number and the specific options to use.

[Table 2-9](#) provides a list of the options and their descriptions.

Table 2-9. Media Scheduling batch job options codes and description

| Option Code | Description |
|-----------------------------------|---|
| <code>-d<database></code> | Name of database with which to connect. |
| <code>-e<YYYY-MM-DD></code> | End date. <ul style="list-style-type: none">• Required for media job 2, option 1.• Required for media jobs 3 and 4. The date that you enter after <code>-e</code> must be one day after the end date in the date range for which you want information. Therefore, to get reports through the end of January, enter <code>-e2005-02-01</code> . |
| <code>-h</code> | Display usage/help statement. |
| <code>-j<job #></code> | Number of the job you want to run (1 through 5). |
| <code>-l</code> | List job options. |

Table 2-9. Media Scheduling batch job options codes and description

| Option Code | Description |
|--|---|
| <code>-m <location name></code> | Use with job 3 and 4, Location name options (1-3). <ul style="list-style-type: none">• 1 creates report for all booking desks• 2 creates report for global booking desk• 3 creates report for a specific desk Start and end dates are required for all options. |
| <code>-n<# of retained patrons></code> | Use with media job 5 to specify the number of retained patrons. |
| <code>-p <media policy group></code> | Use with job 2, Media policy group options (1-3). <ul style="list-style-type: none">• 1 creates report for all media policy groups within a date range (the date range is required.)• 2 creates report for all media policy groups• 3 creates report for a specific media policy group |
| <code>-s<YYYY-MM-DD></code> | Start date. <ul style="list-style-type: none">• Required for job 2, option 1• Required for jobs 3 and 4 |
| <code>-u<user/password></code> | Specifies database login information. |
| <code>-v</code> | Display version information. |

NOTE:

When using start and end dates, you must span a day in order to run a report for a single day. For example, using `-s 2005-02-10 -e2005-02-11` would result in statistics from 02-10-2005.



Procedure 2-8. Running media scheduling batch jobs at the command line

Use the following to run Media Scheduling jobs at the command line.

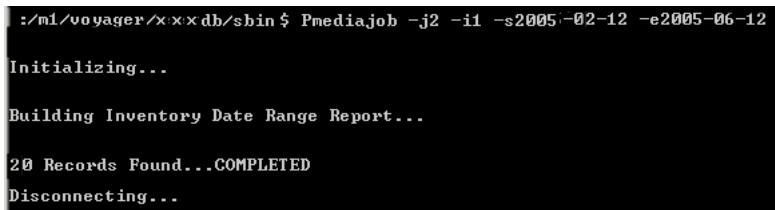
The example in this procedure illustrates how to run Mediajob 2, Inventory Reports for all media policy groups, for the date range 02-12-2004 to 06-12-2004.

1. At the /m1/voyager/xxxdb/sbin directory on your server, enter the following command line:

```
Pmediajob -j2 -p1 -s2004-02-12 -e2004-06-12
```

This tells the server to run mediajob number 2 for all media policy groups in the date range 02-12-2004 through 06-12-2004.

Result: The job runs. The screen displays that it is building the report, displays the disconnecting message when done, and then it returns to the /m1/voyager/xxxdb/sbin directory (see [Figure 2-20](#)).



```
:~/m1/voyager/xxxdb/sbin $ Pmediajob -j2 -i1 -s2005-02-12 -e2005-06-12
Initializing...
Building Inventory Date Range Report...
20 Records Found...COMPLETED
Disconnecting...
```

Figure 2-20. Display when running Media Scheduling batch job (Mediajob 2)

NOTE:

Batch jobs can be run in a step-by step manner by entering the command **Pmediajob** at the sbin prompt and then following the system prompts to provide the additional information needed to run the job.

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

```
nohup <activity with parms> &
```

where *<activity with parms>* is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

After running these jobs the input files, *medrpts.xxxx.inp* and/or *mednotes.xxxx.inp*, are placed in the /m1/voyager/xxxdb/rpt directory. They are available to Reporter such that the Media Scheduling reports and notices can be printed or e-mailed.

Creating input files using WebAdmin - Media Scheduling Utilities

WebAdmin is a web-based program from which users can run server batch jobs. For information on setting up and logging in to WebAdmin, see the *Voyager Technical User's Guide*, [WebAdmin](#).

Instead of starting a telnet session and entering the batch job commands at a command line prompt, WebAdmin allows users to run batch jobs using a web browser.

WebAdmin works in exactly the same way as the batch jobs because WebAdmin uses the existing batch jobs in order to do the processing. You can also access the log and report files that are created by the batch jobs through WebAdmin.

After logging in to WebAdmin, the WebAdmin main page displays ([Figure 2-21](#)).

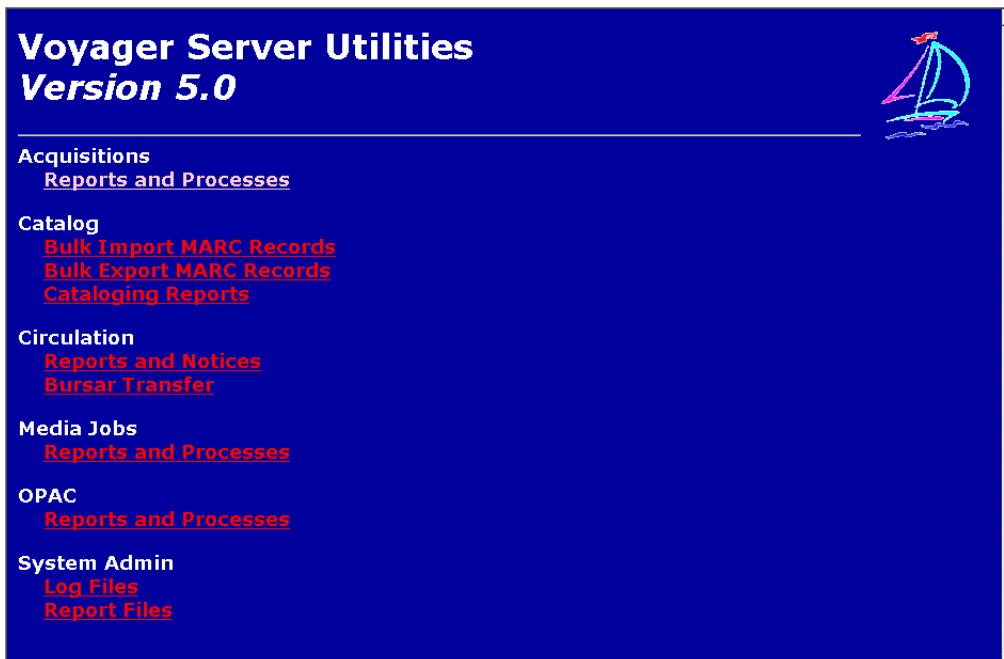


Figure 2-21. WebAdmin main page

From this page users select the utilities corresponding to the specific modules and can further choose specific batch jobs. Users can access the batch jobs by clicking the appropriate link.

The Media Jobs utility allows users to run the Media Jobs Reports and Processes. Users can run Media batch jobs to produce reports and notices.



Procedure 2-9. Running media batch jobs using WebAdmin

Use the following steps to run media batch job reports.

1. From the **WebAdmin** main page ([Figure 2-21](#)), click the link **Media Jobs Reports and Processes**.

Result: The **Mediajob Reports and Processes** page displays (see [Figure 2-22](#)).

Mediajob Reports and Processes

This utility allows you to run any of the Mediajob reports and processes described in the manual. Select the mediajob you want to run, select submenu for this job(if applicable), select date range (if applicable) and press the submit button.

| Select Job to Run: | |
|--|---|
| <input type="radio"/> OverdueNotices | |
| <input type="radio"/> Inventory Reports | SUBMENU: <input type="radio"/> Date Range For All Media Policies <input type="radio"/> All Media Policies <input type="radio"/> Specific Media Policy The Specific Media Policy option requires Media Policy Group name Please enter the name of Media Policy <input type="text"/> A Date Range (YYYY-MM-DD) is required only for the task Date Range For All Media Policies option <input type="text"/> - <input type="text"/> |
| <input type="radio"/> Booking Statistics | SUBMENU: <input type="radio"/> All Booking Desks <input type="radio"/> Global Booking Desk <input type="radio"/> Specific Booking Desk The Specific Booking Desk option requires a Booking Desk location Please enter the name of the Booking Desk <input type="text"/> A Date Range (YYYY-MM-DD) is required for all tasks in this submenu <input type="text"/> - <input type="text"/> |
| <input type="radio"/> Charge Statistics | SUBMENU: <input type="radio"/> All Booking Desks <input type="radio"/> Global Booking Desk <input type="radio"/> Specific Booking Desk The Specific Booking Desk option requires a Booking Desk location Please enter the name of the Booking Desk <input type="text"/> A Date Range (YYYY-MM-DD) is required for all tasks in this submenu <input type="text"/> - <input type="text"/> |
| <input type="radio"/> Retain Patron IDs | Number of patron IDs to retain : <input type="text"/> |

Email Address: required

Figure 2-22. WebAdmin Media Reports and Processes page

2. From the **Mediajob Reports and Processes** page, click the radio button of the media job that you would like to run.

If you selected **Booking Statistics or Charge Statistics**,

- a. Select a booking/charging option (**All Booking Desks**, **Global Booking Desk**, or **Specific Booking Desk**).
- b. If you selected **Specific Booking Desk**, enter the name of the booking desk in the **name of the Booking Desk** field.
- c. Enter a date range (**YYYY-MM-DD**) into the starting and ending **Date Range** fields.

If you selected **Inventory Reports**,

- a. Select a media policies option (**Date Range For All Media Policies**, **All Media Policies**, or **Specific Media Policy**).
- b. If you selected **Specific Media Policy**, enter the name of the media policy into the **name of the Media Policy** field.
- c. If you selected **Date Range For All Media Policies** only, enter a date range (**YYYY-MM-DD**) into the starting and ending **Date Range** fields.

3. Enter your e-mail address in the **E-Mail Address** field.

NOTE:

You must enter the entire e-mail address (that is, user@hostname.com) in order for the e-mail to be sent.

4. Click the **Submit Media job** button.

Result: The job runs, the **Job Scheduler** page displays and an e-mail is sent to the user (see [Figure 2-23](#)).

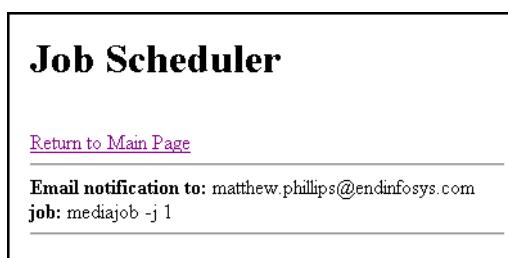


Figure 2-23. Job Scheduler Page after using WebAdmin

Once the `medprts.xxxx.inp` and `mednotes.xxxx.inp` files are generated and placed in the `/m1/voyager/xxxdb/rpt` directory, they are available for the Reporter module such that the reports can be printed.

Session Preferences in the Reporter Module

3

Contents

| | |
|---|-------------|
| Introduction | 3-1 |
| Global Preferences | 3-2 |
| E-mail Preferences | 3-7 |
| Notices Preferences | 3-9 |
| Reports Preferences | 3-11 |
| Address Format Preferences | 3-15 |
| Forms Control Preferences | 3-17 |
| Application Forms Preferences for Acquisitions, Cataloging, Circulation, and Media | 3-18 |



Contents

Endeavor Information Systems, Inc.
See notice on first page

Session Preferences in the Reporter Module

3

Introduction

This chapter contains information on how users can set up their session preferences in the Reporter module.

The Reporter session Preferences dialog box contains the following tabs where users define session preferences:

- Global
- E-mail
- Notices
- Reports
- Address Format

Depending on the Global settings users can set up additional preferences for the following:

- Forms Control
- Acquisitions Forms
- Cataloging Forms
- Circulation Forms
- Media Booking Forms

The following sections describe the various session preference options that are available and how to set up preferences for your Voyager Reporter session.

These options are found in the **Preferences** dialog box and are displayed as several tabs in the dialog box ([Figure 3-1](#)).

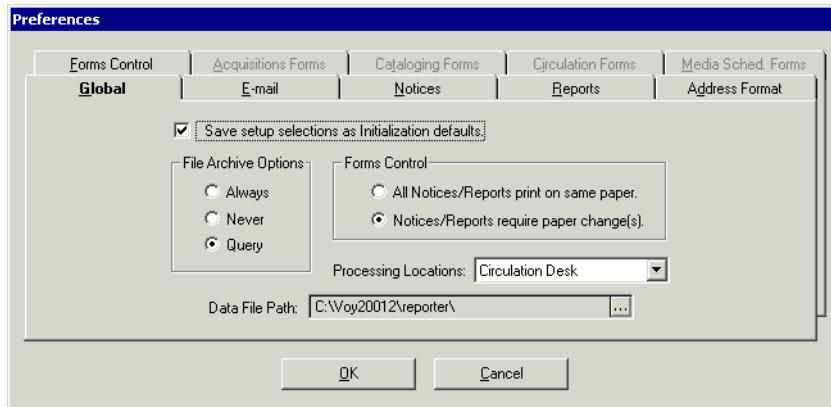


Figure 3-1. Preferences dialog box - Global tab

Global Preferences

The **Global** tab includes file archive options, forms control, processing locations, data file path, and save set up selection sections ([Figure 3-1](#)).

[Table 3-1](#) describes the sections, fields, check boxes, and radio buttons on the **Global** tab.

Table 3-1. Description of the Global tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|--|----------|---------------------------------------|
| Save set up selections as Initialization defaults | When selected this saves any changes to the setup that you want to have automatically established at initialization. | No | Check box The default is selected. |

Table 3-1. Description of the Global tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|--|----------|---|
| File Archive Options | <p>File archive options tell Reporter how to handle archiving the input file it retrieves from the server after processing has occurred.</p> <p>Selecting Always directs Reporter to maintain a one month archive of all processed Notice/Report files in selected directories on the local hard drive. This is in addition to the archived file on your server.</p> <p>Selecting Never directs Reporter not maintain any archive file(s) on the local hard drive.</p> <p>Selecting Query directs Reporter to ask the user if an archive file should be created at the end of processing each application. Any files that you choose to archive at this time will be saved for one month.</p> | Yes | Always, Never, or Query radio buttons. The default is Query. |

Table 3-1. Description of the Global tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|---|----------|--|
| Forms Control | <p>Forms control governs the paper on which the reports and notices will print.</p> <p>All Notices/Reports print on same paper is used for most installations. Even if you have different paper for some reports, if that paper is mounted on different printers, this is the selection to use. Then in the database, select the correct printer (the one with the proper forms mounted for each report and notice).</p> <p>NOTE: Choosing this option disables the Forms Control, Acquisitions Forms, Cataloging Forms, Circulation Forms, and Media Booking Forms tabs because they will not be necessary.</p> <p>Notices/Reports require paper change(s) is used if there are multiple forms on the same printer. This prompts the user to change forms at the appropriate times.</p> <p>It also enables all forms control tabs so that forms can be added or changed and forms for individual reports and notices can be assigned.</p> | Yes | The default setup is All Notices/ Reports print on same paper. |

Table 3-1. Description of the Global tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|---|----------|--|
| Processing Locations | <p>These are the print locations.</p> <p>Select the print location whose corresponding print location code is part of the input file-name. This is how Reporter finds the correct file to print from the server.</p> <p>This print location information is stored in the Windows registry.</p> | Yes | Drop down menu of print locations (in alphabetical order) defined in the System Administration module. |
| Data File Path | <p>The Database Path File is the directory where all the database files are stored during the execution. These database files are the .mdb files that Reporter uses to produce the reports and notices.</p> <p>This database path information is stored in the Windows registry.</p> <p>If any or all of the database files are missing from the selected directory, a message box displays listing the missing database files. These files must be found and placed in the proper directory, or you must select another directory which has these files, before processing can continue.</p> | Yes | The default is the directory into which the Reporter module is installed. |



Procedure 3-1. Setting up Global preferences

Use the following to set up preferences on the **Global** tab.

1. From the Reporter **File** menu, click **Preferences**.

Result: The **Preferences** dialog box opens with the **Global** tab available, (see [Figure 3-1 on page 3-2](#)).

2. Select Save setup selections as Initialization defaults by clicking the check box if wanted.
 3. Select a Forms Control option by choosing either the **All Notices/Reports print on same paper** or the **Notices/Reports require paper change(s)** radio buttons.
 4. Select a File Archive Options by selecting either the **Always**, **Never**, or **Query** radio buttons.
 5. Select the processing location (print location) from the **Processing Location** field.
 6. If the Data file path is other than the default, click on the ellipsis button which brings up a **Select Directory** dialog box (see [Figure 3-2](#)). Select a different valid directory for the Access databases and click the **OK** button when the correct directory is listed.
-

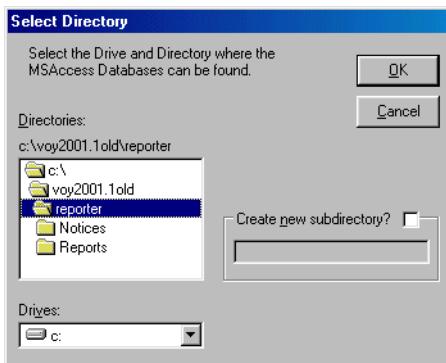


Figure 3-2. Select Directory dialog box

7. When you have completed the **Global** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving either of these choices.

Result: Global preferences are set up.

NOTE:

If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays ([Figure 3-3](#)).



Figure 3-3. No E-mail notices message

E-mail Preferences

The **E-mail** tab is where operators provide the maximum number of items per e-mail message and the e-mail reply-to address ([Figure 3-4](#)).

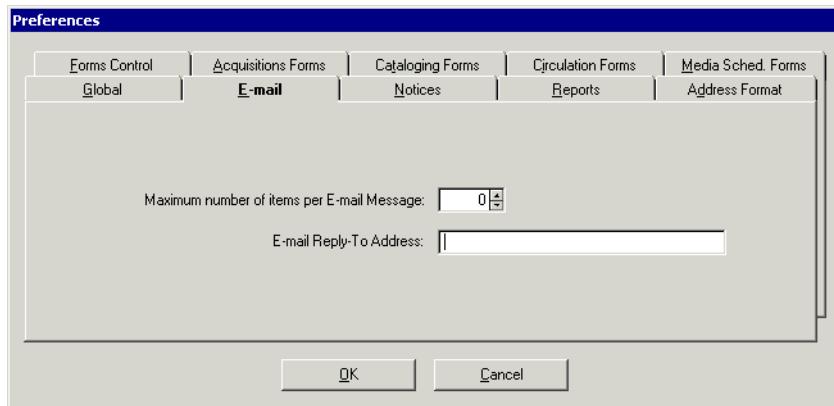


Figure 3-4. Preferences dialog box - E-mail tab

[Table 3-2](#) describes the sections, fields, check boxes, and radio buttons on the **E-mail** tab.

Table 3-2. Description of the E-mail tab

| Name | Description | Required | Range |
|--|--|---------------------------------|---|
| Maximum number of items per E-mail message | This allows you to select how many items will be included in an e-mail message. Selecting zero includes all items for a given patron in one e-mail message. NOTE: System Administrators often limit the size of an e-mail message that can be delivered. Any e-mail message exceeding this size will not arrive at its destination, but will be discarded by the server. Therefore you may want to change the default from zero to, for example, ten. | Yes | 0-1000. The default is 0. |
| E-mail Reply-To Address | The address to which replies will be sent. If this is the address of the local machine users will get notification of e-mail messages that fail. | Yes, to send notices by e-mail. | E-mail address. The default is blank, meaning notices will be printed. |



Procedure 3-2. Setting up e-mail preferences

Use the following to set up preferences on the **E-mail** tab.

1. From the Reporter **File** menu, click **Preferences**.

Result: The **Preferences** dialog box opens.

2. Select the **E-mail** tab (see [Figure 3-4](#)).

3. Enter the maximum number of items you want to include in an e-mail message in the **Maximum number of items per E-mail message** field.
4. Enter the e-mail address to which reply e-mails should be sent in the **E-mail Reply-To Address** field.
5. Click **OK** to save the changes, or click **Cancel** to close without saving.

Result: If the operator selected **OK**, a test e-mail message is sent to the reply-to address specified. Then, a message indicating whether the test message was successful or failed is displayed. If successful, the **E-mail** tab is set up.

See the section entitled [Completing the E-mail tab on page 1-11](#) for a more thorough discussion of this tab.

Notices Preferences

The **Notices** tab includes notice archive processing options and the notices archive path ([Figure 3-5](#)).

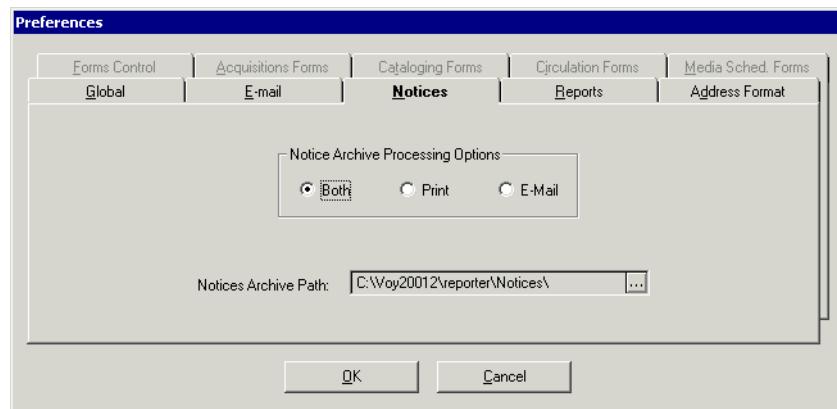


Figure 3-5. Preferences dialog box - Notices tab

[Table 3-3](#) describes the **Notices** tab.

Table 3-3. Description of the Notices tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|---|----------|---|
| Notice Archive Processing Options | <p>The Notice Archive Processing Options turns e-mailing on or off when users process an archive file.</p> <p>Both directs Reporter to print and e-mail the archive file.</p> <p>Print directs Reporter to only print, and not e-mail the archive file.</p> <p>E-mail directs Reporter to only e-mail and not print the archive file.</p> <p>This is only for Circulation and Media Booking notices, since there is no e-mailing of Acquisition or Cataloging reports/notices.</p> | Yes | Both, Print, or E-mail radio buttons. Both. |
| Notices Archive Path | <p>The Notices Archive Path is the directory where all processed notice files are stored after execution if archiving is selected.</p> <p>It is also where all notice error (.err) and message files (.msg) are stored when input file errors occur.</p> <p>The notice archive path is stored in the Windows registry.</p> | Yes | The default is the directory into which the Reporter module is installed. |



Procedure 3-3. Setting up Notices preferences

Use the following to set up preferences on the **Notices** tab.

1. From the Reporter **File** menu, click **Preferences**.

Result: The **Preferences** dialog box opens.

2. Select the **Notices** tab (see [Figure 3-5](#)).
 3. Select the Notices Archive Processing option wanted.
 4. If the Notices Archive Path is other than the default, click on the ellipsis button which brings up a **Select Directory** dialog box (see [Figure 3-6](#)). Select a different valid directory for notices and click the **OK** button when the correct directory is listed.
-



Figure 3-6. Select Directory dialog box to change the Notices Archive Path

5. When you have completed the **Notices** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving.

Result: Notices preferences are set up.

NOTE:

If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Reports Preferences

The **Reports** tab includes PO style, reserved item reports options, and the reports archive path ([Figure 3-7](#)).

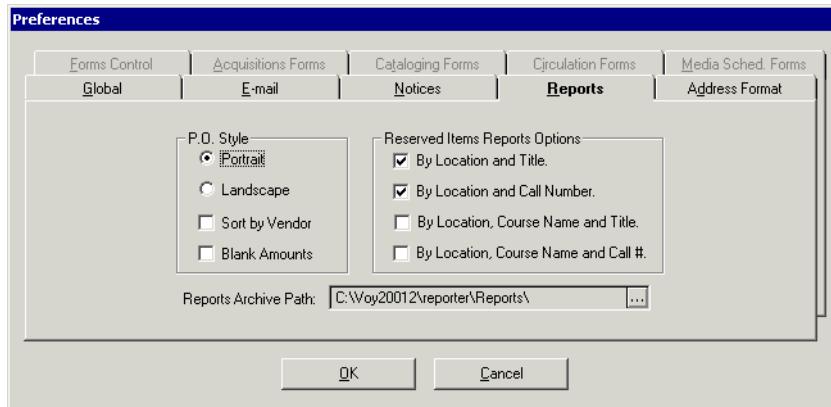


Figure 3-7. Preferences dialog box - Reports tab

[Table 3-4](#) describes the **Reports** tab.

Table 3-4. Description of the Reports tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|--|---|--|
| P.O. Style | <p>This section allows the user to set the print style for purchase orders.</p> <p>The user can select their preferred print format, either portrait or landscape for purchase orders.</p> <p>Also, Sort by Vendor sorts your purchase orders by vendor.</p> <p>The Blank Amounts check box allows users to have blank purchase order amount fields when purchase orders are printed when the amount is \$0.00.</p> <p>Select or clear the Blank Amounts field. When selected, the P.O. amount of \$0.00 will print out as blank.</p> | Either portrait or landscape is required. | The default values for this section are Landscape. |

Table 3-4. Description of the Reports tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|---|----------|--|
| Reserved Items Reports Option | <p>There are four formats that can be used for the reserved items reports. The Reserve Items Active report (circulation batch job 20) which lists all items that are on a reserve list and should be 'On reserve.' The Reserve Item Expired report (circulation batch job 21) lists those items that should no longer be on a reserve list.</p> <p>The type of reports are:</p> <ul style="list-style-type: none"> • By Location and Title • By Location and Call Number • By Location, Course Name, and Title • By Location, Course Name, and Call Number <p>The user can select any of these formats and there will be one copy of each report for each formatting option selected.</p> | Yes | The default is By Location and Title and By Location and Call Number |
| Reports Archive Path | <p>The Reports Archive Path is the directory where all processed report files are stored after execution if archiving is selected.</p> <p>It is also where all report error (.err) and message files (.msg) are stored when input file errors occur.</p> <p>The report archive path is stored in the Windows registry.</p> | Yes | The default is the directory into which the Reporter module is installed. |



Procedure 3-4. Setting up reports preferences

Use the following to set up the reports preferences.

1. From the Reporter **File** menu, click **Preferences**.

Result: The **Preferences** dialog box opens.

2. Select the **Reports** tab (see [Figure 3-7](#)).
3. Select a **P.O. Style** by selecting the **Portrait** or **Landscape** format, and click the **Sort by Vendor** and/or **Blank Amounts** if desired.
4. Choose the **Reserved Items Report Options**, select any or all of these options by selecting the box(es).
5. If the Reports Archive Path is other than the default, click on the ellipsis button which brings up a **Select Directory** dialog box (see [Figure 3-8](#)). Select a different valid directory for reports and click the **OK** button when the correct directory is listed.



Figure 3-8. Select Directory dialog box to change the Reports Archive Path

6. When you have completed the **Reports** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving.

Result: Reports preferences are set up.

NOTE:

If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Address Format Preferences

The **Address Format** tab is where operators define the placement of the postal code for each of the various types of addresses ([Figure 3-9](#)). This code prints either before or after the City.

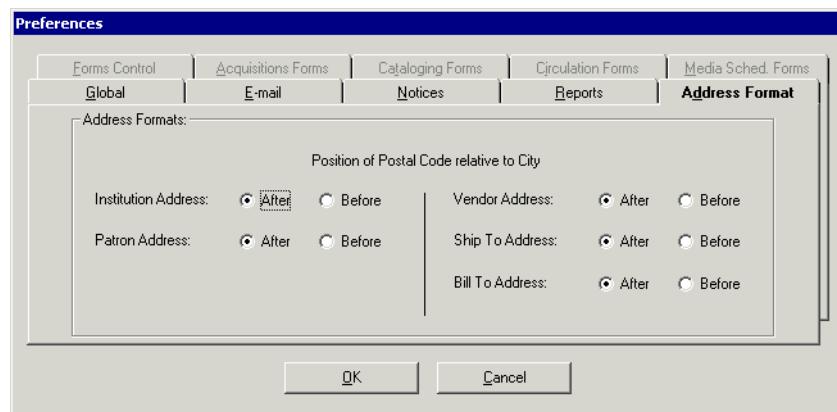


Figure 3-9. Address Format tab of the Preferences dialog box

[Table 3-5](#) describes the sections, fields, check boxes, and radio buttons on the **Address Format** tab.

Table 3-5. Description of the Address Format tab

| Name of radio button | Description | Required | Range |
|--|---|----------|---------------------------------------|
| Institution Address After or Before radio button | The place on the printed notice where the postal code in the Institution address prints relative to the City. | Yes | Radio button The default is After. |

Table 3-5. Description of the Address Format tab

| Name of radio button | Description | Required | Range |
|--|---|----------|---------------------------------------|
| Patron Address After or Before radio button | The place on the printed notice where the postal code in the Patron address prints relative to the City. | Yes | Radio button The default is After. |
| Vendor Address After or Before radio button | The place on the printed notice where the postal code in the Vendor address prints relative to the City. | Yes | Radio button The default is After. |
| Ship To Address After or Before radio button | The place on the printed notice where the postal code in the Ship To address prints relative to the City. | Yes | Radio button The default is After. |
| Bill To Address After or Before radio button | The place on the printed notice where the postal code in the Bill To address prints relative to the City. | Yes | Radio button The default is After. |



Procedure 3-5. Setting up Address Formats preferences

Use the following to set up preferences on the **Address Format** tab.

1. From the Reporter **File** menu, click **Preferences**.
Result: The **Preferences** dialog box opens.
2. Select the **Address Format** tab (see [Figure 3-9](#)).
3. For each type of address, select the appropriate radio button.
4. When you have completed the **Address Format** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving.

Result: Address Format preferences are set up.

NOTE:

If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Forms Control Preferences

This **Forms Control** preference tab is only available if the **Notices/Reports require paper change(s)** option is selected in the **Forms Control** section on the **Global** tab.

Forms control allows users to add, update, and delete forms ([Figure 3-10](#)).

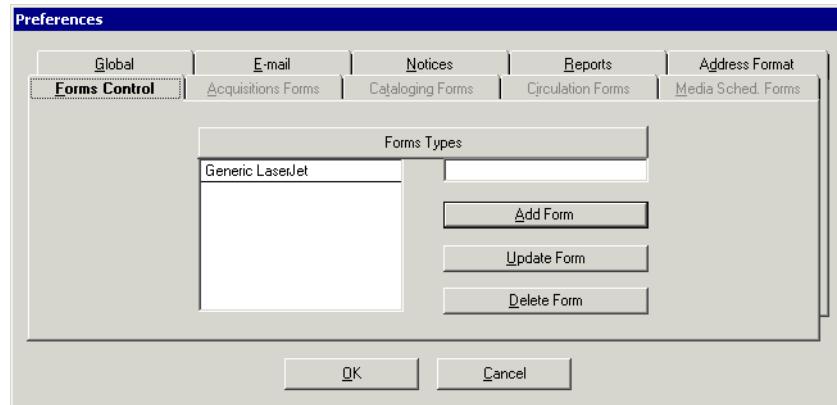


Figure 3-10. Preferences dialog box - Forms Control tab

[Table 3-6](#) describes the **Forms Control** tab.

Table 3-6. Description of the Forms Control tab

| Name of section, field, check box, or radio button | Description | Required | Range |
|--|--|----------|---|
| Forms Types section | The Forms Types section lists all currently defined forms. From within this section you can add, update, or delete forms. | No | A Generic LaserJet form is the default. |



Procedure 3-6. Setting up Forms Control preferences

Use the following to set up preferences on the **Forms Control** tab.

1. From the Reporter **File** menu, click **Preferences**.

Result: The **Preferences** dialog box opens.

2. Select the **Forms Control** tab (see [Figure 3-10 on page 3-17](#)).

If the tab is not active that means that you must first set **Notices/Reports require paper change(s)** in the **Forms Control** section of the **Global** tab; see [Setting up Global preferences on page 3-6](#).

3. To:

- a. Add a new form, enter its description (up to 30 characters) in the box to the right of the list, then click the **Add Form** button.
- b. Update a form, select the form and enter over the old description, then click the **Update Form** button.
- c. Delete a form, select it, then click the **Delete Form** button.

NOTE:

If there is only one form on the list the user will not be able to delete it.

Result: Forms Control preferences are set up.

NOTE:

If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Application Forms Preferences for Acquisitions, Cataloging, Circulation, and Media

These application specific preference tabs will only be available if there is at least one user-defined form in the **Forms Control** tab in addition to the system supplied form.

Application forms preferences allow users to select the form on which the associated report or notice prints.

Each application tab displays a two column list of reports or notices and each form that is associated with it ([Figure 3-11](#)).

Users can view a list of the reports for the selected application by clicking the **Reports** button, or a list of notices for the application by clicking the **Notices** button.

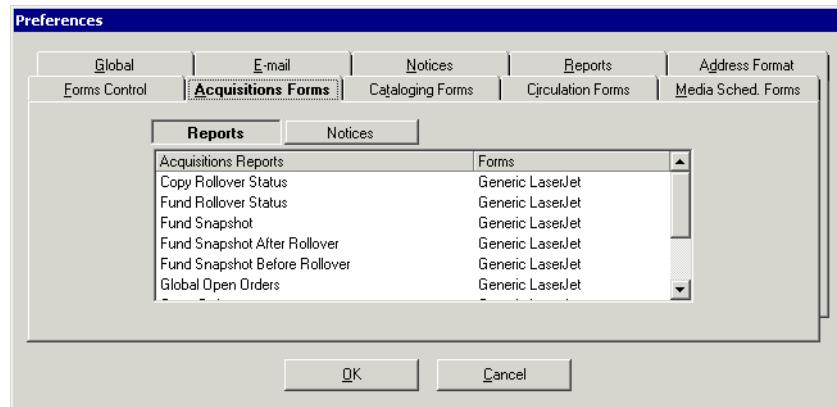


Figure 3-11. Preferences dialog box - Acquisitions Forms tab



Procedure 3-7. Changing the form on which a report or notice prints

Use the following to change the form on which a particular report or notice prints.

1. From the Reporter **File** menu, click **Preferences**.
2. Click the appropriate application form tab, the **Acquisitions forms**, **Cataloging forms**, **Circulation forms**, or **Media Sched. forms** tab.

If these tabs are not active, you must add a user defined form in the **forms control** tab; see [Setting up Forms Control preferences](#) on [page 3-18](#).

Result: The selected application tab opens.

In this example the **Acquisitions Forms** tab is selected and the fund snapshot report form will be changed from the generic form to the New form.

3. Click the form from the Forms column next to the report you want to change.

Result: A drop down list of forms is available (see [Figure 3-12](#)).

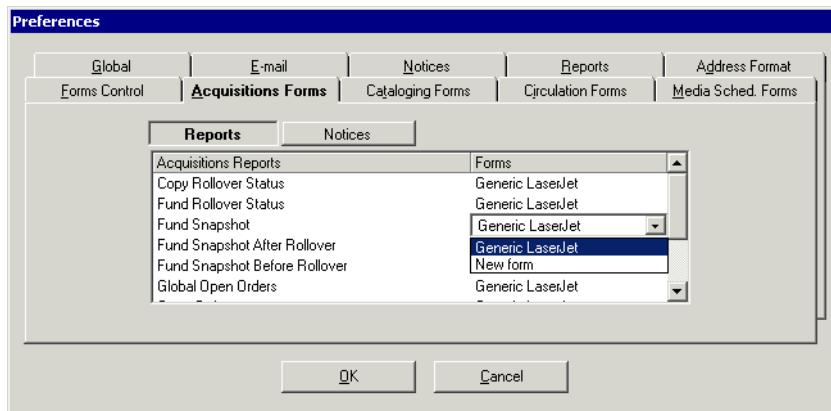


Figure 3-12. Acquisitions form with drop down list of forms available

4. Click the desired form to select it, then click the **OK** button.

Result: The form that the report (or notice) prints on is changed.

NOTE:

If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Contents

| | |
|---|-------------|
| Introduction | 4-1 |
| Logging in to the Reporter Module | 4-1 |
| Building and Running Reports and Notices | 4-3 |
| • Building Reports and Notices | 4-7 |
| Errors While Building Reports/Notices | 4-7 |
| • Printing the Reports and Notices Processed lists | 4-10 |
| Exiting Reporter Without Running Reports or Notices | 4-10 |
| No Reports or Notices for Selected Application | 4-11 |
| Running Reports and Notices | 4-12 |
| Processing Archive Files | 4-14 |
| • Invalid Input File Version | 4-16 |
| Error Record Processing | 4-17 |
| • Error file | 4-18 |
| • Message file | 4-18 |



Contents

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See notice on first page

Introduction

Once input files have been created and are on the server, Reporter can produce the reports and notices.

Users

- Log in to Reporter.
- Build the reports and notices.
- Run the reports and notices.

This chapter contains the step-by-step procedures necessary to use the Reporter module.

Logging in to the Reporter Module

This section provides the steps necessary for logging in to the Reporter module.

NOTE:

For information regarding the first log in to Reporter and the configuration that is done at that time see the section entitled [First Log in to the Reporter Module](#) on [page 1-7](#).



Procedure 4-1. Logging in to the Reporter module

Use the following to log in to Reporter.

1. At the **Log in** dialog box ([Figure 4-1](#)) enter your operator ID and password and click **OK**. (Remember that the operator ID and the password are case sensitive).

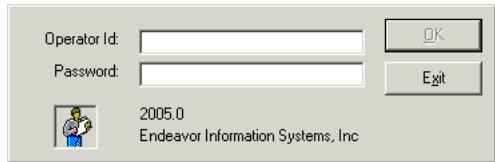


Figure 4-1. Voyager Reporter Login dialog Box

If you do not enter your correct operator ID and password after three attempts, Voyager will close the Reporter module.

NOTE:

Reporter will accept combinations of Operator IDs and passwords that are valid for any module, as listed in the System Administration module. This means that in order to limit access to the Reporter module, you should only install Reporter on the machines that will be running reports and notices.

Result: The user is logged in to the Reporter module (see [Figure 4-2](#)).

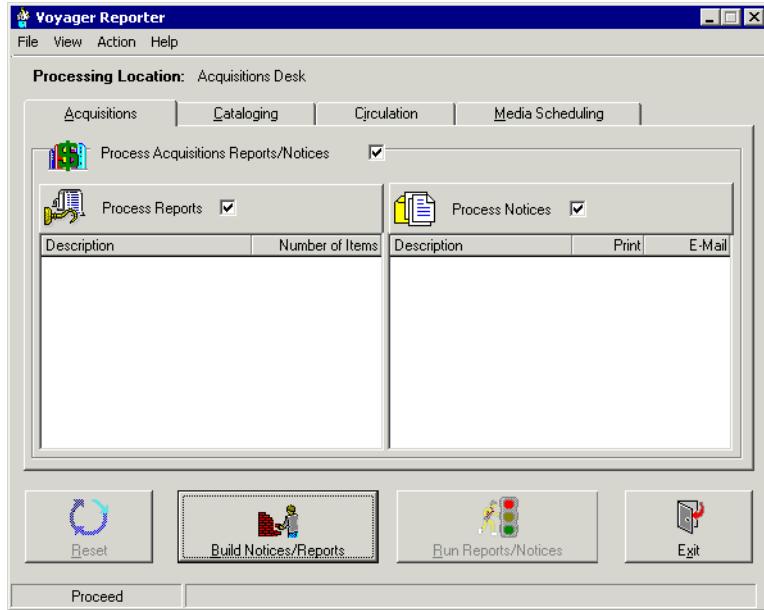


Figure 4-2. Voyager Reporter dialog box

Building and Running Reports and Notices

After successfully logging in to Reporter, the user can build the current reports and/or notices for the Acquisitions, Cataloging, Circulation, Media Scheduling applications, or a combination of the modules by selecting an application tab.

The following figures display the various tabs in the Reporter module ([Figure 4-3](#), [Figure 4-4](#), [Figure 4-5](#), and [Figure 4-6](#)).

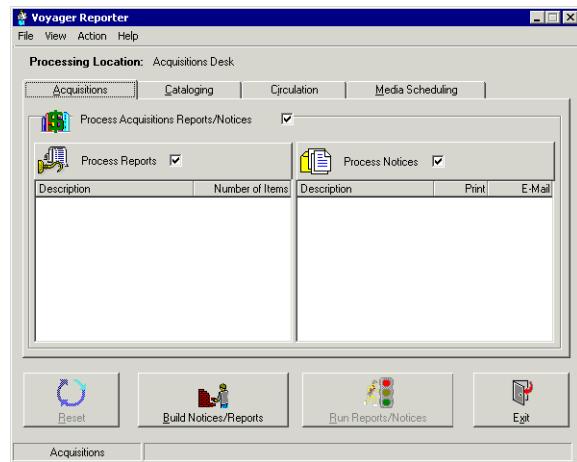


Figure 4-3. Acquisitions tab

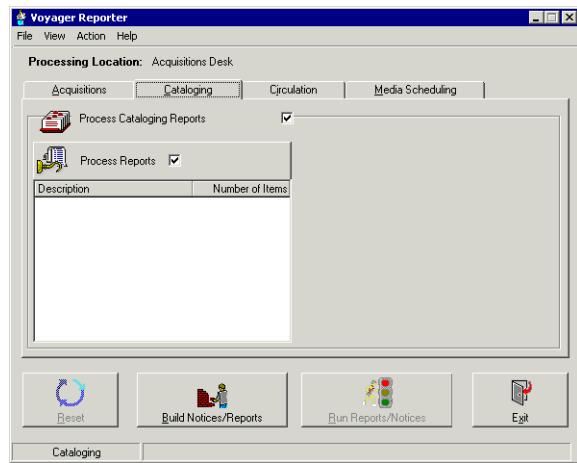


Figure 4-4. Cataloging tab

NOTE:

There is no notices section because there are no cataloging notices in Voyager.

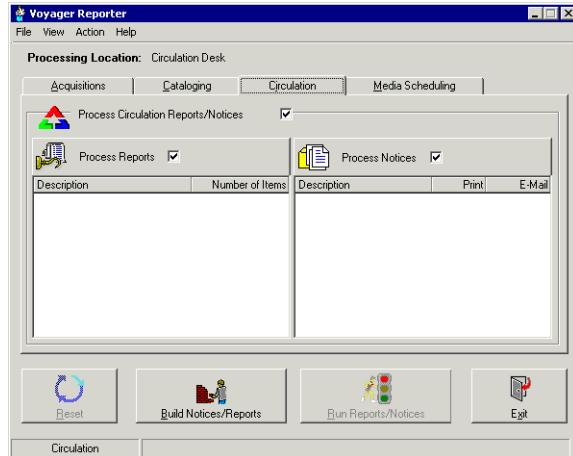


Figure 4-5. Circulation tab

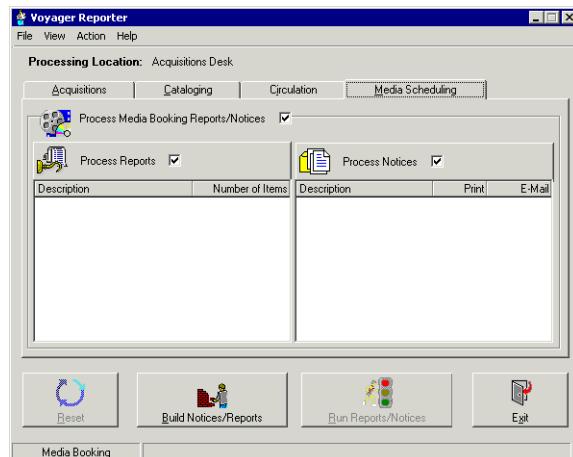


Figure 4-6. Media Scheduling tab

[Table 4-1](#) describes the fields and buttons on the various Reporter application tabs. Each tab contains essentially the same buttons and fields.

Table 4-1. Description of the tabs in Reporter

| Name of field, check box, or radio button | Description |
|---|---|
| Processing Location | Non-editable field displaying the Processing location. This location is selected in Preferences, Global tab. |
| Application tabs <ul style="list-style-type: none">• Acquisitions• Cataloging• Circulation• Media Scheduling | Select the tab that corresponds to the application for which you want to process reports and/or notices. |
| Process reports/notices check box | When selected, reports and notices for that module will be processed. |
| Process Reports | When selected, only reports for that module will be processed. |
| Process Notices | When selected, only notices for that module will be processed. NOTE: Not available for Cataloging as there are no notices. |
| Reports: Description column | Type of Report to process. |
| Reports: Number of Items column | Number of items in the report. |
| Notices: Description | Type of Notice to process. |
| Notices: Print column | Number of Notices that will be printed. |
| Notices: E-mail column | Number of Notices that will be e-mailed. |
| Reset button | Click this button to reset the reports and notices. |
| Build Reports/Notices button | Click this button to build the reports and notices. |
| Run Reports/Notices button | Click this button to run the reports and notices. |
| Exit button | Click this button to exit the Reporter module. |

Building Reports and Notices

When the user builds the reports and notices the following activities occur:

- The input file on the server that has the same print location code as the processing location is accessed.
- The file is formatted using the Access database files (.mdb files) on the user's computer.
- The input file on the server is archived and the new name includes the date and time that Reporter built the reports and/or notices. For example, the file `crcnotes.Circ.inp` might change to `crcnotes.Circ.20021015.1011`.
- A temporary (.tmp) file is created on the user's computer.
- If there is a problem with the file where Reporter is unable to process it, .err and .msg files are created.
- Reporter displays the type and number of reports and/or notices being built.

Errors While Building Reports/Notices

Reporter checks each record to determine whether the contents of the record are good or whether they contain errors. Good records are processed and added to the archive file, but records with errors are not processed.

If errors are detected in records during the building of the reports and notices, such as records with information missing in required fields, processing of that record is skipped, and the next record is processed.

To keep track of any erroneous records, Reporter builds two files to record this information: an .err file, where the erroneous records are listed, and a .msg file, which holds an error message for every erroneous record. The convention for naming the files follows the format `xxyyymmdd.err` and `xxyyymmdd.msg`, where `xx` stands for the first two letters of the file where the erroneous record was found, and `yy`, `mm`, and `dd` standing for the year, month, and day that the archive file was originally created. These files are stored in the appropriate archive directory. They are text files that you can open and view in a text editor, such as Notepad.

See [Error Record Processing](#) on page 4-17 for additional information.



Procedure 4-2. Building reports and notices

Use the following to build reports and notices.

1. Select the tab for the desired application: Acquisitions, Cataloging, Circulation, or Media Scheduling.

Result: The selected tab displays. In the example in [Figure 4-7](#) the **Circulation** tab was selected.

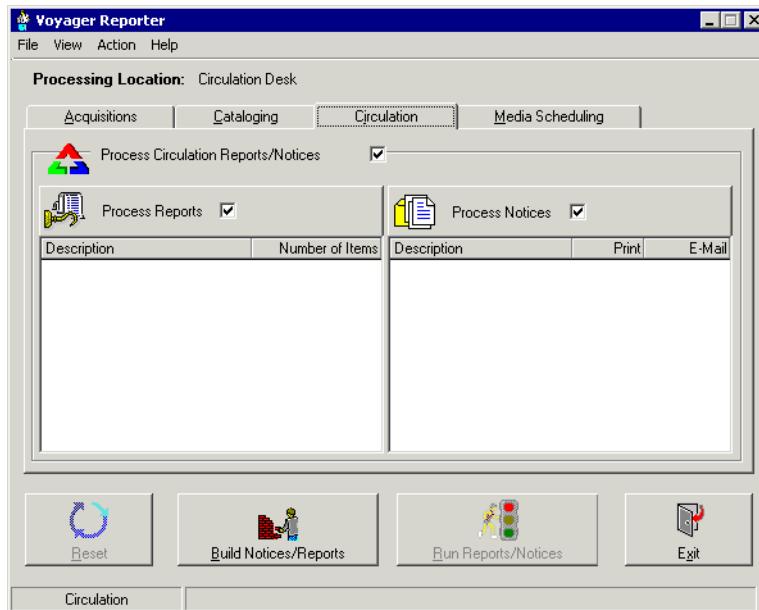


Figure 4-7. The Circulation tab

2. The **Process Circulation Reports/Notices** check box should be selected by default. If it is not, select the box.
3. Both the **Process Reports** and **Process Notices** check boxes should be selected by default. If not, select the **Process Reports** check box to process the Circulation reports. Select the **Process Notices** check box to process the Circulation notices.

Result: The Circulation Reports/Notices are ready to be processed.

4. Click the **Build Reports/Notices** button.

Result: Reporter automatically begins the transfer of the input file(s) from the server to your computer and builds the Access database records.

The input file(s) on the server is renamed to include the date and time processed. In this example the two filenames are now `crcnotes.Circ.20021015.1011` and `crcrptrs.Circ.20021015.1011`.

The list of reports/notices processed displays in a list which includes the report/notice descriptive name and the number of items.

NOTE:

For Circulation Notices and Media Booking Notices the item count will be separated into a print item count and an e-mail item count.

[Figure 4-8](#) shows that the Item-Related Exceptions and the Transaction-Related Exceptions reports were built, and one Overdue Notice will be printed.

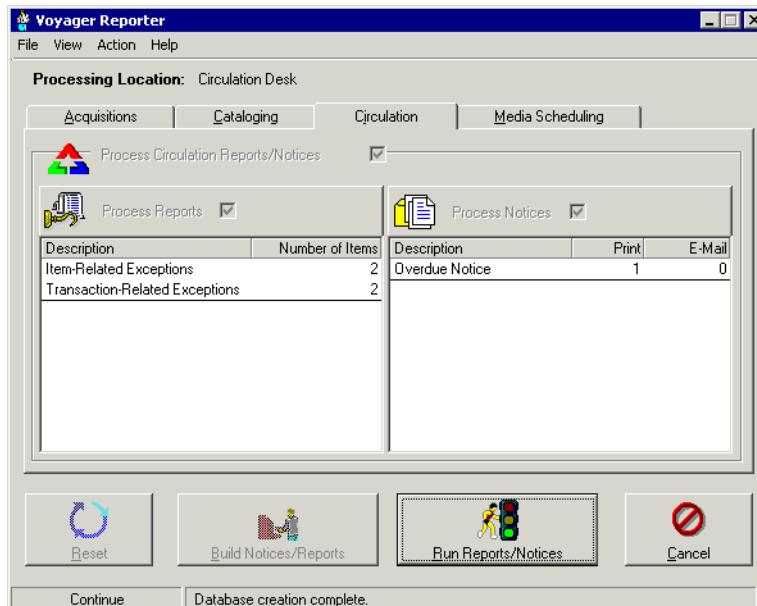


Figure 4-8. Circulation tab after building reports and notices

Printing the Reports and Notices Processed lists

Users can print the Reports and Notices Processed lists by selecting **Print List(s)** from the File menu. Both lists will print if both the **Process Reports** and **Process Notices** checkboxes are selected.

The list(s) printed include the names of the reports and/or notices, as well as the number of notices of each notice type or the number of items on each report. The list is sent to the printer configured for your system.

Exiting Reporter Without Running Reports or Notices

Users can exit the Voyager Reporter module without running any reports or notices by clicking the **Cancel** button.



IMPORTANT:

This causes Reporter to consider the current session a failure because there are unprocessed notices/reports. Therefore, the next time that you run the Reporter, you will be notified that the previous session failed and the current execution will be a Failure Recovery Run.

Processing of the reports and/or notices from the session you canceled is completed before you are allowed to transfer and process any new reports and/or notices. The same events will occur if any other condition (for example, a power failure) prevented Reporter from completing all tasks during the previous execution.

No Reports or Notices for Selected Application

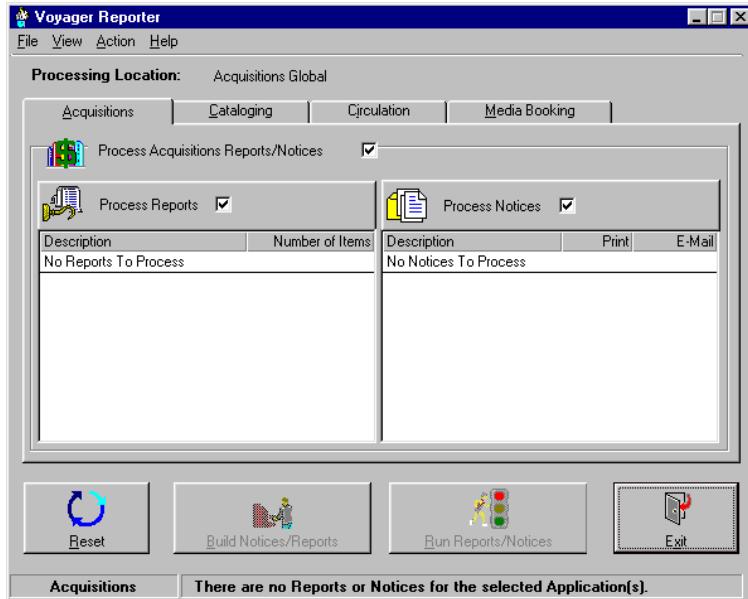


Figure 4-9. No Reports or Notices for Selected Applications

If there are no notices or reports for a selected application the **No Reports to Process** or **No Notices to Process** messages display in the appropriate list boxes ([Figure 4-9](#)).

If there are no notices or reports for ALL selected applications, the message **There are no Reports or Notices for the selected Application(s)** displays in the status bar.

NOTE:

If the **No Reports/Notices to Process** message displays and there should be something to process, Reporter cannot find the correct file. Reporter looks for a server file that has the same **PrintLocCode** that is defined in the Processing Location of the **Global** tab in Reporter's preferences and checks that the Processing Location is correct.

Running Reports and Notices

After building the reports/notices, the operator runs the reports/notices, which either prints a hard copy of the report/notice or e-mails the report/notice.

Running reports and notices means that Reporter starts Access and directs the printing or e-mailing of the reports or notices. [Figure 4-8](#) shows the **Circulation** tab after the Circulation Reports and Notices have been built and are ready to run.

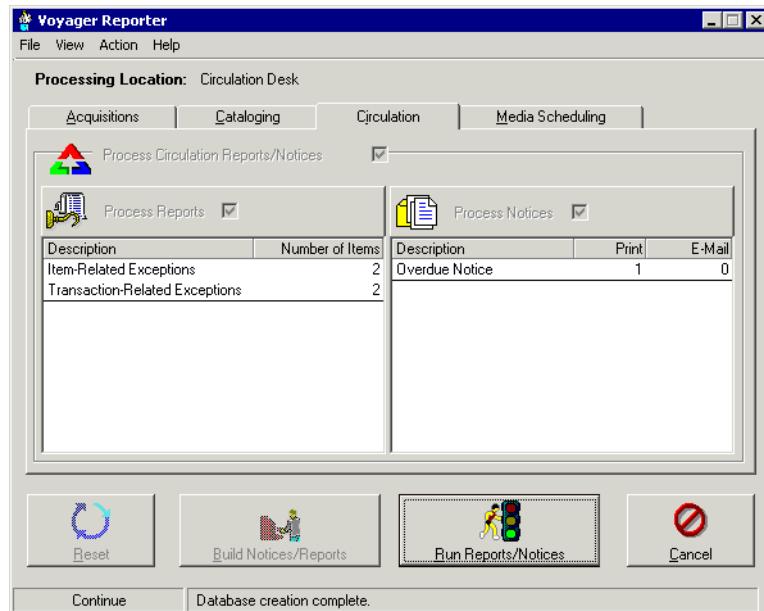


Figure 4-10. Reporter dialog box after building Circulation reports and notices



Procedure 4-3. Running reports and notices

Use the following to run the Circulation reports and notices previously built.

1. Click the **Run Reports/Notices** button (see [Figure 4-10](#)).

NOTE:

You cannot select specific reports or notices to process from the displayed list(s). These lists only specify information about the current file(s).

Result: Access opens and formats the reports and notices. Then the reports and notices are printed. After all print records for a particular application have been processed, any e-mail notices remaining are sent. The message All processing complete displays in the bottom status bar (see [Figure 4-11](#)).

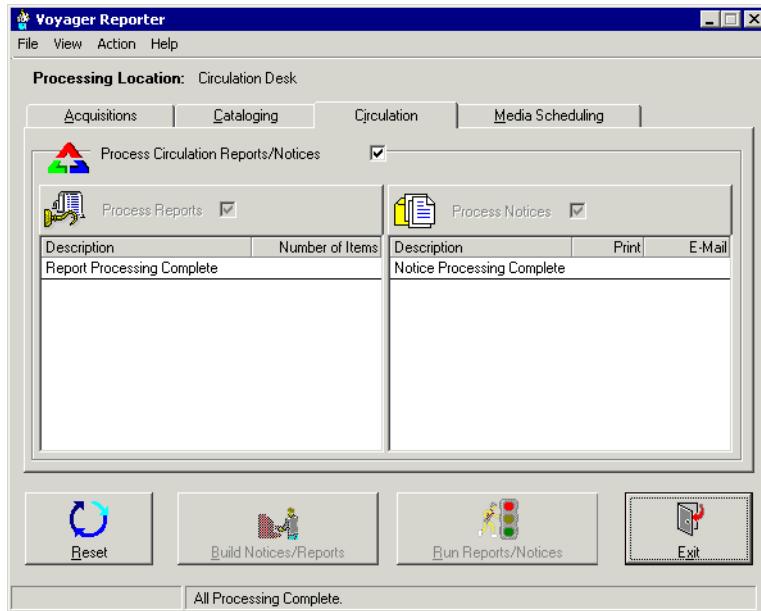


Figure 4-11. Running of Circulation reports and notices complete

NOTE:

The **Reset** button becomes available when all of the current reports and/or notices have been run. The Reset button allows you to re-initialize the application in preparation for beginning the process of transferring any current input files from the server.

2. Click the **Exit** button.

Result: The Reporter module closes.

Processing Archive Files

Reporter allows users to process files that are archived on the user's computer. Files will be archived only if their preferences are set to archive reports and notices.



Procedure 4-4. Processing Archive Files

Use the following to process archive files.

1. Select **Archives** from the **File** menu (see [Figure 4-12](#)).

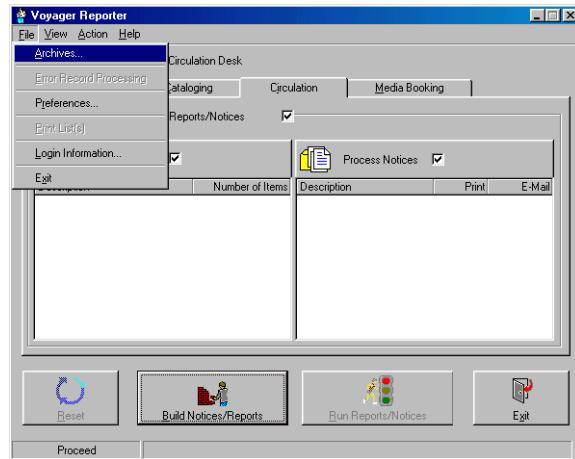


Figure 4-12. Reporter dialog box - selecting Archives

NOTE:

This option is only available if you have archived files on the user's computer.

Result: The **Archive Selection** dialog box opens (see [Figure 4-13](#)). The tabs for applications for which there are archive files display in bold.

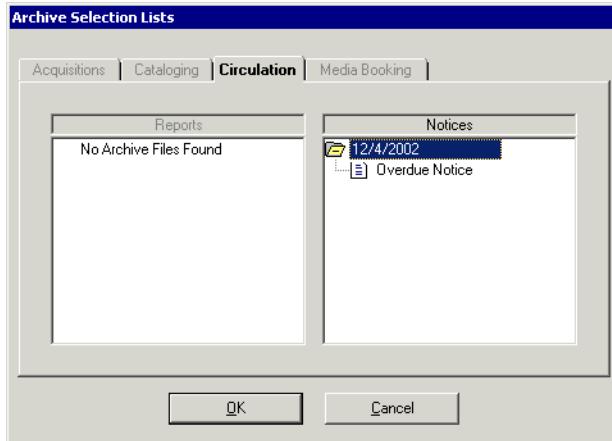


Figure 4-13. Archives Selection List dialog box

2. Click the tab for the application and from the list select the report and/or notice file you want to process, then click the **OK** button or click **Cancel** to close the window without processing the file(s).

NOTE:

The files are identified by the date of original processing.

Result: The **Reporter** dialog box opens with the **Run Reports/Notices** button available and the selected report or notice in the process reports or process notices lists (see [Figure 4-14](#)).

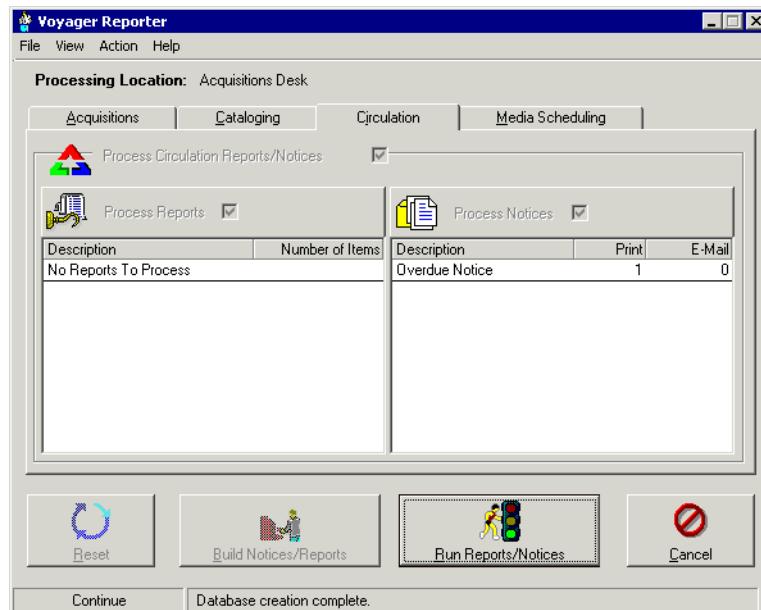


Figure 4-14. Reporter ready to process archived overdue notice

3. Process reports and notices as you would ordinarily by clicking the **Run Reports/Notices** button.

Result: The archive file is processed.

Invalid Input File Version

The Invalid Input File version message ([Figure 4-15](#)) displays if you have selected an archive file for processing that was created by a previous version of Reporter and if the input file format has changed.

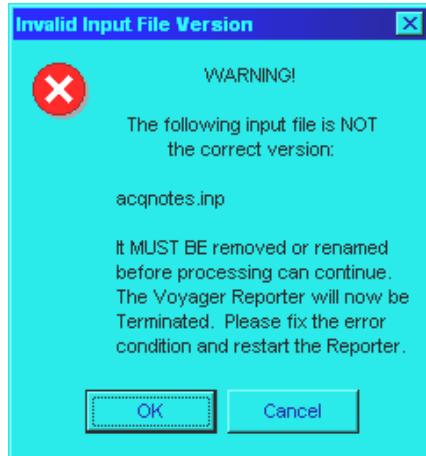


Figure 4-15. Incorrect Input File Version message

If this occurs you will not be able to process the archive file unless you process it using the earlier version of Reporter.

Error Record Processing

If at the end of processing you receive a message indicating that one or more reports or notices had errors, you need to perform Error Record Processing.

The files containing the information regarding error records for reports and notices are found in the reports and notices archive directories on the user's computer, usually c:\voyager\Reporter\Notices or Reports.

The xxxyymmdd.err file is the error file, and the xxxyymmdd.msg file is the message file.

The filename convention is xxxyymmdd.err and xxxyymmdd.msg, where xx is the first two characters of the input file name, yy is the processing year, mm is the processing month, and dd is the processing date.

The xxxyymmdd.err file contains a list of the errors. The xxxyymmdd.msg file gives the record line number, the column number (the character position, counting from the left end of the line) where the error occurred, and a description of the error.

These files can be opened as a text file using a text editor.



CAUTION:

Do not move either of these files.

Error file

The error file allows you to see where an error is. An example of a .err file received after running circulation batch job 24 the transaction exceptions report follows:

07/97.2/09/07/2000/CHECKOUT/Circulation Review///Managing organizational behavior. John R. Schermerhorn, Jr., James G. Hunt, Richard N. Osborn./39239000611276/09/06/2000/checkin

This example shows that there is no name in the sixth field and no barcode in the seventh field, as there should be based on the Circulation Reports Standard Interface File (SIF) in the *Voyager Technical User's Guide*.

Therefore, to clear up this error the user can enter a fake name and barcode in the appropriate fields. An example of the correction follows:

07/97.2/09/07/2000/CHECKOUT/Circulation Review/**FAKE NAME/FAKE ID**/Managing organizational behavior. John R. Schermerhorn, Jr., James G. Hunt, Richard N. Osborn./39239000611276/09/06/2000/checkin

Message file

The message file explains to the user what the error is. The following is a file format example.

Line: 1 Column:14 Missing Last Name
 Column:134 Missing Description

Line: 2 Column:22 Missing First Name

This indicates that the first record in the error file has two errors, a missing last name and a missing description. The second record in the error file has one error, it is missing a first name.

NOTE:

After describing all of the records with errors, all of the good records for the report are added at the end of the error file and the message file contains an entry such as, Beginning with Line: 3 The rest of the records in the file do NOT have errors.



Procedure 4-5. Correcting errors and running error record processing

Use the following to correct errors and run error record processing

1. Make the corrections in the error (.err) file.
 - a. Print the message (.msg) file to use as a reference while making changes to the error file.
 - b. Open the error file in a text editor (such as Notepad) and make the corrections indicated in the associated .msg file.

For example, if a last name is missing, simply type in the last name.

When editing the error file to make corrections, the user will encounter a pipe character (|). The correct data item must be entered in the error file immediately preceding this pipe and the file must be saved.

Also, be certain that your text editor does **not** have word wrap turned on.
 - c. When finished making corrections, save and close the error file.

Result: You are now ready to reprocess the error file.

2. Restart (or reset) Reporter, and from the **File** menu, select **Error Record Processing**.

Result: The **Error Selection** dialog box opens. It uses the same format as the **Archive Selection** dialog box. It lists all of the error files in the appropriate list (reports or notices) by application.

3. Select the error file(s) which you have corrected and click **OK** to begin processing the file(s) you have selected, or click **Cancel** to close the window without processing the file(s).

Result: If you were successful in correcting some or all of the errors, the records will be processed and then appended to the correct archive file (if you are archiving).

[REDACTED]

If there are still some errors in the file, a new error file and message file pair will be created and stored in the appropriate archive directory (reports or notices) and you will be notified again that there are errors to process.

Editing the Format of Reports and Notices

5

Contents

| | |
|---|-------------|
| Introduction | 5-1 |
| Access names for the reports and notices distributed with Reporter | 5-2 |
| • Acquisitions Reports | 5-2 |
| • Cataloging Reports | 5-4 |
| • Circulation Reports | 5-5 |
| • Media Booking Reports | 5-6 |
| • Acquisitions Notices | 5-7 |
| • Circulation Notices | 5-8 |
| • Media Booking Notices | 5-9 |
| Editing the Formats of Reports and Notices | 5-10 |
| Editing Text for e-mail Notices | 5-12 |

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Contents

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See notice on first page

Editing the Format of Reports and Notices

5

Introduction

This chapter contains information on how sites can edit the format of the reports and notices that they produce.

The Reporter module acts as a coordinator between the raw data (input file) on the server and the printed or e-mailed report or notice. The input file follows a specified Standard Interface File (SIF) format and contains specific pieces of information. For information about the various SIF formats, see the *Voyager Technical User's Guide*. The Reporter module takes that input file and formats it using a Microsoft Access database file (.mdb) for printing or e-mailing.

With Reporter you can print (or e-mail if applicable) reports and notices using the provided formats, or you can modify these formats.

NOTE:

Users cannot add new variables to these reports or notices since the data comes from the corresponding SIF. Users can modify what will print on the report or notice.

An example of this might be on a circulation overdue notice, although the data for the item ID is available (in the SIF, therefore in the input file), the site may choose not to print it on the notice.

The Notices/Reports database files are located in the c:\voyager\Reports directory. The names are as follows:

- acqnotes.mdb (Acquisitions Notices)
 - crcnotes.mdb (Circulation Notices)
 - mednotes.mdb (Media Booking Notices)
 - medrprts.mdb (Media Booking Reports)
 - acqrprts.mdb (Acquisitions Reports)
 - catrprts.mdb (Cataloging Reports)
 - crcrprts.mdb (Circulation Reports)

Each of these database files contains an Access report that is the format for the report or notice.

Access names for the reports and notices distributed with Reporter

This section covers the reports for each module first, then the notices for each module.

Acquisitions Reports

[Figure 5-1](#) displays the Access reports contained in the acgrpts.mdb file.

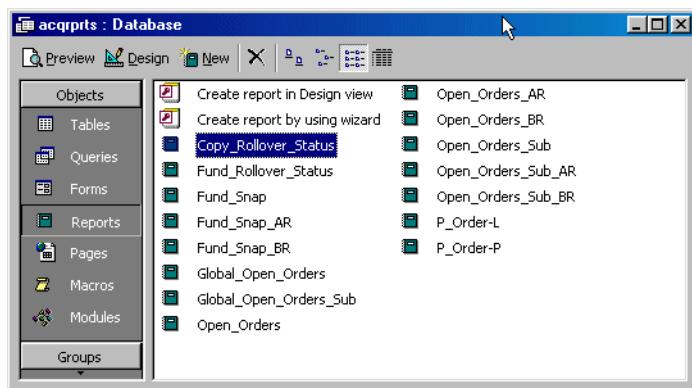


Figure 5-1. Access reports contained in the acqrpts.mdb file

[Table 5-1](#) describes the acquisitions reports.

Table 5-1. Access reports contained in the acqrpts.mdb file descriptions

| Microsoft Access Report Name | Report Description |
|-------------------------------------|------------------------------------|
| Copy_Rollover_Status | Copy Rollover Status |
| Fund_Rollover_Status | Fund Rollover Status |
| Fund_Snap | Fund Snapshot |
| Fund_Snap_AR | Fund Snap Shot After Rollover |
| Fund_Snap_BR | Fund Snap Shot Before Rollover |
| Global_Open_Orders | Global Open Orders |
| Global_Open_Orders_Sub | Part of Global Open Orders |
| Open_Orders | Open Orders |
| Open_Orders_AR | Open Orders After Rollover |
| Open_Orders_BR | Open Orders Before Rollover |
| Open_Orders_Sub | Part of Open Orders |
| Open_Orders_Sub_AR | Part of Open Orders after |
| Open_Orders_Sub_BR | Part of Open Orders before |
| P_Order-L | Purchase Order in Landscape format |
| P_Order-P | Purchase Order in Portrait format |

Cataloging Reports

[Figure 5-2](#) displays the Access reports contained in the `catrprts.mdb` file.

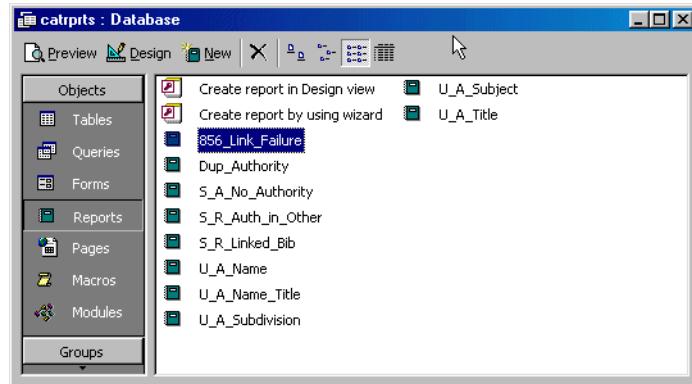


Figure 5-2. Access reports contained in the `catrprts.mdb` file

[Table 5-2](#) describes the cataloging reports.

Table 5-2. Access reports contained in the `catrprts.mdb` file descriptions

| Microsoft Access Report Name | Report Description |
|------------------------------|---|
| 856_Link_Failure | 856 Link Failure |
| Dup_Authority | Duplicate Authority Records |
| S_A_No_Authority | 'See Also' References w/o Corresponding Auth Record |
| S_R_Auth_in_Other | 'See' References authorized in another Auth Record |
| S_R_Linked_Bib | 'See' Reference w/linked Bibs |
| U_A_Name | Unauthorized Name Heading |
| U_A_Name_Title | Unauthorized Name Title |
| U_A_Subdivision | Unauthorized Subdivisions |
| U_A_Subject | Unauthorized Subject Heading |
| U_A_Title | Unauthorized Title Heading |

Circulation Reports

[Figure 5-3](#) displays the Access reports contained in the `crcrpts.mdb` file.

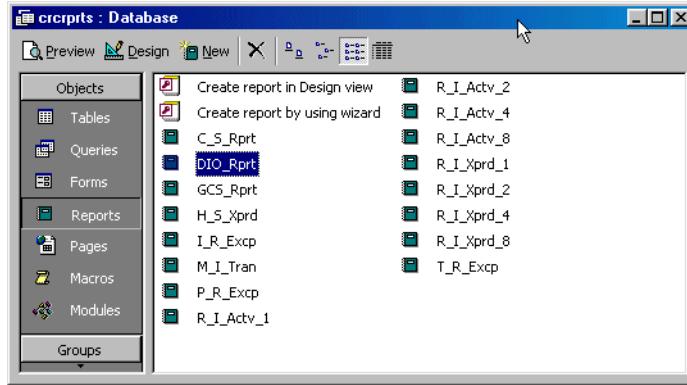


Figure 5-3. Access reports contained in the `crcrpts.mdb` file

[Table 5-3](#) describes the circulation reports.

Table 5-3. Access reports contained in the `crcrpts.mdb` file descriptions

| Microsoft Access Report Name | Report Description |
|------------------------------|--|
| C_S_Rprt | Circulation Statistics |
| DIO_Rprt | Distribution Item Order List |
| GCS_Rprt | Global Circulation Statistics |
| H_S_Xprd | Hold Shelf Expired |
| I_R_Excp | Item Related Exceptions |
| M_I_Tran | Missing in Transit |
| P_R_Excp | Patron Related Exceptions |
| R_I_Actv_1 | Reserve Items Active (by Call Number) |
| R_I_Actv_2 | Reserved Items Active (by Title) |
| R_I_Actv_4 | Reserved Items Active (by Course Name & Call Number) |
| R_I_Actv_8 | Reserved Items Active (by Course Name & Title) |

Table 5-3. Access reports contained in the crerppts.mdb file descriptions

| Microsoft Access Report Name | Report Description |
|------------------------------|---|
| R_I_Xprd_1 | Reserved Items Expired (by Call Number) |
| R_I_Xprd_2 | Reserved Items Expired (by Title) |
| R_I_Xprd_4 | Reserved Items Expired (by Course Name & Call Number) |
| R_I_Xprd_8 | Reserved Items Expired (by Course Name & Title) |
| T_R_Excp | Transactions Exceptions |

Media Booking Reports

[Figure 5-4](#) displays the Access reports contained in the medrppts.mdb file.

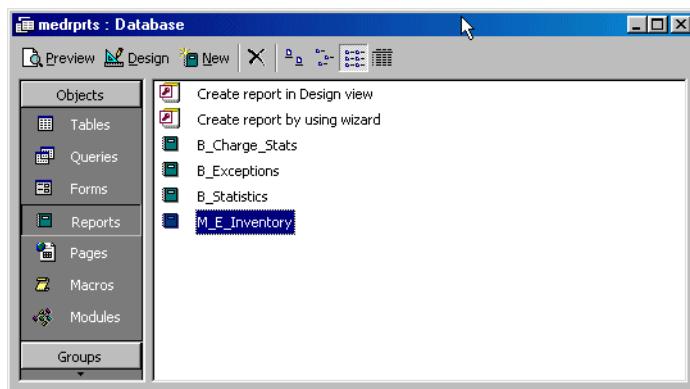


Figure 5-4. Access reports contained in the medrppts.mdb file

[Table 5-4](#) describes the media scheduling reports.

Table 5-4. Access reports contained in the medrppts.mdb file descriptions

| Microsoft Access Report Name | Report Description |
|------------------------------|---------------------------|
| B_Charge_Stats | Booking Charge Statistics |
| B_Exceptions | Booking Exceptions |

Table 5-4. Access reports contained in the medrpts.mdb file descriptions

| Microsoft Access Report Name | Report Description |
|------------------------------|---------------------------|
| B_Statistics | Booking Statistics |
| M_E_Inventory | Media Equipment Inventory |

Acquisitions Notices

[Figure 5-5](#) displays the Access reports contained in the acqnotes .mdb file.

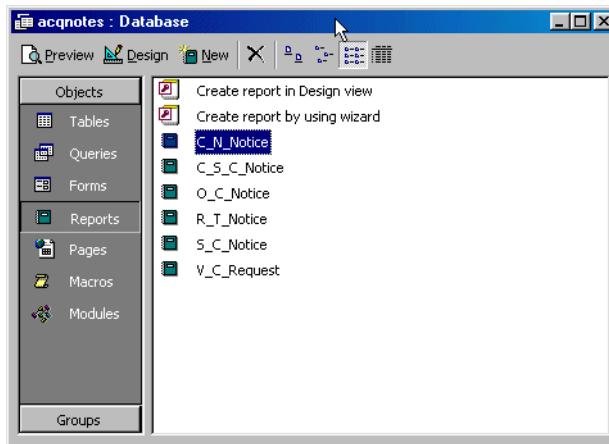


Figure 5-5. Access reports contained in the acqnotes.mdb file

[Table 5-5](#) describes the acquisition notices reports.

Table 5-5. Access reports contained in the acqnotes.mdb file descriptions

| Microsoft Access Report Name | Notice Description |
|------------------------------|--------------------------------|
| C_N_Notice | Canceled Purchase Order Notice |
| C_S_C_Notice | Canceled Serial Claim Notice |
| O_C_Notice | Order Claim Notice |
| R_T_Notice | Return Notice |
| S_C_Notice | Serial Claim Notice |
| V_C_Notice | Voucher/Check Request Notice |

Circulation Notices

[Figure 5-6](#) displays the Access reports contained in the `crcnotes.mdb` file.

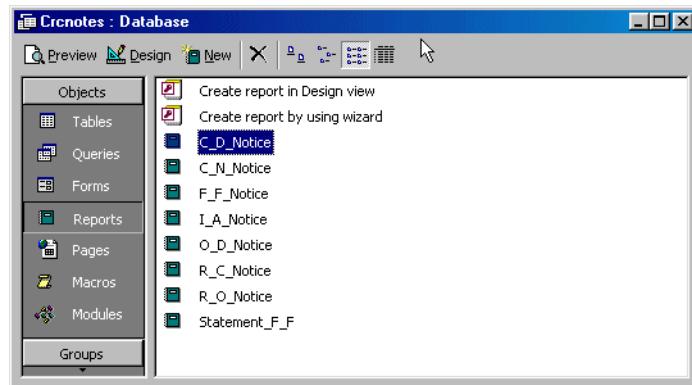


Figure 5-6. Access reports contained in the `crcnotes.mdb` file

[Table 5-6](#) describes the circulation notices reports.

Table 5-6. Access reports contained in the `crcnotes.mdb` file descriptions

| Microsoft Access Report Name | Notice Description |
|------------------------------|-----------------------------|
| C_D_Notify | Courtesy Due Notice |
| C_N_Notify | Canceled Hold/Recall Notice |
| F_F_Notify | Fines/Fees Notice |
| I_A_Notify | Item Available Notice |
| O_D_Notify | Overdue Item Notice |
| R_C_Notify | Recall Notice |
| R_O_Notify | Recall Overdue Notice |
| Statement_F_F | Fine/Fee Statement Notice |

Media Booking Notices

[Figure 5-7](#) displays the Access reports contained in the mednotes.mdb file.

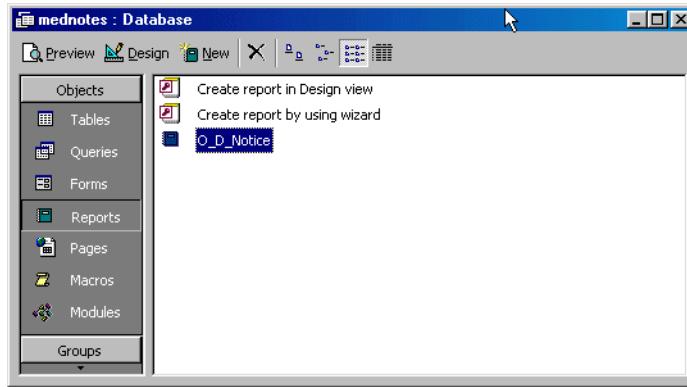


Figure 5-7. Access reports contained in the mednotes.mdb file

[Table 5-7](#) describes the media scheduling notice reports.

Table 5-7. Access reports contained in the mednotes.mdb file descriptions

| Microsoft Access Report Name | Notice Description |
|------------------------------|-------------------------------|
| O_D_Notify | Overdue Item/Equipment Notice |

Editing the Formats of Reports and Notices

This section provides instructions on how to edit the report or notice format.



Procedure 5-1. Editing a report or notice format using Microsoft Access

Use the following to change, add text, or remove data fields from these Access database file reports. Remember that you cannot add new data fields to these formats or to the tables.



IMPORTANT:

Only those persons with knowledge of Microsoft Access should attempt to change these formats.

1. Before you edit a report or notice, copy the file, and place the copy in another directory. This way, if there are any problems using the modified .mdb files, you can go back to the original .mdb file.
2. Open the database file you want to edit.
 - a. Open Access.
 - b. From the **File** menu, select **Open....**
 - c. Change to the directory where your report databases are located (usually c:\voyager\Reporter).
 - d. Select and open the database file you want to edit (the acqnotes.mdb, crcnotes.mdb, mednotes.mdb, acqrpts.mdb, catrpts.mdb, crcrpts.mdb, or medrpts.mdb).

Result: The database file you want to edit is available.

3. Access the report or notice you want to modify.
 - a. Click the **Report** tab.
 - b. Select the report or notice that you want to modify, (in the example in [Figure 5-8](#) the crcnotes.mdb, overdue notice will be modified).

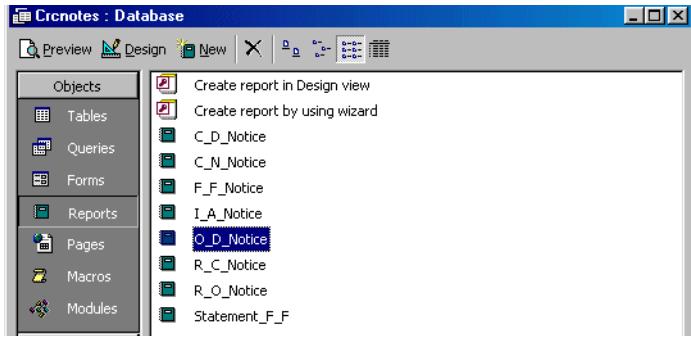


Figure 5-8. Overdue Notice selected to be modified

- Click the **Design** button.

Result: The report or notice is available to edit (see [Figure 5-9](#)).

The screenshot shows the Microsoft Access 'Report Design' window for the 'O_D_Notify' report. The window title is 'O_D_Notify : Report'. The design consists of several sections:

- Report Header:** Contains fields for 'Date' and 'Institution Name'.
- Overdue Notice:** A large section containing a title and several text input fields for 'Whole Name', 'Address Line 1' through 'Address Line 6', and a 'Dear Patron:' message.
- Patron ID:** A field next to the 'Address' section.
- E-Mail Address:** A field below the address fields.
- Page Header:** A standard header section.
- Library Location Header:** A section for specifying library locations and phone numbers.
- Detail:** A repeating section for listing items. It includes fields for 'Notice Number', 'Title', 'Author', 'Item ID', 'Item Call #', 'Due Date', and 'Proxy Patron Name'.

Figure 5-9. Design view of the Overdue Notice

-
- 4. Use standard Access tools and commands to edit the report or notice, then save the report or notice under the same name.

Result: The Access database file and its selected report/notice has been modified.

NOTE:

If Voyager is reinstalled, customized Access reports will be overwritten. If you have made customizations, save your files in a different directory.

Editing Text for e-mail Notices

Notices can be sent to patrons using e-mail instead of sending a printed copy. Users can customize the text of the e-mail notices that Reporter sends.

The `NoticeEmail.cfg` file usually located in `c:\voyager\Reporter` contains the text of the e-mail message.

This file is divided into various sections: a common section, and a section for each notice which can be sent by e-mail.

The common section contains information such as a salutation, the **phone number**, **location**, and an item called **LastLine**. The location is the Circulation happening location of the last circulation transaction for the item in question. The **LastLine** is printed immediately before the library name and address at the end of every notice ([Figure 5-10](#)).

```
[Common]
Salutation=Dear
Title=Title:
Author=Author:
ID=Item ID:
Call#=Call #:
ExpDate=Expiration Date:
DueDate=Due Date:
Sequence=Notification Number:
Location=Location:
Phone=Phone:
EqType=Equipment Type:
EqNum=Equipment No.:
EqID=Equipment ID:
EqBarcode=Barcode:
Manu=Manufacturer:
Model= Model:
SN=Serial Number:
CN=Confirmation No.:
BS=Booking Start:
BE=Booking End:
LastLine=If you have questions or need assistance contact us at:
```

Figure 5-10. Common section of the NoticeEmail.cfg

In each notice section you find the items **FirstLine**, **Header1**, and **Header2**. These items (if not blank) are printed in this order before the notice detail. Also, each notice section contains the items **Trailer1**, **Trailer2**, and **Trailer3**. These items are printed in this order (if not blank) after the notice detail. See [Figure 5-11](#) for an example of the overdue notice section.

```
[O_D_Notify]
Subject=Overdue Notice
FirstLine=The following item(s) must be returned to the
          location(s) indicated below as soon as possible.
Header1=
Header2=
Trailer1=If you are liable for overdue fines remember that the
          fine increases the longer you keep the item. You may
          also be charged for the replacement cost if the item is
          not returned.
Trailer2=
Trailer3=
```

Figure 5-11. Example of the O_D_Notify section of the NoticeEmail.cfg

NOTE:

The user should only edit the text to the right of the = symbol. If you want to have nothing printed for a given item, then remove all text after the = symbol.



CAUTION:

You must not remove any of these items, nor can you add any items to this file, to do so will cause a program failure.



Procedure 5-2. Editing the text in the NoticeEmail.cfg

Use the following to edit the text in the NoticeEmail.cfg file.

1. Copy the NoticeEmail.cfg file into another directory before any changes are made to the existing file.

Result: This creates a copy to be used if there are problems with the modified file.

2. Change to c:\voyager\Reporter.
 - a. Open the NoticeEmail.cfg file in any word processing program or text editor.
 - b. Edit, add, or remove any text to the right of the = symbol using standard editing commands.

- c. Save the file under the same name.



CAUTION:

If word processing software is used to edit the file, the file must be save as a plain text file.

Result: The NoticeEmail.cfg is edited.

NOTE:

Each of the items comprise a single continuous paragraph in the notice. Therefore, when changing these items, make sure that your editor has word wrap turned off. Do not try to create your own paragraphs by pressing enter. Each item must be one continuous string. Anything typed after pressing enter is ignored.

Common Reporter Errors

6

Contents

| | |
|--|------------|
| Introduction | 6-1 |
| Error Conditions | 6-1 |
| • Failure Recovery Run | 6-1 |
| • Unprocessed Report and/or Notice | 6-2 |
| • Unprocessed e-mail Notices | 6-3 |
| • Restoring the Server File to Run in Reporter | 6-3 |

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Contents

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Introduction

This chapter contains information on some typical error conditions and their resolutions.

Error Conditions

The following typical error conditions are discussed.

- Failure Recovery Run
- Error Records
- Unprocessed e-mail notices

Failure Recovery Run

If your prior session of Reporter terminated without completely processing all of the reports and/or notices, Reporter displays the following message ([Figure 6-1](#)) at the beginning of your next Reporter session. This may be necessary, for example, if there was a printer or e-mail problem.

In the situation where not all of the reports or notices are processed (that is produced), the user must process these reports before processing the current ones.

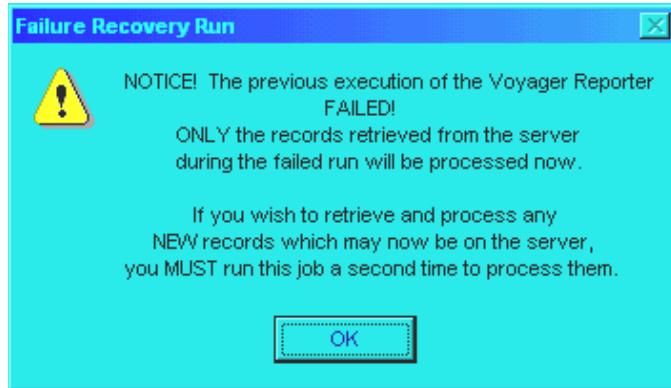


Figure 6-1. Failure Recovery Run message

This processing occurs automatically. When the user clicks the **OK** button in the message, Reporter restarts and processes the previous session's report/notices files. At the end of this process, the **Reset** button becomes available. You can then click the **Reset** button and process any current files on the server.

Unprocessed Report and/or Notice

If, during processing, Reporter found errors in any of the input file records, you will receive the message shown in [Figure 6-2](#).



Figure 6-2. Unprocessed Report and/or Notice Items message

The user must correct the errors in the input file, see [Procedure 4-5, Correcting errors and running error record processing](#), on page [4-19](#).

Unprocessed e-mail Notices

The message in [Figure 6-3](#) displays at the end of processing, listing the notices which had unprocessed e-mail items. That is, when sending, the e-mails failed.

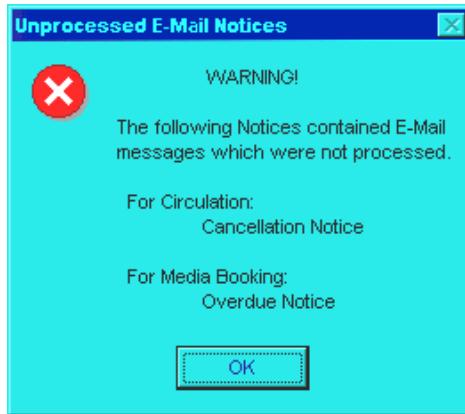


Figure 6-3. Unprocessed E-Mail Notices message

Restoring the Server File to Run in Reporter

Occasionally it may be necessary to restore the archived date-stamped server file to an input (.inp) to re-run in Reporter. Your System Administrator can do this if file is not archived on the local computer, due to not being archived in the first place, or if the 30-day life span of the archived file on the computer has past.



CAUTION:

Use caution at all times when working on your Voyager server.



Procedure 6-1. Restoring the Server File to Run in Reporter

Use the following procedure to restore an archived file on the server.

1. On your Voyager server, in the /m1/voyager/xxxdb/rpt directory find the file you want to restore. This is a file with a specific print location code and specific date and time stamp.
2. To append the file use the **cat >>** command, changing the date-time stamp to .inp. If there already is an .inp file, the contents of the archive will be appended to it. If there is not already an .inp file, one will be created.

For example:

```
/m1/voyager/xxxdb/rpt $  
cat nameofreport.printloccode.datetimestamp >>  
nameofreport.printloccode.inp
```

If you were trying to restore a circulation notices archive from March 1, 2002 at 12:39 pm (the time when Reporter was run and the archive created), with the print location code of Circ in the training database, then you would type the following:

```
/m1/voyager/traindb/rpt $  
cat crcnotes.Circ.20020301.1239 >> crcnotes.Circ.inp
```

Result: The file is restored and available to Reporter.

Prepackaged Access Reports

7

Contents

| | |
|--|-------------|
| Introduction | 7-1 |
| Prepackaged Access Reports Overview | 7-1 |
| Before using Voyager's Prepackaged Access Reports | 7-3 |
| Voyager's Prepackaged Access Reports | 7-3 |
| • Reports and queries in the Prepackaged Access Reports file | 7-5 |
| Using Prepackaged Access Reports | 7-24 |
| • Editing Reports and Queries | 7-24 |
| • Accessing the MARC "Blob" | 7-27 |
| Using the Expression Builder | 7-27 |



Contents

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Introduction

This chapter contains descriptions of Voyager's Prepackaged Access reports.

Libraries can use these reports for additional statistical reporting. Additionally, they can be used as the foundation for other access queries the user may want to create.

The first part of this section lists the various reports that are available and a brief description. The second part contains brief information on the blobs.

Prepackaged Access Reports Overview

The Prepackaged Access reports allow for a great deal of flexibility and power through mining information from your Voyager database. The reports are predefined reports that cover a huge number of different kinds of information, that can be easily modified to provide the type and level of information that you need.

However, you may still find that the reports do not provide you with the exact information that you need. You can use Microsoft Access to customize any of the reports included here to present you with the information that you need in the appropriate format. The Prepackaged Access reports allow you two important ways to change the information. You can completely change the layout and the format of each of the reports. Secondly, you can specify which tables in the

database you want to draw information from. You can use the tables, the queries, and the reports provided to come up with reports that get you the information that you need.

The Oracle client returns UTF-8 or Latin-1 encoded data to Access. However, Access cannot properly display UTF-8 data, therefore an internal conversion function is used to convert the UTF-8 encoded data into UTF-16 encoded data. Latin-1 displays appropriately with no conversion.

Some examples of queries that convert UTF-8 data to UTF-16 data are:

- Bib Records Created by operator, data from bib_text.title_brief
- Item Status - Damaged, data from bib_text.title
- MFHD Count - Library of Congress classification, data from lcclass_vw.class
- all the Title List reports



IMPORTANT:

Customers creating new queries or modifying existing queries must determine if the column they are referencing is UTF-8 encoded. If this is the case, they must include a conversion function (UTF-8 to UTF-16) to appropriately display or print the data.

For example, users can convert author and title in the bib_text table, using the following function in the SQL view directly:

```
SELECT bib_id,  
       UTF8TO16(author),  
       UTF8TO16(title)  
  FROM bib_text;
```

Or, users can access the query to which they must add the conversion function and using the Design view, add the function (utf8to16) in the field ([Figure 7-1](#)).

| | | | | |
|-----------|-------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|
| Field: | Expr1: BIB_TEXT.BIB_ID | AUTHOR: utf8to16([BIB_TEXT].[AUTHOR]) | TITLE: utf8to16([bib_text].[TITLE]) | TITLE_BRIEF: utf8b |
| Table: | | | | |
| Sort: | | | | |
| Show: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Criteria: | | | | |
| or: | | | | |

Figure 7-1. Sample of adding conversion function to an Access query

For a complete list of UTF-8 columns in the Voyager database see the Unicode Bulletin available on SupportWeb.

NOTE:

The default font is Arial Unicode MS. Users wanting to change this font may do so; however, for accurate display, you must use a Unicode font.

Before using Voyager's Prepackaged Access Reports

Before you have access to these reports, users must follow the set up instructions in [Setting Up the Prepackaged Access Reports](#) on [page 1-17](#) of the *Voyager Reporter User's Guide*.

Voyager's Prepackaged Access Reports

Most of the reports have a query with an identical name. Unless otherwise noted, all names listed represent identically named reports and queries. Queries that have no matching reports are noted with a single asterisk (*). Reports without matching queries are noted with two asterisks (**).

[Figure 7-2 on page 7-4](#) and [Figure 7-3 on page 7-5](#) provide examples of the reports and queries available.

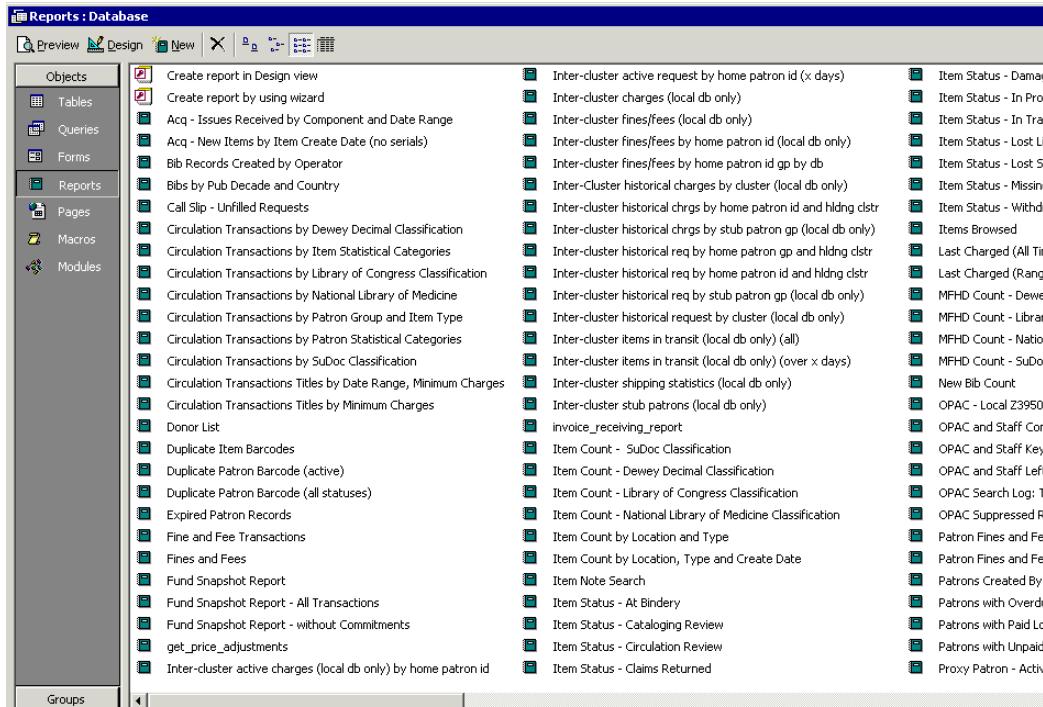


Figure 7-2. Reports list in Access (not all reports shown)

Prepackaged Access Reports

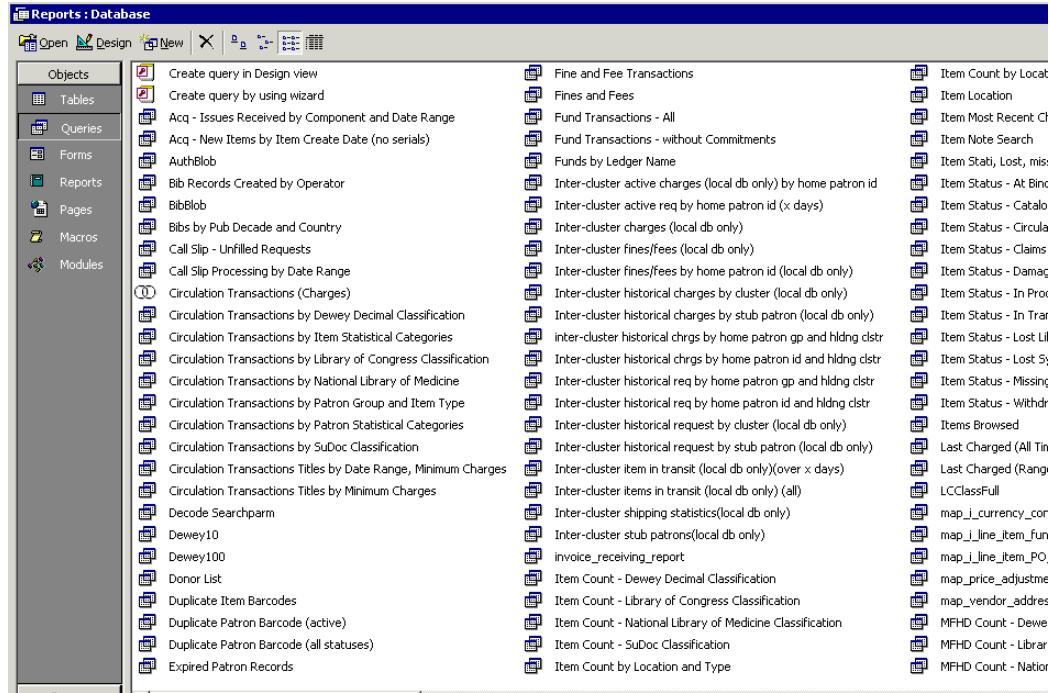


Figure 7-3. Queries list in Access (not all queries shown)

Reports and queries in the Prepackaged Access Reports file

The following are the reports and queries distributed in Voyager's Prepackaged Access reports file.

Acq - Issues Received by Component and Date Range

A list of journals for which issues have been received, including how many issues have been received for each journal, within the specified date range.

Acq - Issues Received by Component and Date Range (no serials)

Items created for non-serial bibliographic records in a specific date range.

AuthBlob*

A list of the contents of the blobs in each authority record in the database.
Listed by Auth ID.

Bib Records Created by Operator

A list of all of the bibliographic records created within the specified date range and the operator that created each.

BibBlob*

A list of the contents of the blobs in each bibliographic record in the database. Listed by Bib ID.

Bibs by Pub Decade and Country

For each decade, it lists the number of bibs for each country. It also lists the sum and the average of all countries per decade and the grand total of all of the bibs.

Call Slip Unfilled Requests

Title and item details of unfilled Call Slip and UB requests for a specified date range.

Call Slip Processing by Date Range*

Lists the status, no fill reason, start and end dates, Call Slip print group, average Call Slips processed, request time, and archive date for all of the Call Slips within the specified date range.

Circulation Transactions (Charges)*

A list of all current and archived circulation transactions (charges).

Circulation Transactions by Dewey Decimal Classification

Lists total numbers of transactions for each category of Dewey Decimal classification.

Circulation Transactions by Item Statistical Categories

Lists total numbers of transactions for each item statistical category.

Circulation Transactions by Library of Congress Classification

Lists total numbers of transactions for each category of Library of Congress classification.

Circulation Transactions by National Library of Medicine

Lists total numbers of transactions for each category of National Library of Medicine classification.

Circulation Transactions by Patron Group and Item Type

Lists total numbers of transactions for each combination of patron group and item type.

Circulation Transactions by Patron Statistical Categories

Lists total numbers of transactions for each patron statistical category, listed per location.

Circulation Transactions by SuDoc Classification

Lists total numbers of transactions for each category of SuDoc classification.

Circulation Transactions Titles by Date Range, Minimum Charges

Lists the titles within the specified date range that have been charged at least the specified number of times.

Circulation Transactions Titles by Minimum Charges

Lists the titles that have been charged at least the specified number of times.

NOTE:

For Circulation reports that include Circulation Transaction Type data, N corresponds to Normal and O corresponds to Override.

Decode Searchparm*

Lists indexes in the search parameters table. This query is used by various OPAC reports.

Dewey10*

Lists the Dewey classifications that are multiples of 10.

Dewey100*

Lists the Dewey classifications that are multiples of 100.

Donor List

A list of donors and the items that have been donated by each one, including title, location, and call number of each item.

Duplicate Item Barcodes

Lists each item barcode and the number of duplicate barcodes for each item.

Duplicate Patron Barcode (active)

Lists each active patron barcode and the number of duplicate barcodes for each active patron.

Duplicate Patron Barcode (all statuses)

Lists each patron barcode of any status and the number of duplicate barcodes for each patron.

Expired Patron Records

Lists all of the patron records that expired between the specified dates.

Fine and Fee Transactions

Lists all of the Fine and Fee payment transactions that occurred between the specified dates.

Fines and Fees

Lists all of the Fines and Fees incurred between the specified dates.

Fund Snapshot Report**

Provides a quick view of some of the pertinent information regarding the fund.

Fund Snapshot Report - All Transactions**

Provides a quick view of some of the pertinent information regarding the fund, including a list of all transactions conducted on the fund.

Fund Snapshot Report - without Commitments**

Provides a quick view of some of the pertinent information regarding the fund, including a list of uncommitted money in the fund.

Fund Transactions - All*

Provides pertinent information regarding the fund, including a list of all transactions conducted on the fund.

Fund Transactions - without Commitments*

Provides pertinent information regarding the fund, including a list of uncommitted money in the fund.

Funds by Ledger Name*

Lists the names of all the funds that are part of the specified ledger and fiscal period.

Get_price_adjustments (sub)**

Query used by the Invoice Receiving report.

Inter-cluster active charges (local database only) by home patron id

This report lists current outstanding inter-cluster charges for the all home patrons cluster.

Inter-cluster active request by home patron id (x days)

This report lists the total number of current inter-cluster requests for home patrons that have not been filled for any reason.

Inter-cluster charges (local database only)

This report lists current outstanding charges for stub patron records in the local cluster.

Inter-cluster fines/fees (local database only)

This report lists all stub patron records in the local database with outstanding fines and fees. Fine details (for example, overdue or lost) are included.

Inter-cluster fines/fees by home patron id (local database only)

This report lists current inter-cluster fee and demerit balances at any holding library for home patrons, sorted by patron.

Inter-cluster fines/fees by home patron id grouped by database**

This report lists current inter-cluster fine/fee balances and demerit balances at any holding library for local patrons, sorted by holding library. It is essentially the inter-cluster Home Patrons With Fees and Demerits report grouped by database instead of patron.

Inter-cluster historical charges by cluster (local database only)

This report counts total number of inter-cluster historical charges by cluster at the local database.

Inter-cluster historical charges by stub patron group (local database only)

This report counts total number of inter-cluster historical charges by stub patron group at the local database.

Inter-cluster historical charges by home patron group and holding cluster*

This report counts total number of historical inter-cluster charges to home patrons by home patron group.

Inter-cluster historical charges by home patron id and holding cluster

This report counts total number of historical inter-cluster charges to home patrons by Holding cluster. If the patron id is purged this report will not work.

Inter-cluster historical requests by home patron group and holding cluster

This report counts the total number of historical inter-cluster requests made by home patrons listed by home patron group.

Inter-cluster historical requests by home patron id and holding cluster

This report counts the total number of historical inter-cluster requests made by home patrons listed by Holding cluster.

Inter-cluster historical requests by cluster (local database only)

This report counts total number of inter-cluster historical requests at the local database.

Inter-cluster historical request by stub patron group (local database only)

This report counts total number of inter-cluster historical requests at the local database by the stub patron group.

Inter-cluster items in transit (local database only)(all)

This report lists all inter-cluster items currently with an In Transit status.

Inter-cluster items in transit (local database only) (over x days)

This report lists all inter-cluster items with an In Transit status for a specific time period to identify missing items.

Inter-cluster shipping statistics (local database only)

This report calculates the average and maximum shipping times (in days) between clusters for a specific time period. This covers both inbound and outbound shipping.

Inter-cluster stub patrons (local database only)

This report lists all stub patron records in the local database, sorted by the stub patron's Home cluster.

Invoice_receiving_report

Provides invoice data including a breakdown by federal tax ID.

Item Count - Dewey Decimal Classification

Lists the number of items of each category under Dewey Decimal Classification.

Item Count - Library of Congress Classification

Lists the number of items of each category under Library of Congress Classification.

Item Count - National Library of Medicine Classification

Lists the number of items of each category under National Library of Medicine Classification.

Item Count - SuDoc Classification

Lists the number of items of each category under SuDoc Classification.

Item Count by Location and Type

Lists the number of items of each type at each location.

Item Count by Location, Type and Create Date

Lists the number of items of each type at each location that were created between the specified dates.

Item Location*

Lists location, item type, historical browses, holds and recalls placed, create and modify dates, operators, and location for every item in the database.

Item Most Recent Charge Date*

Lists the most recent date that every item in the database was charged.

Item Note Search

Lists all of the items that have notes attached to them, including Barcode, Item ID, and Note information.

Item Stati, Lost, missing etc.*

Lists the status, status date, and other item information for every item in the database.

Item Status - At Bindery

Lists all of the items that have a status of At bindery.

Item Status - Cataloging Review

Lists all of the items that have a status of Cataloging Review.

Item Status - Circulation Review

Lists all of the items that have a status of Circulation Review.

Item Status - Claims Returned

Lists all of the items that have a status of Claims Returned.

Item Status - Damaged

Lists all of the items that have a status of Damaged.

Item Status - In Process

Lists all of the items that have a status of In Process.

Item Status - In Transit

Lists all of the items that have a status of In Transit.

Item Status - Lost Library Applied

Lists all items that have a status of Lost - Library Applied.

Item Status - Lost System Applied

Lists all items that have a status of Lost - System Applied.

Item Status - Missing

Lists all of the items that have a status of Missing.

Item Status - Withdrawn

Lists all of the items that have a status of Withdrawn.

Items Browsed

Lists items that have been browsed a certain number of times above the specified threshold.

Last Charged (All Time)

Lists the latest charge date for records at each location.

Last Charged (Range)

Lists the date of the last charge for records at each location within the specified date range.

LCClassFull*

Lists class letters for all of the categories under Library of Congress classification.

Map_i_currency_conversion (sub)*

Query used by the Invoice Receiving report.

Map_i_line_item_fund (sub)*

Query used by the Invoice Receiving report.

Map_i_line_item_PO_bib (sub)*

Query used by the Invoice Receiving report.

Map_price_adjustments (sub)*

Query used by the Invoice Receiving report.

Map_vendor_address (sub)*

Query used by the Invoice Receiving report.

MFHD Count - Dewey Decimal Classification

Lists the number of holdings records of each category of the Dewey Decimal Classification.

MFHD Count - Library of Congress Classification

Lists the number of holdings records of each category of the Library of Congress Classification.

MFHD Count - National Library of Medicine Classification

Lists the number of holdings records of each category of the National Library of Medicine Classification.

MFHD Count - SuDoc Classification

Lists the number of holdings records of each category of the SuDoc Classification.

MFHDBlob*

A list of the contents of the blobs in each holdings record in the database. Listed by MFHD ID.

New Bib Count

Lists how many new bibs were created at each location by each operator within the specified date range.

OPAC - Local Z3950 Mappings to Voyager Indexes

For each use attribute, lists the position attribute, search code, and search name.

OPAC and Staff Composite Left-Anchored Indexes

Lists all composite left-anchored indexes and whether each is available for staff and/or OPAC searching.

OPAC and Staff Keyword Indexes

Lists all keyword indexes and whether each is available for staff and/or OPAC searching.

OPAC and Staff Left-Anchored Indexes

Lists all left-anchored indexes and whether each is available for staff and/or OPAC searching.

OPAC Search Log: Total Searches by Day

Lists total number of searches performed on each day within the specified date range and summarizes search totals for each month and each year, including the total, the average, the lowest count for a single day, and the highest count for a single day for each period.

OPAC Suppressed Records

Lists the number of records that are suppressed from being displayed in OPAC, listed by item location.

Patron Fines and Fees

Lists all of the fines and fees accrued by all patrons.

Patron Fines and Fees - UB Stub Patrons

This report lists all stub patron records in the local database with outstanding fines and fees. Fine details (for example, overdue or lost) are included.

Patrons Created By Operator

Lists the number of patron records created by each operator within the specified date range.

Patrons with Overdue Items

Lists the patrons who have items that are overdue the specified number of days.

Patrons with Paid Lost Items to Discharge

Lists the patrons who have paid for lost items which now need to be discharged.

Patrons with Unpaid Lost Items

Lists the patrons with lost items that have not been paid for.

Proxy Patron - Active

Lists all patrons with active proxies and their active proxies.

Proxy Patron - Expired

Lists all of the patrons that have expired proxies and all of their expired proxies.

Publications Patterns with Components

For each pattern name, lists all components and the frequency associated with that pattern.

Requestor List

A list of people who have requested items and the items that they requested, including title, location, and call number of each item.

Routing List Locations

Lists routing list locations sorted by title and component name, including the date that the list was added.

Routing List Locations (sub)*

Query used by the Routing List Locations report.

Routing List Members (sub)*

Query used by the Routing Lists report.

Routing List Patrons

Lists patrons on routing list and the titles that they receive, including title, component name, routing list name, and the date that the list was added.

Routing List Patrons (sub)*

Query used by the Routing List Patrons report.

Routing Lists

Lists for each title and component each routing list and all of the patrons to whom each item should be delivered in turn.

searchfields2*

Query that divides the tag from the subfield for purposes of reporting.

Security: All Profiles (sub)*

Query used by the Security: All Profiles and Operators report.

Security: All Profiles and Operators

Lists for every operator all of the security profiles for every module that the operator is allowed.

Short Loans

Lists the number of short loans of each status of which the status was incurred between the specified dates. The following dispositions are included in the report: a count for each of the following dispositions: cancelled, charged, item indefinitely unavailable, item temporarily unavailable, and unclaimed.

Item temporarily unavailable means that the item, at the time of charge or scheduling, was not able to be charged or scheduled. That is, someone else had it charged out and so the system couldn't fulfill the request.

Item indefinitely unavailable refers to a more permanent status. For example, the item could be lost or withdrawn.

Subscription Payment History

Lists all of the invoices for each title by title and invoice date, including the line item price and type.

Subtotals (sub)*

Query used by the Invoice Receiving report.

Subtotals_sub (sub)**

Query used by the Invoice Receiving report.

System Access Tables NOT Linked*

Lists all of the tables in the reports.mdb file that are not linked to the database.

System Linked Tables*

Lists all of the tables in the reports.mdb file that are linked to the database.

System Query List*

Lists all of the queries available in the reports.mdb file.

System Reports Available**

Lists all of the available prepackaged reports in the current release of this reports.mdb file.

System Report List*

Lists all of the reports available in the reports.mdb file.

Title List - Bib Level = s

Lists all of the titles with Bib Level = s (serial items).

Title List - Medium Computer File

Lists all of the titles that have a medium type in the 007 of Computer File.

Title List - Medium Globe

Lists all of the titles that have a medium type in the 007 of Globe.

Title List - Medium Map

Lists all of the titles that have a medium type in the 007 of Map.

Title List - Medium Microform

Lists all of the titles that have a medium type in the 007 of Microform.

Title List - Medium Motion Picture

Lists all of the titles that have a medium type in the 007 of Motion Picture.

Title List - Medium Non-Projected Medium

Lists all of the titles that have a medium type in the 007 of Non-Projected Medium.

Title List - Medium Projected Medium

Lists all of the titles that have a medium type in the 007 of Projected Medium.

Title List - Medium Remote Sensing Image

Lists all of the titles that have a medium type in the 007 of Remote Sensing Image.

Title List - Medium Sound Recording

Lists all of the titles that have a medium type in the 007 of Sound Recording.

Title List - Medium Text

Lists all of the titles that have a medium type in the 007 of Text.

Title List - Medium Unspecified

Lists all of the titles that have a medium type in the 007 of Unspecified.

Title List - Medium Video recording

Lists all of the titles that have a medium type in the 007 of Video recording.

Title List - Type Computer File

Lists all of the titles that have a Record Type in the leader of Computer File.

Title List - Type Kit

Lists all of the titles that have a Record Type in the leader of Kit.

Title List - Type Language Material

Lists all of the titles that have a Record Type in the leader of Language Material.

Title List - Type Manuscript Language Material

Lists all of the titles that have a Record Type in the leader of Manuscript Language Material.

Title List - Type Manuscript Map

Lists all of the titles that have a Record Type in the leader of Manuscript Map.

Title List - Type Manuscript Music

Lists all of the titles that have a Record Type in the leader of Manuscript Music.

Title List - Type Mixed Material

Lists all of the titles that have a Record Type in the leader of Mixed Material.

Title List - Type Musical Sound Recording

Lists all of the titles that have a Record Type in the leader of Musical Sound Recording.

Title List - Type Non-musical Sound Recording

Lists all of the titles that have a Record Type in the leader of Non-musical Sound Recording.

Title List - Type Printed Map

Lists all of the titles that have a Record Type in the leader of Printed Map.

Title List - Type Printed Music

Lists all of the titles that have a Record Type in the leader of Printed Music.

Title List - Type Projected Medium

Lists all of the titles that have a Record Type in the leader of Projected Medium.

Title List - Type Three-Dimensional Artifact

Lists all of the titles that have a Record Type in the leader of Three-Dimensional Artifact.

Title List - Type Two-Dimensional Nonprojectable Graphic

Lists all of the titles that have a Record Type in the leader of Two-Dimensional Nonprojectable Graphic.

UB Average Receiving Time by Day (warehouse)

Aggregate report which averages the in transit period between shipping and receiving libraries for all participating libraries

It will also include routings inside the local database from locations in one cluster to locations in another.

UB Call Slip Processing Statistics by Date Range

This report counts and averages fill and no-fill times (in hours) for UB requests at the Holding library.

UB Call Slip Processing Statistics by Day (warehouse)

Aggregate report with counts and averages fill and no-fill times (in hours) for UB requests for the Holding libraries for all participating libraries.

This report will return inter-cluster requests for items in the local database according to the item's cluster. The patron's cluster will not be returned because it is not available for patrons outside the database. This query will include requests by a patron in the local database for an item in the local database in another cluster.

UB Charges by Day (warehouse)

Aggregate report which counts UB by day for the Holding library and Home library for all participating libraries.

This report will return inter-cluster charges for local items. This report will include charges by a patron in the local database for an item in another cluster.

UB Historical Charges by Patron Home Database

This report counts total number of historical charges at the local library by the patron home library.

UB Historical Charges by Stub Patron Group

This report counts total number of historical charges at the local library by the local patron group to which remote patron groups are mapped.

UB Historical Requests by Patron Home Database

This report counts total number of historical requests at the local library by the patron home library.

UB Historical Requests by Stub Patron Group

This report counts total number of historical requests at the local library by the stub patron group.

UB Holding Library Items in Transit (all)

This report lists all UB items currently with an In Transit status.

UB Holding Library Items in Transit (over x days)

This report lists all UB items with an In Transit status for a specific time period to identify missing items.

UB Home Patrons With Demerits (Grouped by Db) - Sub **

See UB Home Patrons With Fees and Demerits (Grouped by Db)**.

UB Home Patrons With Demerits - Sub**

See UB Home Patrons With Fees and Demerits**.

UB Home Patrons With Fees (Grouped by Db) - Sub**

See UB Home Patrons With Fees and Demerits (Grouped by Db)**.

UB Home Patrons With Fees - Sub**

See UB Home Patrons With Fees and Demerits**.

UB Home Patrons With Fees and Demerits**

This report lists current fee and demerit balances at any holding library for home patrons, sorted by patron.

UB Home Patrons With Fees and Demerits (Grouped by Db)**

This report lists current fine/fee balances and demerit balances at any holding library for local patrons, sorted by holding library. It is essentially the UB Home Patrons With Fees and Demerits report grouped by database instead of patron

UB Home Patrons - Historical Charges by Holding Library

This report counts total number of historical UB charges to home patrons by Holding library.

UB Home Patrons - Historical Charges by Home Patron Group

This report counts total number of historical UB charges to home patrons by home patron group.

UB Home Patrons - Historical Requests by Holding Library

This report counts the total number of historical UB requests made by home patrons listed by Holding Library.

UB Home Patrons - Historical Requests by Home Patron Group

This report counts the total number of historical UB requests made by home patrons listed by home patron group.

UB Home Patrons - with Active UB Charges

This report lists current outstanding UB charges for all home patrons by holding library.

UB Home Patrons with Demerits*

This report lists all home patrons in the local database with demerits.

UB Home Patrons with Fees*

This report lists all home patrons in the local database with fees.

UB Home Patrons - with Outstanding Requests (x days)

This report lists the total number of current requests for home patrons that have not been filled for any reason.

UB Home Patrons with UB Fees and Demerits*

This lists current fee and demerit balances at any holding library for home patrons, sorted by patron.

UB Home Patrons with UB Fees and Demerits (grouped by database)

This lists current fine/fee and demerit balances at any holding library for home patrons, sorted by database.

UB Home Patrons - with UB Fines and Fees

This report lists current fine and fee balances at Holding library for home patrons, sorted by patron.

UB Home Patrons - UB Fines and Fees (grouped by db)**

This reports lists current fine and fee balances at Holding library for home patrons, sorted by Holding library.

UB Inbound Shipping Statistics

This report calculates the average and maximum shipping times (in days) between libraries for a specific time period.

UB Outbound Shipping Statistics

This report calculates the average and maximum shipping times (in days) between libraries for a specific time period.

UB Stub Patrons

This report lists all stub patron records in the local database, sorted by the stub patron's Home library.

UB Stub Patrons with Active Charges

This report lists current outstanding charges for stub patron records in the local database.

UB Stub Patrons with Demerits

This report lists all stub patrons in the local database with outstanding demerits.

UB Stub Patrons with Demerits (Grouped by Stub Patrons)**

This report lists all stub patron records in the local database with outstanding demerits.

UB Stub Patrons with Fines and Fees

This report lists all stub patron records in the local database with outstanding fines and fees. Fine details (for example, overdue or lost) are included.

URL Host Links

Lists the number of times a URL appears in each type of record in the database, including a total value for each URL.

user_tab_columns*

A data dictionary query.

Value of Pre-paid Subscriptions report

This report calculates the value of the unreceived portion of a subscription. This is done by dividing the total number of issues whose expected dates fall within the current fiscal period by the number of issues in that set that have actually been received. This ratio is then applied to the total amount paid within this fiscal period.

Vendor Copy Order/Receipt Dates*

Lists all of the order and receipt dates for each order placed.

Vendor Performance - Days to Receipt

Lists, for each vendor, the average, minimum and maximum days between placing an order for items and receipt of those items ordered between the specified dates.

Vendor Type Performance - Days to Receipt

Lists, for each type of vendor, the average, minimum and maximum days between placing an order for items and receipt of those items ordered between the specified dates.

Voyager databases (local=0)*

A sub query for many UB reports.

Voyager Data Dictionary**

Lists all of the data types for all of the fields in each table in the database.

Voyager Record Counts**

Lists the total count of different types of records that are contained in your database.

Using Prepackaged Access Reports

Using prepackaged reports can be as easy as opening a file. Simply double-click any of the reports displayed on the Reports tab of the file in Access and that report will be automatically run. If it is being run for the first time during this Access session, you will be prompted to supply a username and password before the report will be run.

If a query requires any information before it can be processed, a dialog box opens asking for a specific piece of information. For example, if you run **Acq - Issues Received by Component and Date Range**, you must enter the starting date for issues to be received into the start dialog box and the ending date into the end dialog box.

NOTE:

Depending on the report, your server connection, and your computer, processing the report may take a considerable amount of time and your computer's processing power.

Editing Reports and Queries

If a report does not provide exactly the type of information that you require, you can edit the reports and queries to get different information.



Procedure 7-1. Editing an Access Report

Use the following to edit the format of the report.

1. Select the report you want to edit and make a copy of it.

Result: A copy of the report has been made which may be useful if you need to return to the original report.

2. Select the report you want to edit and click the **Design** button.

Result: The report layout is displayed and can be edited using all of the standard Access tools and functions. The example in [Figure 7-4](#) shows the **Item Count by Location and Type** report.

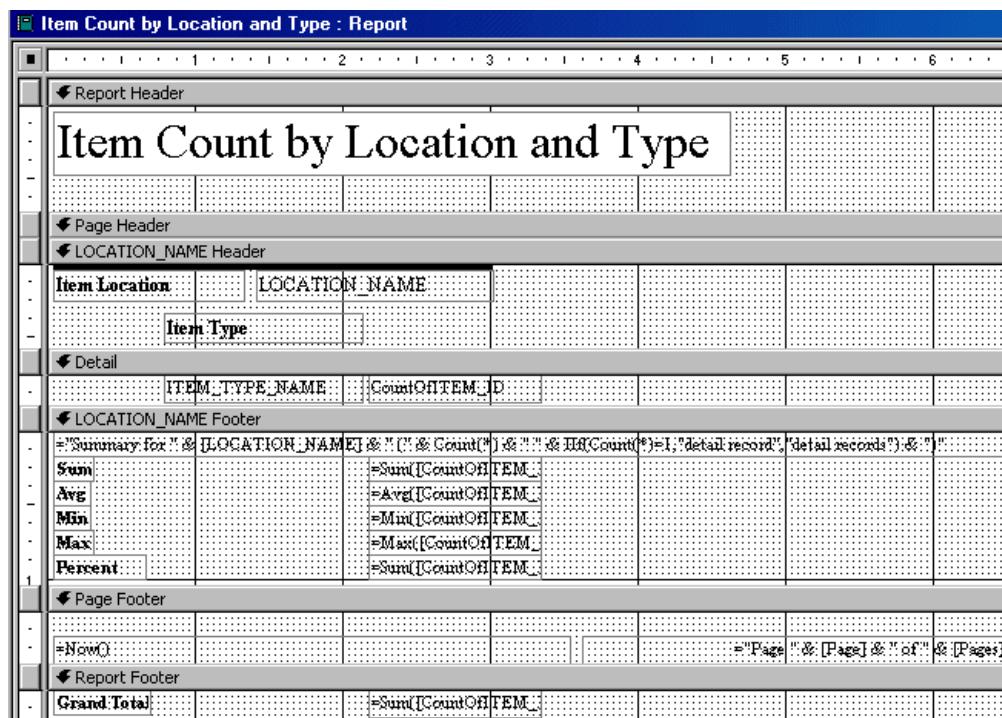


Figure 7-4. Designing the Item Count by Location and Type report in Access

The query attached to a report can also be edited like any other query in Access. Since the link has already been established to the database, you can select different fields in different tables and create the specific query you need.



Procedure 7-2. Editing an Access Query

Use the following to edit a query.

1. Select the query you want to edit and make a copy of it.

Result: A copy of the query has been made which may be useful if you need to return to the original query.

2. Select the query you want to edit and click the **Design** button.

Result: The query displays and can be edited using all of the standard Access tools and functions. [Figure 7-5](#) shows the Item Count by Location and Type Query.

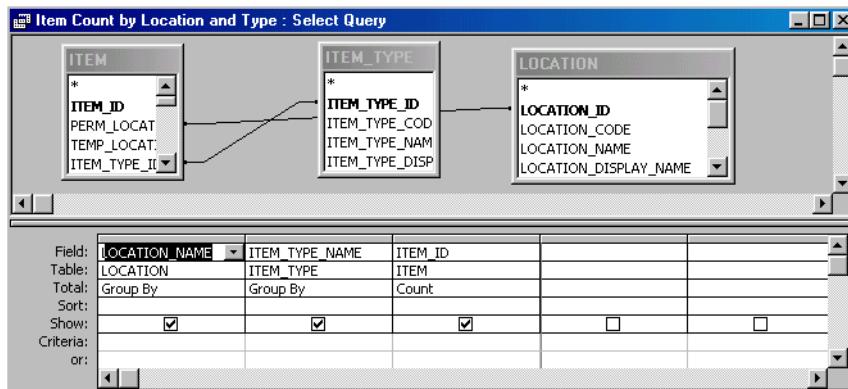


Figure 7-5. Designing the Item Type by Location and Type query in Access

See your Access documentation for more information on editing reports and queries.

Accessing the MARC "Blob"

The three queries that can read the MARC "blob" within each file are AuthBlob, BibBlob, and Mfhdblob. You can use these three queries to extract various parts of the MARC blob.

When necessary, an internal conversion function has been applied to convert UTF-8 encoded data to UTF-16 encoded data for display in Access.

Using the Expression Builder

In order to support these queries, new functions have been added to the **Expression Builder** dialog box. The **Expression Builder** is available when creating or editing reports or queries.

When editing a query, you can open the **Expression Builder** dialog box by selecting the query in design view, then placing your cursor in one of the fields, right-clicking, and selecting **Build** from the menu. See [Figure 7-6 on page 7-27](#) and [Figure 7-7 on page 7-28](#).

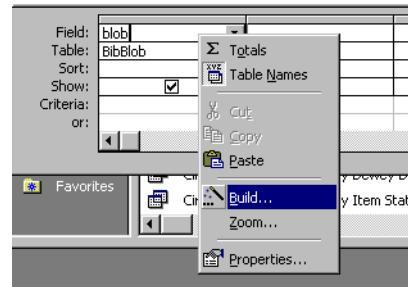


Figure 7-6. Accessing the Expression Builder dialog box

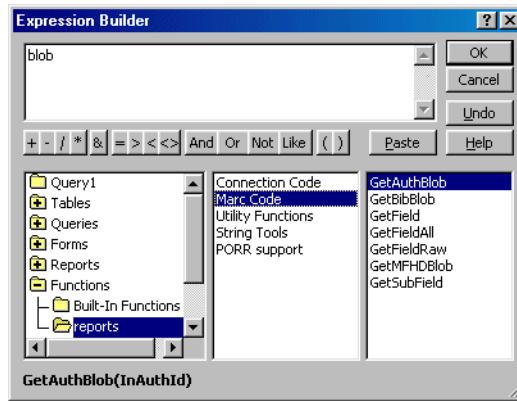


Figure 7-7. The Expression Builder dialog box

Once you are in the **Expression Builder** dialog box, you can display the list of functions by selecting **Functions> reports> Marc Code**. You can use these functions to access different parts of the MARC blob.

These functions may also be used to create your own queries to extract different types of information from the blob.

The following functions have been added. Note that the arguments specified between each set of parenthesis are outlined in the following.

GetAuthBlob

Extracts raw authority blob information for a specific record. `GetAuthBlob` requires the following arguments:

- `InAuthId` must be the record ID number of the authority record.
The argument must be entered in double quotes.

For example, if you wanted to retrieve the raw authority blob for authority record #389, you would enter `GetAuthBlob ("389")`.

GetBibBlob

Extracts raw bibliographic blob information for a specific record. `GetBibBlob` requires the following arguments:

- `InBibId` must be the record ID number of the bibliographic record.
The argument must be entered in double quotes.

For example, if you wanted to retrieve the raw bibliographic blob for bibliographic record #54565, you would enter `GetBibBlob ("54565")`.

GetMFHDBlob

Extracts raw holdings blob information for a specific record. GetMFHDBlob requires the following arguments:

- InMFHDID must be the record ID number of the holdings record. The argument must be entered in double quotes.

For example, if you wanted to retrieve the raw holdings blob for holdings record #54565, you would enter GetMFHDBlob ("54565").

GetFieldRaw

Extracts the raw blob information for a specific field in a specific record. Requires the use of either GetAuthBlob, GetBibBlob, or GetMFHDBlob in the marcrec position. GetFieldRaw requires the following arguments:

- marcrec specifies the record where the field is to come from. The marcrec argument must be one of the following functions nested into the GetFieldRaw function: GetAuthBlob, GetBibBlob, or GetMFHDBlob. You must also include the arguments required by the nested function into the GetFieldRaw function.
- DTag must be the number of the tag that you want to retrieve. The argument must be entered in double quotes.
- which specifies which tag in the record should be used. If there are multiple matching tags (or subfields) listed in the record, it specifies which one should be pulled. "1" (in double quotes) pulls the first one, "2" pulls the second one and so on. The argument must be entered in double quotes.

For example, if you wanted to get the first 360 field as raw blob data from the bibliographic blob for bibliographic record #998, you would enter GetFieldRaw (GetBibBlob ("998"), "360", "1").

GetField

Extracts a specific field from a specific record. Requires the use of either GetAuthBlob, GetBibBlob, or GetMFHDBlob in the marcrec position. GetField requires the following arguments:

- marcrec specifies the record where the field is to come from. The marcrec argument must be one of the following functions nested into the GetField function: GetAuthBlob, GetBibBlob, or GetMFHDBlob. You must also include the arguments required by the nested function into the GetField function.
- DTag must be the number of the tag that you want to retrieve. The argument must be entered in double quotes.

- which specifies which tag in the record should be used. If there are multiple matching tags (or subfields) listed in the record, it specifies which one should be pulled. "1" (in double quotes) pulls the first one, "2" pulls the second one and so on. The argument must be entered in double quotes.

For example, if you wanted to get the first 100 field from the holdings blob for holdings record #2284, you would enter `GetField (GetMFHDBlob ("2284"), "100", "1")`.

GetFieldAll

Extracts all matching fields from a specific record. Requires the use of either `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob` in the `marcrec` position. `GetFieldAll` requires the following arguments:

- `marcrec` specifies the record where the fields are to come from. The `marcrec` argument must be one of the following functions nested into the `GetFieldAll` function: `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob`. You must also include the arguments required by the nested function into the `GetFieldAll` function.
- `DTag` must be the number of the tag that you want to retrieve. The argument must be entered in double quotes.

For example, if you wanted to get any fields with the 500 tag from the authority blob for authority record #2284, you would enter `GetFieldAll (GetAuthBlob ("2284"), "500")`.

GetSubField

Extracts a specific subfield from a specific record. Requires the use of `GetFieldRaw` in the `fld` position. `GetSubField` requires the following arguments:

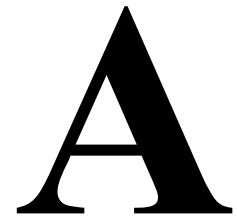
- `fld` specifies the field where the information is to come from. The `marcrec` argument must be the `GetFieldRaw` function nested into the `GetSubField` function. You must also include the arguments required by the nested `GetFieldRaw` function into the `GetSubField` function. (This also requires nesting `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob` into the `GetFieldRaw` function, which is all part of the `GetSubField` function.)
- `sfcode` specifies the subfield to be found. The argument must be entered in double quotes.
- which specifies which tag in the record should be used. If there are multiple matching tags (or subfields) listed in the record, it specifies which one should be pulled. "1" (in double quotes) pulls the first one, "2" pulls the second one and so on. The argument must be entered in double quotes.

For example, to retrieve the first `‡a` from the second 856 field in bibliographic record #34098, you would enter `GetSubField (GetFieldRaw (GetBibBlob ("34098"), "856", "2"), "a", "1")`.

[REDACTED]

Endeavor Information Systems, Inc.
See notice on first page

Reports and Notices



Sample Reports and Notices

This section provides samples of the reports and notices produced by Reporter.

Sample Notices

This section contains examples of the various notices that can be produced by Voyager's Reporter module.

Acquisitions Notices

This section provides examples of the Acquisitions notices.

Purchase Order Cancellation Notice

[Figure A-1](#) is an example of a purchase order cancellation notice.

| | | |
|---|--|--|
| Cancellation Notice | | |
| 12/4/96 Endeavor Library | | |
| 112 baker@bnt.com | | |
| <p>BAKER & TAYLOR BAKER & TAYLOR BOOKS P.O. BOX 6738 CHURCH STREET STATION NEW YORK, NY 10249</p> | | |
| <p>The following item(s) are no longer needed. Please cancel the order(s) listed. Direct questions to the location shown below.</p> | | |
| <p>Purchase Order Number: bai814wc P.O. Date: 11/5/96</p> | | |
| <p>Line Item Number: 2 Number of copies: 1 Invoice Number:</p> | | |
| <p>Title/Edition: Tennessee wildlife viewing guide / Paul Hamel. Standard Number:</p> | | |
| <p>Acquisitions/Serials Phone: 847-292-2292 Endeavor Library FAX: 9700 W Higgins Rd E-Mail: drendall@endinfosys.com Suite 100 Resembant, IL 60018 US</p> | | |

Figure A-1. Purchase Order Cancellation Notice

Return Notice

[Figure A-2](#) is an example of a return notice.

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------------------|----------|------------|----------|-------------------|---|-------------------|---|----------------|--|--|--|------------------|----------------|--|--|-------|--------|------|---------|--|--|--|--|
| 10/13/99 Endeavor Library of Information | | | | | | | | | | | | | | | | | | | | | | | | | |
| Return Notice | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>EBSCO Dennis Rendall 10400 Higgins Road Des Plaines, IL 60018</p> <p>The enclosed item(s) are being returned. Direct questions to the location shown below.</p> <table border="0" style="width: 100%;"><tr><td style="width: 30%;">Purchase Order Number:</td><td>80</td><td style="width: 30%;">P.O. Date:</td><td>10/13/99</td></tr><tr><td>Line Item Number:</td><td>3</td><td>Number of copies:</td><td>1</td></tr><tr><td>Title/Edition:</td><td colspan="3">JOM: the journal of the Minerals, Metals & Materials Society</td></tr><tr><td>Standard Number:</td><td colspan="3">ISBN 1047-4838</td></tr><tr><td>Mail:</td><td>Phone:</td><td>FAX:</td><td>E-Mail:</td></tr><tr><td>Endeavor Library of Information 2200 E. Devon Suite 382 Des Plaines, IL 60018 USA</td><td></td><td></td><td></td></tr></table> <p style="text-align: right; font-size: small;">Page 1 of 1</p> | | Purchase Order Number: | 80 | P.O. Date: | 10/13/99 | Line Item Number: | 3 | Number of copies: | 1 | Title/Edition: | JOM: the journal of the Minerals, Metals & Materials Society | | | Standard Number: | ISBN 1047-4838 | | | Mail: | Phone: | FAX: | E-Mail: | Endeavor Library of Information 2200 E. Devon Suite 382 Des Plaines, IL 60018 USA | | | |
| Purchase Order Number: | 80 | P.O. Date: | 10/13/99 | | | | | | | | | | | | | | | | | | | | | | |
| Line Item Number: | 3 | Number of copies: | 1 | | | | | | | | | | | | | | | | | | | | | | |
| Title/Edition: | JOM: the journal of the Minerals, Metals & Materials Society | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard Number: | ISBN 1047-4838 | | | | | | | | | | | | | | | | | | | | | | | | |
| Mail: | Phone: | FAX: | E-Mail: | | | | | | | | | | | | | | | | | | | | | | |
| Endeavor Library of Information 2200 E. Devon Suite 382 Des Plaines, IL 60018 USA | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure A-2. Return Notice

Canceled Serial Claim Notice

[Figure A-3](#) is an example of canceled serial claim notice.

4/19/00
Endeavor Library of Information

Cancel Serial Claim Notice

2

EBSCO
Dennis Randall
10000 Hopkins Road
Accounting Dept.
Des Plaines, IL 60018

In accordance with our records, we are claiming the following item(s). Please supply as soon as possible. Direct questions to the location shown below.

| | | | |
|----------------------------|------------------------|-------------------|---------|
| Our Purchase Order Number: | 80 | P.O. Date: | 4/19/00 |
| Line Item Number: | 1 | | |
| Claim Type: | No copies received | | |
| Title: | America's light trucks | | |
| ISSN: | 0440-8474 | | |
| Description: | v.3 (Aug. 1990) | Number of copies: | 3 |
| Note to Vendor: | | | |

Acquisitions: Endeavor Library of Information
2200 East Devon
Suite 382
Des Plaines, IL 60018

Phone:
FAX:
E-Mail:

Page 1 of 1

Figure A-3. Canceled Serial Claim Notice

Order Claim Notice

[Figure A-4](#) is an example of an order notice.

| | |
|---|--|
| <p style="text-align: right;">9/16/96 Endeavor Library</p> <p style="text-align: center;">Order Claim Notice</p> <p style="text-align: right;">256</p> <p style="text-align: right;">buck@endinfosys.com</p> <p>EBSCO EBSCO SUBSCRIPTION SERVICES ATTN: ORDER UNIT 2801 YOUNGFIELD ST. SUITE 120 GOLDEN, COLORADO 80401-2264</p> <p>In accordance with our records, we are claiming the following item(s). Please supply as soon as possible. Direct questions to the location shown below.</p> <p>Our Purchase Order Number: 157 P.O. Date: 3/21/96</p> <p>Line Item Number: 1 Number of copies: 1 Title/Edition: Strategic Selling Standard Number: Note to Vendor:</p> <p>Our Purchase Order Number: 167 P.O. Date: 4/29/96</p> <p>Line Item Number: 1 Number of copies: Title/Edition: Bay area asbestos surveillance project : case study of a community health screening project : pre Standard Number: Note to Vendor:</p> <p>Acquisitions/Serials Endeavor Library 9700 W Higgins Rd Suite 100 Rosemont, IL 60018 US</p> <p>Phone: 847-292-2292 FAX: E-Mail: drendall@endinfosys.com</p> | |
|---|--|

Figure A-4. Order Claim Notice

Serial Claim Notice

[Figure A-5](#) is an example of a serial claim notice.

11/20/96
Endeavor Library

Serial Claim Notice

256
buck@endinfosys.com

EBSCO Subscription Services
EBSCO SUBSCRIPTION SERVICES
ATTN: ORDER UNIT
2801 YOUNGFIELD ST.
SUITE 120
GOLDEN, COLORADO 80401-2264

In accordance with our records, we are claiming the following item(s). Please supply as soon as possible. Direct questions to the location shown below.

Our Purchase Order Number: 12 **P.O. Date:** 1/11/96

Line Item Number: 1 Number of copies: 3

Title: Time.
ISSN: 0040-781X
Description: vol. 1, no. 33 (1996 Aug. 13)
Note to Vendor:

Our Purchase Order Number: ALA-6 **P.O. Date:** 1/15/96

Line Item Number: 4 Number of copies: 1

Title: Annals of glaciology.
ISSN: 0260-3065
Description: vol. 6, no. 5 (1997 May)
Note to Vendor:

Our Purchase Order Number: ball14 **P.O. Date:** 1/15/96

Line Item Number: 1 Number of copies: 1

Title: Journal of bacteriology.
ISSN: 0021-9193
Description: (1996 Summer plus meeting advertisementS)
Note to Vendor: This is always late!

Acquisitions/Serials Phone: 847-292-2292
Endeavor Library FAX:
9700 W Higgins Rd E-Mail: drendall@endinfosys.com
Suite 100
Rosemont, IL 60018 US

Figure A-5. Serial Claim Notice

Voucher/Check Request

[Figure A-6](#) is an example of a voucher/check request.

9/3/99
Endeavor Library of Information

Voucher/Check Request

The following amount should be paid to the indicated vendor for the listed invoice which apply to the displayed Purchase Orders.

HARRASSOWITZ
Otto Harrassowitz
522 Harrassowitz Lane
Frankfurt, H12 G1234 Germany

6

Otto@harr.com

Vendor Institution ID

| Voucher ID: | 28 | Currency: | U.S. Dollar | Invoice Number: | 104 |
|---|--|------------------|----------------------|-----------------|---------|
| Fund: | 3\$tandingOrders NoLoad 1999-1999 (01/01/1999 to 12/31/1999) | | | Invoice Date: | 1/11/99 |
| Purchase Order Number: | 104 | P.O. Date: | 1/11/99 | Invoice Total: | 100.00 |
| Line Item | Item Title | Line Item Amount | | | |
| 1 | Advances in cryogenic engineering | 100.00 | | | |
| | | | | Fund Total: | 100.00 |
| Acquisitions Desk Endeavor Library of Information 2200 E. Devon Suite 382 Des Plaines, IL 60018 USA | | Phone: | 847-298-2200 | | |
| | | FAX: | | | |
| | | E-Mail: | brown@endinfosys.com | | |

Page 1 of 1

Figure A-6. Voucher/Check Request

Endeavor Information Systems, Inc.
See notice on first page

Circulation Notices

This section provides examples of the circulation notices.

Cancellation of Recall Request

[Figure A-7](#) is an example of a cancellation of recall request.

09/03/1996
Endeavor Library

Cancellation Notice

58

Elizabeth Larson
123 E. Main Street
Chicago, IL USA 60614

We regret that your request has been cancelled for the following item(s):

| | | |
|--------------------------|---|--------------------------|
| Library Location: | Main Circ Desk | Phone: |
| Title: | Computational methods and problems in aeronautical fluid dynamics : proceedings of a conference held at the University of Illinois at Urbana-Champaign, IL, USA, 1994 | |
| Author: | Hewitt, Brian Lloyd. | |
| Item ID: | 31714000917731 | Item Call #: TL573.C614 |
| | | |
| Title: | Computational methods and problems in aeronautical fluid dynamics : proceedings of a conference held at the University of Illinois at Urbana-Champaign, IL, USA, 1994 | |
| Author: | Hewitt, Brian Lloyd. | |
| Item ID: | 31714000917732 | Item Call #: G2332.E12.5 |

In most cases cancellations occur because the item was not available by the "not needed after" date you specified in your original request.

If you still have a need for this item, please check the library catalog for the latest status of the item. You may also ask the library staff about borrowing the item from another institution.

If you have any questions, please contact us at the indicated location.

Endeavor Library
9700 W. Higgins Road, Suite 100
Rosemont, IL 60018 USA

Figure A-7. Cancellation of Recall Request

Fine/Fee Notice

[Figure A-8](#) is an example of a fine/fee notice.

9/3/99
Endeavor Library of Information

Fines and Fees Notice

47

Gwen P. Keys
10070 W. Lynda Lane
Apt., GW
Niles, IL 60016 USA

Dear Patron:
The following is a list of current fine(s) or fee(s). More detailed information is available at the library. Payments should be made at the location(s) indicated below.

| | | | | | | | |
|--|-----------------------|---------------|--------|---------------|--------|----------|---------|
| Library Location: | Circulation Desk | Phone: | | | | | |
| Item Title: | Test hold record 2. | | | | | | |
| Author: | | | | | | | |
| Item ID: | | | | | | | |
| FineFee Description: | Overdue | Item Call #: | | | | | |
| FineFee Amount: | \$10.00 | Less Credits: | \$0.00 | FineFee Date: | 9/3/99 | Net Due: | \$10.00 |
| Item Title: | Test hold record 2. | | | | | | |
| Author: | | | | | | | |
| Item ID: | | | | | | | |
| FineFee Description: | Lost Item Processing | Item Call #: | | | | | |
| FineFee Amount: | \$5.00 | Less Credits: | \$0.00 | FineFee Date: | 9/3/99 | Net Due: | \$5.00 |
| Item Title: | Test hold record 2. | | | | | | |
| Author: | | | | | | | |
| Item ID: | | | | | | | |
| FineFee Description: | Lost Item Replacement | Item Call #: | | | | | |
| FineFee Amount: | \$10.00 | Less Credits: | \$0.00 | FineFee Date: | 9/3/99 | Net Due: | \$10.00 |
| Location Total: \$25.00 | | | | | | | |
| Previously Billed Fines and Fees: \$0.00 | | | | | | | |
| Total of all Fines and Fees: \$25.00 | | | | | | | |

If you have any questions, please contact us at the indicated location.
Circulation Desk
2200 E. Devon
Suite 382
Des Plaines, IL 60018 USA

Page 1 of 1

Figure A-8. Fine and Fee Notice

Item Available Notice

[Figure A-9](#) is an example of an item available notice.

09/03/1996
Endeavor Library

Item Available Notice

76

Della Williams
9700 W Higgins Road
Rosemont, IL 60018

The item(s) that you requested are now available at the location(s) shown below.

Please pick up item(s) before the indicated expiration date..

Library Location: Main Circ. Desk Phone: _____

| | |
|------------------|-------------------------------------|
| Title: | Skiing. Consultant: Cyrus F. Snythe |
| Author: | Snythe, Cyrus F. |
| Item ID: | 31714000649682 |
| Expiration Date: | 09/03/1996 |
| Item Call #: | GV854 .S55 |

If you have any questions, please contact us at the indicated location.

Endeavor Library
9700 W. Higgins Road, Suite 100
Rosemont, IL 60018 USA

Figure A-9. Item Available Notice

Overdue Notice

[Figure A-10](#) is an example of an overdue notice.

| | |
|---|-----------------------------------|
| 08/29/1996 | Endeavor Information Systems Inc. |
| Overdue Notice | |
| 96 | |
| <p>ILL - National Gallery of Art National Gallery of Art Interlibrary Loan 1000 Jackson Avenue, NW Washington, DC 20002</p> | |
| <p>The following item(s) need to be returned to the locations indicated as soon as possible:</p> | |
| Library Location: Circulation Desk | Phone: _____ |
| Notice Number: 1 | Due Date: 08/03/1996 |
| Title: Jasper Jones / by Michael Crichton. | |
| Author: Crichton, Michael, 1942- | |
| Item ID: 32027002377785 | Item Call #: N8537.J8 C74 |
| <p>If you are liable for overdue fines, remember that the fine increases the longer you keep the item. You may also be charged for the replacement cost if the item is not returned.</p> <p>If you have any questions, please contact us at the indicated location.</p> <p>Endeavor Information Systems Inc. 9700 West Higgins Road, Suite 100 Rosemont, Illinois 60018 USA</p> | |

Figure A-10. Overdue Notice

Recall Notice

[Figure A-11](#) is an example of a recall notice.

| | |
|---|-----------------|
| 09/03/1996 Endeavor Library | |
| Recall Notice | |
| 58 | |
| <p>Elizabeth Larson 123 E. Main Street Chicago, IL USA 60614</p> | |
| <p>The following item(s), currently charged to you, are needed by another patron. The new due date(s) are shown below. Please return the item(s) to the indicated locations.</p> | |
| Library Location: | Main Circ. Desk |
| Phone: | |
| <p>Title: Michigan trail atlas : the guide to cross country skiing and hiking trails / Dennis R. Hansen and others Author: Hansen, Dennis R. Item ID: 31714001604718 Item Call #: G1411.E63 H36 1988 New Due Date: 09/18/1996</p> | |
| <p>Title: Seventy-five years of skiing, 1904-1979 / edited by Russell M. Magnaghi. Author: Magnaghi, Russell M. Item ID: 31714001697084 Item Call #: GV854.4 .S46 New Due Date: 09/18/1996</p> | |
| <p>If you have any questions, please contact us at the indicated location. Endeavor Library 9700 W Higgins Road, Suite 100 Rosemont, IL 60018 USA</p> | |

Figure A-11. Recall Notice

Recall Overdue Notice

[Figure A-12](#) is an example of a recall overdue notice.

| | |
|---|--|
| 9/30/96 | Endeavor Library |
| Recall-Overdue Notice | |
| 58 | |
| <p>Elizabeth Larson 123 E. Main Street Chicago, IL 60614 USA</p> | |
| <p>The following recalled item(s) must be returned immediately to the indicated locations.</p> | |
| Library Location: | Main Circ. Desk |
| Phone: | _____ |
| Notice Number: | 1 |
| Title: | Seventy-five years of skiing, 1904-1979 / edited by Russell M. Magnaghi. |
| Author: | Magnaghi, Russell M. |
| Item ID: | 31714001897084 |
| Item Call #: | GV854.4 S48 |
| New Due Date: | 9/18/96 |
| Notice Number: | 1 |
| Title: | Michigan trail atlas : the guide to cross country skiing and hiking trails / Dennis R. Hansen et al. |
| Author: | Hansen, Dennis R. |
| Item ID: | 31714001804718 |
| Item Call #: | G1411 E63 H35 1988 |
| New Due Date: | 9/18/96 |
| <p>Fines for overdue recalled items are substantial and increase the longer you keep the item. Please return the urgently needed item(s).</p> | |
| <p>If you have any questions, please contact us at the indicated location.</p> | |
| <p>Main Circ. Desk 9700 W. Higgins Road, Suite 100 Rosemont, IL 60018 USA</p> | |
| Page 1 of 1 | |

Figure A-12. Recall Overdue Notice

Statement of Fines and Fees

[Figure A-13](#) is an example of a statement of fines and fees.

| | | | | | |
|---|--|--------------|----------------|----------------|----------|
| 10/12/99 Endeavor Library of Information | | | | | |
| Statement of Fines and Fees | | | | | |
| 14 | | | | | |
| Sandy Smith 532 N. 3rd St. Watseka, IL 60970 | | | | | |
| Dear Patron: The following summary shows all outstanding fines/fees as of the above date. More detailed information for each fine/fee is available at the library. Payments should be made at the location(s) indicated below. | | | | | |
| Library Location: | Circulation Desk | Phone: | 847-296-2200 | | |
| Item Title: | Author: | Item Call #: | Fine/Fee Date: | Net Due: | |
| Item ID: | Fine/Fee Description: | ILL Fee | \$0.00 | Less Credits: | \$0.00 |
| Fine/Fee Amount: | | \$5.00 | | | |
| Item Title: | Missing [videorecording] / Universal Pictures. | Author: | | | |
| Item ID: | MISSING | Item Call #: | M6785 | Fine/Fee Date: | 10/16/97 |
| Fine/Fee Description: | Overdue | | \$0.00 | Less Credits: | \$0.00 |
| Fine/Fee Amount: | | \$10.00 | | | |
| Item Title: | Missing [videorecording] / Universal Pictures. | Author: | | | |
| Item ID: | MISSING | Item Call #: | M6785 | Fine/Fee Date: | 12/16/98 |
| Fine/Fee Description: | Lost Item Processing | | \$0.00 | Less Credits: | \$0.00 |
| Fine/Fee Amount: | | \$5.00 | | | |
| Item Title: | Louie / Ezra Jack Keats | Author: | | | |
| Item ID: | Keats, Ezra Jack | Item Call #: | P27 K2253 Lo | Fine/Fee Date: | 12/16/98 |
| Fine/Fee Description: | Withdrawn | | \$0.00 | Less Credits: | \$0.00 |
| Fine/Fee Amount: | | \$5.00 | | | |
| Item Title: | Louie / Ezra Jack Keats | Author: | | | |
| Item ID: | Keats, Ezra Jack | Item Call #: | P27 K2253 Lo | Fine/Fee Date: | 12/16/98 |
| Fine/Fee Description: | Overdue | | \$0.00 | Less Credits: | \$0.00 |
| Fine/Fee Amount: | | \$10.00 | | | |
| Item Title: | Louie / Ezra Jack Keats | Author: | | | |
| Item ID: | Keats, Ezra Jack | Item Call #: | P27 K2253 Lo | Fine/Fee Date: | 12/16/98 |
| Fine/Fee Description: | Lost Item Replacement | | \$0.00 | Less Credits: | \$0.00 |
| Fine/Fee Amount: | | \$10.00 | | | |
| Page 1 of 2 | | | | | |

Figure A-13. Statement of Fines and Fees

Courtesy Due Notice

[Figure A-14](#) is an example of a courtesy due notice.

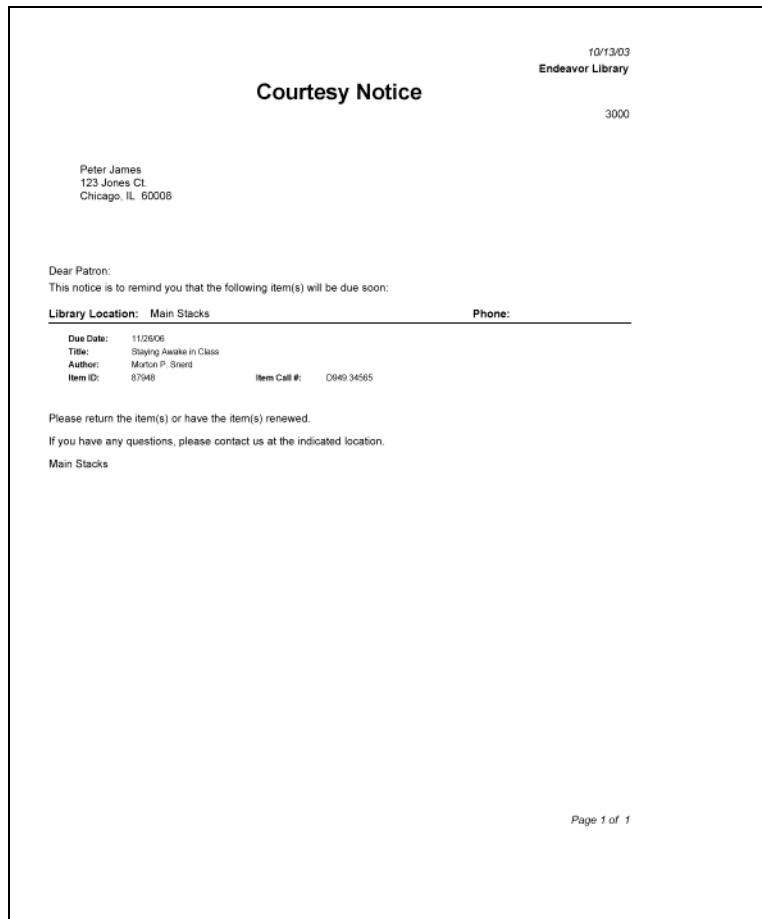


Figure A-14. Courtesy Notice

Media Scheduling Notices

This section provides examples of Media Scheduling notices.

Overdue Notice

[Figure A-15](#) is an example of an overdue notice.

03/26/1998
Alma Mater University Library

Overdue Notice

197

Mark Gobat
2200 E Devon
Suite 382
Des Plaines, IL 60018 USA

Dear Patron:
The following item(s) need to be returned to the locations indicated as soon as possible:

| Library Location: | Media Center | Phone: |
|-------------------|----------------------|-------------------------------|
| Notice Number: | 1 | Confirmation No.: 771 |
| Booking Start: | 03/26/1998 03:00 | Booking End: 03/25/1998 06:10 |
| Title: | | |
| Author: | | |
| Item ID: | | Item Call #: |
| Equipment Type: | 27" Monitor/Receiver | |
| Equipment No.: | 08-103 | Equipment ID: 2124 |
| Manufacturer: | Sony | Barcode: AVS2302 |
| Model: | KV-27S22 | Serial Number: A81761a |
| Notice Number: | 1 | Confirmation No.: 771 |
| Booking Start: | 03/26/1998 06:00 | Booking End: 03/25/1998 06:10 |
| Title: | | |
| Author: | | |
| Item ID: | | Item Call #: |
| Equipment Type: | 27" Monitor/Receiver | |
| Equipment No.: | 08-103 | Equipment ID: 2124 |
| Manufacturer: | Sony | Barcode: AVS2302 |
| Model: | KV-27S22 | Serial Number: A81761a |

If you are liable for overdue fines, remember that the fine increases the longer you keep the item. You may also be charged for the replacement cost if the item is not returned.

If you have any questions, please contact us at the indicated location.

Media Center
100 Campus Circle
Anywhere, AN 00000 USA

Page 1 of 1

Figure A-15. Overdue Notice

Endeavor Information Systems, Inc.
See notice on first page

Sample Reports

This section contains examples the various reports that can be produced by Voyager's Reporter module.

Acquisitions Reports

This section provides examples of acquisitions reports.

Purchase Order

[Figure A-16](#) is an example of a purchase order.

The screenshot shows a 'Purchase Order' report with the following details:

Purchase Order

P O Number: BAL629-1
P O Date: 12/4/95
Operator ID: betsy
Ship Via: UPS 2nd Day

Vendor Information

BAKER & TAYLOR
BAKER & TAYLOR BOOKS
P.O. BOX 6700
10-HURON STREET STATION
NEW YORK, NY 10249

Purchase Order Details

| Item Number | Description | Publisher | Cost | Less Prepay | Net Total |
|-------------|--|------------------|-------|-------------|-----------|
| 1 | Handbook of logic in computer science / edited by S. Abramsky, Dov M. Gabbay, and T.S.E. Maibaum. | Clarendon Press. | 15.15 | 0.00 | 15.15 |
| 2 | Natural language processing : EAI 90, 2nd Advanced School in Artificial Intelligence, Guarda, Po | Springer-Verlag. | 2.50 | 0.00 | 2.50 |
| 3 | Summary of selected computer programs produced by the U.S. Geological Survey for simulation of groundwater/please deliver only hardbound edition -- not paperback! | U.S. G.P.O. | 22.33 | 0.00 | 22.33 |

Purchase Order Totals

| Line Item | Cost | Less Prepay | Net Total |
|-----------|-------|-------------|-----------|
| Subtotal | 49.78 | 2.50 | 47.28 |
| Shipping | 52.28 | | 52.28 |

Acquisitions/Sorrells

9700 W Higgins Rd
Suite 100
Rosemont, IL 60018 US

Acquisitions/Serials

9700 W Higgins Rd
Suite 100
Rosemont, IL 60018 US

Figure A-16. Purchase Order

Purchase Order - Landscape

[Figure A-17](#) is an example of a purchase order (landscape).

| Acquisitions Desk | | | | | | | | | |
|---|--------------------------------------|--|-----------|---------------------|--|-------|-------------|-------------|-----------|
| <input type="text"/> | | | | | | | | | |
| <input type="text"/> Note to Vendor: | | | | | | | | | |
| Vendor: Baker & Taylor 9700 W. Higgins Road Suite 100 Rosemont, IL 60018 | | | | | Purchase Order P O Number: 37 P O Date: 7/6/99 Operator ID: demo Ship Via: UPS | | | | |
| | | | | | Purchase Order Totals Sub Total: 32.00 Other Charges: 0.00 Total: 32.00 | | | | |
| P O Number: 37 Page 1 of 1 | | | | | | | | | |
| Item Number | Description | Line Item Note | Publisher | Vendor Title/Number | Units | Cost | Adjustments | Less Prepay | Net Total |
| 1 | Newsweek. | [Livingston, N.J., etc., Newsweek, Inc., etc.] | | ISSN 0028-9604 | 1 | 12.00 | 0.00 | 0.00 | 12.00 |
| 2 | American journal of sports medicine. | Baltimore, Williams & Wilkins Co. | | ISSN 0363-5465 | 1 | 20.00 | 0.00 | 0.00 | 20.00 |
| Ship to: Acquisitions Desk 2200 E. Devon Suite 382 Des Plaines, IL 60018 | | | | | Bill to: Acquisitions Desk 2200 E. Devon Suite 382 Des Plaines, IL 60018 | | | | |
| | | | | | Purchase Order Totals Sub Total: 32.00 Other Charges: 0.00 Total: 32.00 | | | | |

Figure A-17. Purchase Order - Landscape

Copy Rollover Status Report

[Figure A-18](#) is an example of a copy rollover status report.

| Copy Rollover Status Report | | | | |
|---|---|---|----------------------|------------------------------|
| As Of Date: 8/16/99 Rollover Run ID: 4 | | | | |
| P O Number: 116 | | | | |
| Item Number: 0 | Description: | | Vendor Title Number: | |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:09 |
| Item Number: 12 | Description: Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. | | Vendor Title Number: | ISBN 0275958780 (alk. paper) |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:09 |
| Copy Location: Main | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:09 |
| P O Number: 173 | | | | |
| Item Number: 0 | Description: | | Vendor Title Number: | |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Item Number: 1 | Description: Aeschylus, the Crestea / Simon Goldhill | | Vendor Title Number: | ISBN 052140293X |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Copy Location: Main | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Item Number: 2 | Description: Approaches to teaching García Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés. | | Vendor Title Number: | ISBN 0873525353 (C) : |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Copy Location: Main | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Item Number: 3 | Description: Cambridge companion to English poetry, Donne to Marvell / edited by Thomas N. Corns. | | Vendor Title Number: | ISBN 0521411475 |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Copy Location: Main | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Copy Location: Main | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Item Number: 4 | Description: Stories of Raymond Carver : a critical study / Kirk Nessel. | | Vendor Title Number: | ISBN 0821410997 (cloth) |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Copy Location: Main | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| P O Number: 174 | | | | |
| Item Number: 0 | Description: | | Vendor Title Number: | |
| Copy Location: | | Rollover Status: Successfully rolled over | RolloverTime: | 1999-08-16 10:48:12 |
| Page 1 of 4 | | | | |

Figure A-18. Copy Rollover Status Report

Fund Rollover Status Report

[Figure A-19](#) is an example of a fund rollover status report.

| Fund Rollover Status Report | | | |
|---|------------------|-----------------------------------|-----------------------------------|
| As Of Date: 8/16/99 Rollover Run ID: 4 | | | |
| Fiscal Period: 1999 (01/01/1999 - 12/31/1999) | | | |
| Ledger Name: | | | |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:16 |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:03 |
| End of This Ledger | | | |
| Ledger Name: Main Library FY99 | | | |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:16 |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:03 |
| Fund Name: | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Fund Name: | Rollover Status: | Rollover rule successfully loaded | RolloverTime: 1999-08-16 10:48:02 |
| End of This Ledger | | | |
| End of This Fiscal Period | | | |
| Fiscal Period: 2000 (01/01/2000 - 12/31/2000) | | | |
| Ledger Name: | | | |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:16 |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:03 |
| End of This Ledger | | | |
| Ledger Name: FY1999-2000 | | | |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:16 |
| Fund Name: | Rollover Status: | Report produced successfully | RolloverTime: 1999-08-16 10:48:16 |
| Fund Name: American Literature | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Fund Name: Classics | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Fund Name: Classics Summary | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Fund Name: Classics: Harnish Grant | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Fund Name: English Literature | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Fund Name: French | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Fund Name: German | Rollover Status: | Successfully rolled over | RolloverTime: 1999-08-16 10:48:06 |
| Page 1 of 2 | | | |

Figure A-19. Fund Rollover Status Report

Global Open Orders Report

[Figure A-20](#) is an example of a global open order report.

| Global Open Orders Report | | | | | | |
|--|-----------------------------|---------------------------|--------------|-------------------|-----------------|--------|
| As Of Date: | | 10/13/99 | | | | |
| For Order Site: | | ALL | | | | |
| For Ledger: | | ALL | | | | |
| Order Site: John Hopkin's-Acquisition Ledger Name: 99 Library of Fun : 1999 (01/01/1999 to 1 | | | | | | |
| P O Number: 41 | Vendor Name: Baker & Taylor | P O Type: Firm Order | | | | |
| Line Item/Description | Copy Seq# | Location | Item Type | Copy Status | Invoice Status | Amount |
| 1 Ancient Ireland : life before the Celts / Laurence Flanagan. / Fund Name: 99 Library of Fun - 1999 (01/01/1999 to 12/31/1999) : Fiction 100% | 1 | Main | Single-part | Approved | Invoiced | 12.00 |
| End of This Ledger | | | | | | |
| Ledger Name: 99 Library of Knowledge : 1999 (01/01/19 | | | | | | |
| P O Number: 11 | Vendor Name: Baker & Taylor | P O Type: Firm Order | | | | |
| Line Item/Description | Copy Seq# | Location | Item Type | Copy Status | Invoice Status | Amount |
| 1 Eastern Europe in revolution / edited by Ivo Banac. / Fund Name: 99 Library of Knowledge - 1999 (01/01/1999 to 12/31/1999) : History 100% | 1 | Main | Single-part | Approved | Invoiced | 0.00 |
| P O Number: 23 | Vendor Name: EBSCO | P O Type: Firm Order | | | | |
| Line Item/Description | Copy Seq# | Location | Item Type | Copy Status | Invoice Status | Amount |
| 1 Abnormal personality [by] Robert W. White. / Fund Name: 99 Library of Knowledge - 1999 (01/01/1999 to 12/31/1999) : Maps 100% | 1 | Main | Single-part | Received Complete | Invoice Pending | 50.00 |
| P O Number: 37 | Vendor Name: Baker & Taylor | P O Type: Continuation | | | | |
| Line Item/Description | Copy Seq# | Location | Item Type | Copy Status | Invoice Status | Amount |
| 1 Newsweek. / Fund Name: 99 Library of Knowledge - 1999 (01/01/1999 to 12/31/1999) : Computer Science 100% | 1 | Biology | Subscription | Received Partial | Pending | 12.00 |
| 2 American journal of sports medicine. / Fund Name: 99 Library of Knowledge - 1999 (01/01/1999 to 12/31/1999) : Medical Journals 100% | 1 | John Hopkin's-Acquisition | Subscription | Approved | Pending | 20.00 |
| Page 1 of 13 | | | | | | |

Figure A-20. Global Open Orders Report

Open Orders Report

[Figure A-21](#) is an example of an open orders report.

| P O Number: | MSI357 | Vendor Name: | BAKER & TAYLOR | P O Type: | | | |
|------------------------|--|--------------|-----------------|-----------|-------------|----------------|--------|
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status | Amount |
| 1 | Approach to Shakespeare / Fund Name: BAL:1996-1997 : 1996/1997 Fiscal Year (06/15/96 to 07/01/1997) . English 100% | 1 | Main Collection | | | | 2.00 |
| 2 | Chivalry in English literature <microform> Chaucer, Malory, Spenser and Shakespeare / by Will ; Fund Name: BAL: 996-1997 : 1996/1997 Fiscal Year (06/15/96 to 07/01/1997) . English 100% | 1 | Main Collection | | | | 7.00 |
| 3 | Know your Shakespeare / Fund Name: BAL:1996-1997 : 1996/1997 Fiscal Year (06/15/96 to 07/01/1997) . English 100% | 1 | Main Collection | | | | 12.00 |
| P O Number: | MSI358 | Vendor Name: | FAXON | P O Type: | | | |
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status | Amount |
| 1 | Seaway: operations, outlook statistics, La Voie maritime: exploitation, prévisions, statistiques / Fund Name: BAL:1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) . Journals '96-'97 100% | | Stacks | | | | 3.50 |
| 2 | Furniture production & design. Production & design modules. / Fund Name: BAL:1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) . Standing Orders '96-'97 100% | 1 | Stacks | | | | 2.75 |
| 3 | Episodes. / Fund Name: BAL:1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) . Journals '96-'97 100% | 1 | Main Collection | | | | 3.25 |
| P O Number: | SP0696 2 | Vendor Name: | BAKER & TAYLOR | P O Type: | | | |
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status | Amount |
| 1 | Exact sciences in antiquity / Fund Name: RAI 1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) . Physics & Astronomy 100% | 1 | Main Collection | | | | 7.25 |
| 2 | Stonehenge decoded /by- Gamaliel S. Hawkins in collaboration with John B. White. / Fund Name: BAL:996-1997 : 1996/1997 Fiscal Year (06/15/96 to 07/10/1997) . Physics & Astronomy 100% | 1 | Main Collection | | | | 30.00 |
| 3 | Vistas in astronomy. / Fund Name: GAL:1996-1997 : 1996/1997 Fiscal Year (06/15/96 to 07/10/1997) . Physics & Astronomy 100% | 1 | Main Collection | | | | 12.95 |
| End of This Ledger | | | | | | | |
| End of This Order Site | | | | | | | |

End of Open Orders Report

Page 5 of 5

Figure A-21. Open Orders Report

Open Orders Report Before Rollover

[Figure A-22](#) is an example of an open orders report before rollover.

| Open Orders Report: Before Rollover | | | | | | |
|---|---|--|----------------|--------------|------------------|----------------|
| As Of Date: | | 8/16/99 | | | | |
| For Order Site: | | ALL | | | | |
| For Ledger: | | Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) | | | | |
| Order Site: Acquisitions Desk Ledger Name: Main Library FY99 : 1999 (01/01/1999 to | | | | | | |
| P O Number: | 116 | Vendor Name: | EBSCO | P O Type: | | |
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status |
| 12 | Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster / | 1 | Main | Subscription | Received Partial | Pending |
| | Fund Name: | Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : Classics 100% | | | | |
| P O Number: | 173 | Vendor Name: | Baker & Taylor | P O Type: | | |
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status |
| 1 | Aeschylus, the Crestea / Simon Goldhill / | 1 | Main | Single-part | Approved | Pending |
| | Fund Name: | Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : Murray 100% | | | | |
| 2 | Approaches to teaching García Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés / | 1 | Main | Single-part | Approved | Pending |
| | Fund Name: | Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : World Literature 100% | | | | |
| 3 | Cambridge companion to English poetry, Donne to Marvell / edited by Thomas N. Corns, / | 1 | Main | Single-part | Approved | Pending |
| | Fund Name: | Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : English Literature 100% | | | | |
| 3 | Cambridge companion to English poetry, Donne to Marvell / edited by Thomas N. Corns, / | 2 | Main | Single-part | Approved | Pending |
| | Fund Name: | Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : English Literature 100% | | | | |
| 4 | Stories of Raymond Carver : a critical study / Kirk Nesset, / | 1 | Main | Single-part | Claimed | Pending |
| | Fund Name: | Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : American Literature 100% | | | | |
| P O Number: | 174 | Vendor Name: | Baker & Taylor | P O Type: | | |
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status |
| | | | | | | |

Page 1 of 4

Figure A-22. Open Orders Report: Before Rollover

Open Orders Report After Rollover

[Figure A-23](#) is an example of an open orders report after rollover.

| Open Orders Report: After Rollover | | | | | | |
|---|--|---|----------------|--------------|------------------|----------------|
| As Of Date: | | 8/16/99 | | | | |
| For Order Site: | | ALL | | | | |
| For Ledger: | | FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) | | | | |
| Order Site: Acquisitions Desk Ledger Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) | | | | | | |
| P O Number: | 116 | Vendor Name: | EBSCO | P O Type: | Approval | |
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status |
| 12 | Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. / | 1 | Main | Subscription | Received Partial | Pending |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100% | | | | | |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100% | | | | | |
| 12 | Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. / | 1 | Main | Subscription | Received Partial | Pending |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100% | | | | | |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100% | | | | | |
| P O Number: | 173 | Vendor Name: | Baker & Taylor | P O Type: | Firm Order | |
| Line Item/Description | | Copy Seq# | Location | Item Type | Copy Status | Invoice Status |
| 1 | Aeschylus, the Oresteia / Simon Goldhill. / | 1 | Main | Single-part | Approved | Pending |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100% | | | | | |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100% | | | | | |
| 1 | Aeschylus, the Oresteia / Simon Goldhill. / | 1 | Main | Single-part | Approved | Pending |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100% | | | | | |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100% | | | | | |
| 2 | Approaches to teaching García Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés. / | 1 | Main | Single-part | Approved | Pending |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100% | | | | | |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100% | | | | | |
| 2 | Approaches to teaching García Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés. / | 1 | Main | Single-part | Approved | Pending |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100% | | | | | |
| | Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100% | | | | | |

Page 1 of 7

Figure A-23. Open Orders Report After Rollover

Fund Snapshot Report

[Figure A-24](#) is an example of a fund snapshot report.

| Fund Snapshot Report | | | |
|----------------------|--------------------------------|------------------|-------------|
| As Of Date: | 9/16/2005 | Category: | Allocated |
| For Fiscal Period: | 2004 (01/01/2004 - 12/31/2005) | Dates: | - |
| Ledger Name: | 04 Test Ledger | Expend Only: | N |
| Fiscal Period: | 2004 (01/01/2004 - 12/31/2005) | | |
| Policy Group: | Main Acquisitions Group | | |
| Fund Name: | 03 General Allocated Fund | Category: | Allocated |
| Fund Type Name: | General | Dates: | - |
| Parent Fund Name: | 02 Summary Fund | Parent Category: | Summary |
| Parent Type Name: | General | | |
| Original Allocation: | 39959.90 | Net Allocation: | 41499.90 |
| Balance Available: | 39921.61 | Balance Cash: | 41474.90 |
| Pending Committs: | 1117.38 | Pending Expend: | 31131.89 |
| Commitments: | 1653.29 | Expenditures: | 25.00 |
| Over-Commit %: | 0% | Over-Expend %: | 0% |
| Fund Name: | 03 Summary Fund | Category: | Summary |
| Fund Type Name: | General | Dates: | - |
| Parent Fund Name: | None | Parent Category: | Summary |
| Parent Type Name: | None | | |
| Original Allocation: | 39959.90 | Net Allocation: | 41499.90 |
| Balance Available: | 39921.61 | Balance Cash: | 41474.90 |
| Pending Committs: | 1117.38 | Pending Expend: | 31131.89 |
| Commitments: | 1653.29 | Expenditures: | 25.00 |
| Over-Commit %: | 0% | Over-Expend %: | 0% |
| Fund Name: | 04 Test Fund | Category: | Allocated |
| Fund Type Name: | General | Dates: | - |
| Parent Fund Name: | None | Parent Category: | Summary |
| Parent Type Name: | None | | |
| Original Allocation: | 1000.00 | Net Allocation: | 20960950.00 |
| Balance Available: | 20957959.84 | Balance Cash: | 20960867.53 |
| Pending Committs: | 100.00 | Pending Expend: | 5438.31 |
| Commitments: | 2907.69 | Expenditures: | 82.47 |
| Over-Commit %: | 120% | Over-Expend %: | 120% |

Page 1 of 56

Figure A-24. Fund Snapshot Report

Fund Snapshot Report Before Rollover

[Figure A-25](#) is an example of a fund snapshot report before rollover.

| Fund Snapshot Report: Before Rollover | | | |
|--|-----------------------------------|-----------------------|--|
| As Of Date: 9/18/2005 | | | |
| For Fiscal Period: 2004 (01/01/2004 - 12/31/2006) | | | |
| Ledger Name: 04 Test Ledger | | | |
| Fiscal Period: 2004 (01/01/2004 - 12/31/2006) | | | |
| Policy Group: Main Acquisitions Group | | | |
| Fund Name: 03 Summary Fund | Category: Summary | Dates: - | |
| Fund Type Name: General | | Expand Only: | |
| Parent Fund Name: None | Parent Category: Summary | | |
| Parent Type Name: None | | | |
| Original Allocation: 39969.90 | Net Allocation: 41499.90 | | |
| Balance Available: 39821.61 | Balance Cash: 41474.90 | | |
| Pending Committs: 1117.38 | Pending Expends: 31131.69 | | |
| Commitments: 1653.29 | Expenditures: 25.00 | | |
| Over-Commit %: 0% | Over-Expend %: 0% | | |
| Fund Name: 04 Test Fund | Category: Allocated | Dates: - | |
| Fund Type Name: General | | Expand Only: N | |
| Parent Fund Name: None | Parent Category: Summary | | |
| Parent Type Name: None | | | |
| Original Allocation: 1000.00 | Net Allocation: 20960950.00 | | |
| Balance Available: 20957959.84 | Balance Cash: 20960867.53 | | |
| Pending Committs: 100.00 | Pending Expends: 5438.31 | | |
| Commitments: 2907.69 | Expenditures: 82.47 | | |
| Over-Commit %: 120% | Over-Expend %: 120% | | |
| Fund Name: History | Category: Reporting | Dates: - | |
| Fund Type Name: General | | Expand Only: | |
| Parent Fund Name: 02 General Allocated Fund | Parent Category: Allocated | | |
| Parent Type Name: General | | | |
| Original Allocation: 0.00 | Net Allocation: 0.00 | | |
| Balance Available: -75 | Balance Cash: 0.00 | | |
| Pending Committs: 0.00 | Pending Expends: 0.00 | | |
| Commitments: 0.75 | Expenditures: 0.00 | | |
| Over-Commit %: 0% | Over-Expend %: 0% | | |

Page 1 of 65

Figure A-25. Fund Snapshot Report Before Rollover

Fund Snapshot Report After Rollover

[Figure A-26](#) is an example of a fund snapshot report after rollover.

| Fund Snapshot Report: After Rollover | | | |
|---|---------------------------|------------------|-------------|
| As Of Date: | | | 9/16/2005 |
| For Fiscal Period: 2004 (01/01/2004 - 12/31/2005) | | | |
| Ledger Name: | 04 Test Ledger | Category: | Allocated |
| Fiscal Period: | 2004 (01/01/2004 - 12/ | Dates: | - |
| Policy Group: | Main Acquisitions Group | Expend Only: | N |
| Fund Name: | 03 General Allocated Fund | Category: | Allocated |
| Fund Type Name: | General | Dates: | - |
| Parent Fund Name: | 02 Summary Fund | Parent Category: | Summary |
| Parent Type Name: | General | | |
| Original Allocation: | 39959.50 | Net Allocation: | 41499.50 |
| Balance Available: | 39821.61 | Balance Cash: | 41474.50 |
| Pending Commit: | 1117.38 | Pending Expend: | 31131.88 |
| Commitments: | 1653.29 | Expenditures: | 25.00 |
| Over-Commit %: | 0% | Over-Expend %: | 0% |
| Fund Name: | 03 Summary Fund | Category: | Summary |
| Fund Type Name: | General | Dates: | - |
| Parent Fund Name: | None | Parent Category: | Summary |
| Parent Type Name: | None | | |
| Original Allocation: | 39959.50 | Net Allocation: | 41499.50 |
| Balance Available: | 39821.61 | Balance Cash: | 41474.50 |
| Pending Commit: | 1117.38 | Pending Expend: | 31131.88 |
| Commitments: | 1653.29 | Expenditures: | 25.00 |
| Over-Commit %: | 0% | Over-Expend %: | 0% |
| Fund Name: | 04 Test Fund | Category: | Allocated |
| Fund Type Name: | General | Dates: | - |
| Parent Fund Name: | None | Parent Category: | Summary |
| Parent Type Name: | None | | |
| Original Allocation: | 1000.00 | Net Allocation: | 20960950.00 |
| Balance Available: | 20957959.84 | Balance Cash: | 20960867.53 |
| Pending Commit: | 100.00 | Pending Expend: | 5438.31 |
| Commitments: | 2907.59 | Expenditures: | 82.47 |
| Over-Commit %: | 120% | Over-Expend %: | 120% |

Page 1 of 65

Figure A-26. Fund Snapshot Report After Rollover

Cataloging Reports

This section provides examples of the cataloging reports.

Unauthorized Subject Headings

[Figure A-27](#) is an example of an unauthorized subject headings report.

| Unauthorized Subject Headings | | | |
|--|---------------------|--------------------|-------------------------|
| 06/10/1998 | | Date Range: | 05/11/1998 - 05/13/1998 |
| Unauthorized Subject Headings | Thesaurus | Date Heading Added | OPAC Bib Count |
| Amalgamated Clothing Workers of America. | LC subject headings | 05/12/1998 | 1 |
| Amantius, Saint, d. ca. 487. | LC subject headings | 05/12/1998 | 1 |
| Amaranthaceae | LC subject headings | 05/12/1998 | 0 |
| Amateur plays | LC subject headings | 05/12/1998 | 0 |
| Ambassadors Soviet Union History 20th century. | LC subject headings | 05/12/1998 | 8 |

Figure A-27. Unauthorized Subject Headings

Unauthorized Name Headings

[Figure A-28](#) on [page A-29](#) is an example of an unauthorized name headings report.

| Unauthorized Name Headings | | | |
|---|----------------|-------------------------|----------------|
| 06/10/1998 | Date Range: | 05/11/1998 - 05/13/1998 | |
| Unauthorized Name Headings | Name Type | Date Heading Added | OPAC Bib Count |
| Anaya, Rudolfo A. | personal name | 05/12/1998 | 2 |
| Anchorage Historical and Fine Arts Museum | corporate name | 05/12/1998 | 3 |
| Andersen, Francis I., 1925- | personal name | 05/12/1998 | 3 |
| Andersen, H. C. (Hans Christian), 1805-1875 | personal name | 05/12/1998 | 20 |
| Anderson, Albert, 1928- | personal name | 05/12/1998 | 1 |
| Anderson, Arthur J. O. | personal name | 05/12/1998 | 2 |
| Anderson, Bernhard W | personal name | 05/12/1998 | 3 |
| Anderson, Candace. | personal name | 05/12/1998 | 1 |
| Anderson, Charles S. | personal name | 05/12/1998 | 1 |
| Anderson, Chr. | personal name | 05/12/1998 | 1 |
| Anderson, David, 1919- | personal name | 05/12/1998 | 1 |
| Anderson, Duane, 1943- | personal name | 05/12/1998 | 4 |
| Anderson, Eugene Newton. | personal name | 05/12/1998 | 1 |
| Anderson, George W. (George Wishart) | personal name | 05/12/1998 | 2 |
| Anderson, Georgere. | personal name | 05/12/1998 | 1 |
| Anderson, Gerald H | personal name | 05/12/1998 | 1 |
| Anderson, H. George (Hugh George), 1932- | personal name | 05/12/1998 | 1 |
| Anderson, Hugh, 1920- | personal name | 05/12/1998 | 1 |

End of Unauthorized Name Headings Report

Page 29 of 29

Figure A-28. Unauthorized Name Headings

Unauthorized Title Headings

[Figure A-29](#) is an example of an unauthorized title headings report.

| Unauthorized Title Headings | | | |
|---|-------------|-------------------------|----------------|
| 06/10/1998 | Date Range: | 06/10/1998 - 05/13/1998 | |
| Unauthorized Title Headings | Title Type | Date Heading Added | OPAC Sib Count |
| End of Unauthorized Title Headings Report | | | |
| Page 56 of 56 | | | |

Figure A-29. Unauthorized Title Headings

Unauthorized Name/Title Headings

[Figure A-30](#) is an example of an unauthorized name/title headings report.

| Unauthorized Name/Title Headings | | | |
|---|-----------------|-------------------------|----------------|
| 06/10/1998 | Date Range: | 05/10/1998 - 05/13/1998 | |
| Unauthorized Name/Title Headings | Name/Title Type | Date Heading Added | OPAC Bib Count |
| Battiscombe, Georgina. John Keble | personal name | 05/12/1998 | 1 |
| Bauduz, Claude F. Archéologie de Los Naranjos. Honduras / | personal name | 05/12/1998 | 2 |
| Bauer, Walter, 1877-1960. A Greek-English lexicon of the New Testament, and other early Christian literature : | personal name | 05/12/1998 | 1 |
| Bauer, Walter, 1877-1960. Greek-English lexicon of the New Testament. Index. | personal name | 05/12/1998 | 1 |
| Bauer, Walter, 1877-1960. Griechisch-deutsches Wörterbuch zu den Schriften des Neuen Testaments und der übrigen urchristlichen Literatur. | personal name | 05/12/1998 | 1 |
| Bauer, Walter, 1877-1960. Shorter lexicon of the Greek New Testament / | personal name | 05/12/1998 | 1 |
| Baughman, Harry Fridley, 1892- Jeremiah for today / | personal name | 05/12/1998 | 1 |
| Baur, Chrysostomus, '876- John Chrysostom and His time / | personal name | 05/12/1998 | 1 |
| Bautz, Friedrich Wilhelm. Biographisch-bibliographisches Kirchenlexikon / | personal name | 05/12/1995 | 1 |
| Baxter, Richard, 1615-1691. The saints' everlasting rest / | personal name | 05/12/1998 | 2 |
| Bayenische Akademie der Wissenschaften. Mathema: sch-Naturwissenschaftliche Klasse. Abhandlungen. | corporate name | 05/12/1998 | 1 |
| Baynton-Wiliams, Roger. Investing in maps / | personal name | 05/12/1998 | 1 |
| Bazeley, Elsie Theodora. Homer Lane and the Little Commonwealth / | personal name | 05/12/1998 | 1 |
| Beabout, Gregory R., 1950-. Freedom and its misuses : | personal name | 05/12/1998 | 1 |
| Beal, Merrill D., 1898-. "I will fight no more forever" : | personal name | 05/12/1998 | 1 |
| Beard, Charles Austin, 1874-1948. American city government / | personal name | 05/12/1998 | 1 |
| Beardslee, William A. Literary criticism of the New Testament, | personal name | 05/12/1998 | 3 |
| Beaujeu-Gérinier, Jacqueline. Traité de géographie urbaine. English | personal name | 05/12/1998 | 1 |

End of Unauthorized Name/Title Headings Report

Page 84 of 84

Figure A-30. Unauthorized Name/Title Headings

856 Link Failure Report

[Figure A-31](#) is an example of an 856 link failure report.

| 856 Link Failure Report | | | | | |
|--------------------------------|---|----------------------|--------------------------------|--|--|
| 9/3/99 | | | Date Range: | | |
| Link Host | | | | | |
| ejournals.cic.net | | | | | |
| Link Type: URL | Link Text: http://ejournals.cic.net/entity.5.html | Error Code: 996 | Error Text: Socket Write Error | | |
| Record Type: Bibliographic | Record ID: 54578 | Date Updated: 9/3/99 | | | |
| lcweb.loc.gov | | | | | |
| Link Type: URL | Link Text: http://lcweb.loc.gov/staff/ | Error Code: 403 | Error Text: Forbidden | | |
| Record Type: Bibliographic | Record ID: 33813 | Date Updated: 9/3/99 | | | |
| End of 856 Link Failure Report | | | | | |
| Page 1 of 1 | | | | | |

Figure A-31. 856 Link Failure Report

Duplicate Authority Records Report

[Figure A-32](#) is an example of a duplicate authority records report.

| Duplicate Authority Records | | |
|-----------------------------|-----------------|---------------------|
| 10/27/98 | Selected Range: | Authority Record ID |
| Aalto, Alvar, 1898-1976 | | |
| | | 12907 44410 |
| Abelard, Peter, 1079-1142 | | |
| | | 18595 45403 |
| Aburazk, James. | | |
| | | 36503 47457 |
| Abramson, Joan. | | |
| | | 2038 43116 |
| Acheson, Dean, 1893-1971 | | |
| | | 13759 44625 |
| Adams, Abigail, 1744-1818 | | |
| | | 18620 45497 |
| Adams, Arc el, 1902. | | |
| | | 14553 44788 |
| Adams, Henry, 1838-1918 | | |
| | | 19504 46660 |

End of Duplicate Authority Records Report

Page 1 of 1

Figure A-32. Duplicate Authority Records

See References without Corresponding Authority Record Report

[Figure A-33](#) is an example of a see references without corresponding authority record report.

| See References without Corresponding Authority Record | | |
|---|-------------------------|----------------|
| 10/27/98 | | |
| Selected Range: | | |
| Authority Record Headings | 5xx Authority Record ID | OPAC Bib Count |
| 401(k) plans | 54634 | 0 |
| A. C., ca. 1762-1832 | 10491 | 0 |
| A. C., ca. 1762-1832 | 10491 | 0 |
| AAAS series on issues in science and technology | 1344 | 0 |
| AAAS series on issues in science and technology | 1344 | 0 |
| AAAS series on issue in science and technology | 1344 | 0 |
| AAHE-ERIC/higher education research report | 1574 | 0 |
| AAHE-ERIC/higher education research report | 1574 | 0 |
| AAHE-ERIC/higher education research report | 1574 | 0 |
| Abbaye de Saint-Denis (Saint-Denis, France) | 47102 | 0 |
| Abbaye de Saint-Denis (Saint-Denis, France) | 47102 | 0 |
| Abbé, Anthony, 1893-1952 | 13639 | 0 |
| Abbé, Anthony, 1893-1952 | 13639 | 0 |
| Abduction | 55345 | 0 |
| Ability, Influence of age on | 48196 | 0 |
| Absence and presumption of death | 51398 | 0 |
| Absentee fathers | 51302 | 0 |
| Absolution | 50960 | 0 |
| Absolution | 57055 | 0 |
| Absorption of sound | 48630 | 0 |
| Absorption of sound | 60621 | 0 |
| Abstract data types (Computer science) | 51375 | 0 |
| Abstracting and indexing services | 54720 | 0 |
| Abstraction | 50009 | 0 |
| Abstracts | 49378 | 0 |
| Abuse of administrative power | 57616 | 0 |
| Abused teenagers | 63632 | 0 |

End of See References without Corresponding Authority Record Report

Page 1 of 1

Figure A-33. See References without Corresponding Authority Report

See References Authorized in Another Authority Record Report

[Figure A-34](#) is an example of a see references authorized in another authority record report.

| See References Authorized in Another Authority Record | | | | |
|---|----------|-------------------------|-------------------------|----------------|
| 10/27/98 | | Selected Range: | | |
| Authority Record Headings | Headings | 4xx Authority Record ID | 1xx Authority Record ID | OPAC Bib Count |
| Bible study. | | 49347 | 47105 | 1 |
| Bible Translating | | 49352 | 49349 | 1 |
| Creative thinking (Education) | | 51188 | 51189 | 3 |
| Human body. | | 49529 | 256 | 0 |
| Latin American literature | | 1198 | 55541 | 2 |
| Nursery rhymes | | 14723 | 57415 | 15 |
| Nursery rhymes | | 44823 | 57415 | 15 |
| Philosophy | | 970 | 58118 | 95 |
| Physical chemistry. | | 50121 | 1085 | 0 |
| Physiological chemistry | | 49414 | 1805 | 0 |
| Salt | | 44678 | 59683 | 0 |
| Shakespeare, William, 1564-1616 Tragedies | | 18352 | 60189 | 19 |
| Sin | | 46174 | 60290 | 6 |
| UNESCO collection of representative works | | 818 | 718 | 0 |
| United States. Constitution | | 61914 | 15353 | 5 |
| United States. Constitution. 1st-10th amendments | | 61916 | 29042 | 1 |
| Waves | | 14742 | 62649 | 2 |

End of See References Authorized in Another Authority Record Report

Page 1 of 1

Figure A-34. See References Authorized in Another Authority Record

See References with Linked Bib Records Report

[Figure A-35](#) is an example of a see references with linked bib records report.

| See References with Linked Bibliographic Records | | |
|--|-------------------------|----------------|
| 10/27/98 | Selected Range: | |
| Authority Record Headings | 4xx Authority Record ID | OPAC Bib Count |
| United States. Constitution | 61914 | 5 |
| United States. Constitution. 1st-10th amendments | 61916 | 1 |
| Van Itallie, Jean Claude, 1935- | 9019 | 1 |
| Venturi, Franco. Roots of revolution | 27729 | 1 |
| W.A.V.E.S. | 14742 | 2 |

End of See References with Linked Bibliographic Records Report

Page 1 of 1

Figure A-35. See References with Linked Bibliographic Records

Circulation Reports

This section provides examples of circulation reports.

Circulation Statistics Report

[Figure A-36](#) is an example of a circulation statistics report.

| Circulation Statistics | | | | | |
|------------------------|------------------------------|------------------------------|------------|----------|-----------------|
| | | Date Range: 1/1/99 - 8/30/99 | | | |
| Location Code | Operator ID | Charges | Discharges | Renewals | Fines Collected |
| ACQ | brown | 5 | 2 | 0 | \$0.00 |
| | demo | 3 | 4 | 0 | \$0.00 |
| | t1 | 0 | 0 | 0 | \$0.00 |
| | t2 | 0 | 0 | 0 | \$0.00 |
| | Totals for: ACQ | 8 | 6 | 0 | \$0.00 |
| CIRC | brown | 121 | 91 | 7 | \$449.45 |
| | demo | 34 | 59 | 8 | \$288.30 |
| | t1 | 6 | 5 | 0 | \$0.00 |
| | t2 | 5 | 1 | 1 | \$0.00 |
| | Totals for: CIRC | 166 | 156 | 16 | \$737.75 |
| | Grand Totals; ALL Locations: | 174 | 162 | 16 | \$737.75 |

End of Circulation Statistics Report

Page: 1

Figure A-36. Circulation Statistics

Distribution Item Order List Report

[Figure A-37](#) is an example of a distribution item order report.

| Distribution Item Order List | | |
|---|--|-------------------------|
| 10/13/99 | Date Range: | 10/6/99 - 10/6/99 |
| Vendor Information: | | |
| Code: EB | EBSCO 10400 Higgins Road Des Plaines, IL 60018 | |
| Order Date: 10/6/99 | Quantity: 37 | Expected Date: 10/16/99 |
| Item Title: And to think that I saw it on Mulberry street / by Dr. Seuss. | | |
| Item Author: Geisel, Theodor Seuss, 1904- | | |
| Item ID: 39550000423037 | | |
| Item Call #: | | |
| Enum/Chron: | | |
| Operator ID: demo | | |
| End Distribution Item Order List For Vendor: EBSCO | | |
| End Distribution Item Order List Report | | |
| Page: 1 | | |

Figure A-37. Distribution Item Order List

Global Circulation Statistics Report

[Figure A-38](#) on [page A-39](#) is an example of a global circulation statistics report.

| Global Circulation Statistics | | | | | |
|-------------------------------|-----------------------|--------------------------------|------------|----------|-----------------|
| | | Date Range: 10/1/99 - 12/31/99 | | | |
| Location Code | Operator ID | Charges | Discharges | Renewals | Fines Collected |
| CIRC | demo | 3 | 4 | 0 | \$5.00 |
| | Totals for: CIRC | 3 | 4 | 0 | \$5.00 |
| CSC | demo | 0 | 0 | 0 | \$0.00 |
| | Totals for: CSC | 0 | 0 | 0 | \$0.00 |
| main | demo | 3 | 1 | 0 | \$0.00 |
| | Totals for: main | 3 | 1 | 0 | \$0.00 |
| media | demo | 0 | 0 | 0 | \$0.00 |
| | Totals for: media | 0 | 0 | 0 | \$0.00 |
| Res | demo | 0 | 0 | 0 | \$0.00 |
| | Totals for: Res | 0 | 0 | 0 | \$0.00 |
| ShortLoan | demo | 21 | 24 | 2 | \$102.05 |
| | Totals for: ShortLoan | 21 | 24 | 2 | \$102.05 |
| Grand Totals: ALL Locations: | | 27 | 29 | 2 | \$107.05 |

End of Circulation Statistics Report

Page: 1

Figure A-38. Global Circulation Statistics

Hold Shelf Expired Report

[Figure A-39](#) is an example of a hold shelf expired report.

| Hold Shelf Expired | | | | | |
|--------------------|---------------------|---------------------------|---|---------|------------|
| Location Code | Name | Call Number | Title | Item ID | Exp Date |
| CIRC | Galen Charlton | | DFS TEST Résumé | 14303 | 6/6/2004 |
| | Galen Charlton | | DFS TEST Résumé | 14303 | 6/6/2004 |
| | Galen Charlton | | DFS TEST RÃ©sumÃ© | 14303 | 6/5/2004 |
| | Galen Charlton | | DFS TEST Résumé | 14303 | 6/5/2004 |
| | Galen Charlton | | DFS TEST Résumé | 14303 | 6/5/2004 |
| | Ted Burkhardt | 234.1 B53 | Free will, responsibility, and grace. | 86536 | 10/10/2004 |
| | Karen Rattunde | BV3797 .G676 | World afame [by] Billy Graham. | 87457 | 6/8/2004 |
| | Jason Ratermann | NC1429 .S438 | World according to Lucy / by Charles M. Schulz. | 80975 | 6/8/2004 |
| | Julie Bister | PN6120.A52 W5584 1969b | Gingham dog. | 17946 | 11/2/2004 |
| | Julie Bister | PZ3.C852 Me 1921 | Men, women and boats / by Stephen Crane ; edited with an introduction by Vincent Starrett. | 91735 | 11/2/2004 |
| | Christopher Venckus | PZ7.A413 Mg 1988 | Miss Nelson has a field day / Harry Allard, James Marshall. | 01698 | 10/2/2004 |
| | Daryl Cheney | QB209 .G6 | Time, by Samuel A. Goudsmit, Robert Claiborne, and the editors of Life. | 94081 | 6/8/2004 |
| | Julie Bister | QL676.7 .E56 1981 | Endangered birds of the world : the ICBP bird red data book / compiled by Warren B. King on behalf of the International Council for Bird Preservation and the Species Survival Commission of the International Union for Conservation of Nature and Natural Res | 24015 | 11/2/2004 |
| | Julie Bister | QL677 .A86 | Families of birds, by Oliver L. Austin, Jr. Illustrated by Arthur Singer. | 07723 | 11/2/2004 |

End of Hold Shelf Expired Report

Page: 1

Figure A-39. Hold Shelf Expired Report

Item Related Exceptions Report

[Figure A-40](#) is an example of an item related exceptions report.

| Item Related Exceptions | | | | | |
|-------------------------|-----------------------|---------------------------------|----------------|----------------|-------------|
| 30-Aug-96 | | | | | |
| Location Code | Exception Description | Title | Item ID | Exception Date | Operator ID |
| RIDH | Foreign Item Charged | War and education, by Porter | 32027000937214 | 10/12/1995 | demo |
| RIDM | Lost Item Discharged | Great experiences in automati | 7690 | 08/09/1996 | demo |
| | Lost Item Discharged | History and class consciousness | 32027000111422 | 08/09/1996 | demo |
| | Lost Item Discharged | Use of titanium & dilithium cry | 31198019389167 | 08/09/1996 | demo |
| | Lost Item Discharged | Monetary policy and economic | 32027002152820 | 08/08/1996 | demo |
| | Lost Item Discharged | Early Australian architects and | 32027002433527 | 08/09/1996 | demo |
| | Lost Item Discharged | Scots anthology from the thirte | | 08/09/1996 | demo |

End of Item Related Exceptions Report

Page: 2

Figure A-40. Item Related Exceptions Report

Missing in Transit

[Figure A-41](#) is an example of a missing in transit report.

| Missing in Transit | | | | | |
|--------------------|--|-------------|---------|-----------------|--------------|
| 30-Aug-96 | | | | | |
| Source Location | Title | Call Number | Item ID | Target Location | Transit Date |
| CIRC | Adventures with fractions machine-reas | FR123.5 | 355672 | CAT | 06/20/1996 |
| | Adventures with fractions machine-reas | FR123.5 | 355672 | CAT | 06/20/1996 |
| | Education and poverty [by] Thomas I. | LC191.R5 | 12 | ACQ | 07/24/1996 |
| | Education and poverty [by] Thomas I. | LC191.R5 | 12 | ACQ | 07/24/1996 |
| | Merchants make history : how trade ha | HF352.S213 | 8714 | | 01/24/1996 |
| | Merchants make history : how trade ha | HF352.S213 | 8714 | | 01/24/1996 |
| RID& | Hold your hour and have another / Bren | XX 1234 | 8811 | LAW | 12/07/1995 |
| | Hold your hour and have another / Bren | XX 1234 | 8811 | LAW | 12/07/1995 |

End of Missing In Transit Report

Page: 1

Figure A-41. Missing In Transit Report

Patron Related Exceptions

[Figure A-42](#) is an example of a patron related exceptions report.

| Patron Related Exceptions | | | | | |
|---------------------------|---------------------------|---------------------|----------------|----------------|-------------|
| Location Code | Exception Description | Patron Name | Patron Barcode | Exception Date | Operator ID |
| | Fine Limit Override | Iddings, Mary Sue | | 10/11/1995 | marysue |
| | Overdue Limit Override | Buck, Dayna Evers | 3031 | 11/17/1995 | demo |
| | Overdue Limit Override | Buck, Dayna Evers | 3031 | 11/17/1995 | demo |
| | Patron Expiration Overrid | George, Anol Rodent | 9876 | 04/16/1998 | demo |
| | Patron Expiration Overrid | Russ, Cathleen A | 21552000643200 | 08/14/1996 | demo |

End of Patron Related Exceptions Report

Page: 14

Figure A-42. Patron Related Exceptions

Reserve Items Active by Call Number

[Figure A-43](#) is an example of a reserve items active by call number report.

| Reserved Items Active by Call Number | | | | | |
|--------------------------------------|------------------|-------------------------------------|-----------------------------------|----------------|----------------|
| | | Date Range: 01/01/1996 - 09/01/1996 | | | |
| Location Code | Call Number | Title | Course Name | Item ID | Effective Date |
| | 68 xC54x 1985 | American sculpture | Thinking print | 6543221 | 06/12/1996 |
| | ND553.P5 P43 | Portrait of Picasso - | Thinking print | 32027000990429 | 06/12/1996 |
| | Q11 P612 vol. 92 | Gardening ants, the attines [by] | Thinking print | 32027002391063 | 06/12/1996 |
| | Q141 H9 1968 | American scientists pioneer tea | Thinking print | 32027002447832 | 06/12/1996 |
| CIRC | ND553.P5 P43 | Portrait of Picasso - | European show | 32027000990429 | 06/21/1996 |
| RESERVE | ML60.B9 1969 | Scope of music | music education | 32027000527494 | 04/25/1996 |
| | N5300.M94 1967 | Art and civilization [by] Bernard | Art History | 32027000826227 | 08/26/1996 |
| | N5300.W82 | Principles of art history, the prob | Art History | 32027002377328 | 08/26/1996 |
| | N5303.H76 | Literary sources of art history a | Art History | 32027002377096 | 08/26/1996 |
| | N72.5.C33 | Masterpieces : chapters on the | Art History | 32027002361843 | 08/26/1996 |
| RIDH | QL651.D54 1969 | Frog book: North American toa | Betys Exhibit for Frogs | 32027000159120 | 06/15/1996 |
| | QL937.K4 | Atlas of the frog's brain. [By] M | Betys Exhibit for Frogs | 32027002391626 | 06/15/1996 |
| RIDM | ML197.N85 1974b | Experimental music : Cage and | Books Related to Current Exhibits | 32027000175294 | 06/21/1996 |
| | N6537.J6 C74 | Jasper Johns / by Michael Crichton | Books Related to Current Exhibits | 32027002377765 | 06/21/1996 |
| | NA5977.B8 | Early church in Syria, | History of Dogs | 32027002450349 | 01/05/1996 |
| | ND553.D774 T6 | Bride & the bachelors; the heretic | Books Related to Current Exhibits | 32027002362825 | 06/21/1996 |
| | ND553.P5 P43 | Portrait of Picasso - | Picasso and Portraiture | 32027000990429 | 05/01/1996 |
| VPres | hg129.I23 | Mystery of Mycenae | classical studies | 9654 | 04/19/1996 |
| | NA5977.B8 | Early church in Syria, | classical studies | 32027002450349 | 04/19/1996 |
| Location Code | Call Number | Title | Course Name | Item ID | Effective Date |

End of Reserved Items Active Report

Figure A-43. Reserve Items Active by Call Number

Reserve Items Active by Title

[Figure A-44](#) is an example of a reserve items active by title report.

| Reserved Items Active by Title | | | | | |
|--------------------------------|-------------------------------------|-------------------|------------------------------------|----------------|-------------------------|
| | | | | Date Range: | 01/01/1996 - 09/01/1996 |
| Location Code | Title | Call Number | Course Name | Item ID | Effective Date |
| CIRC | American scientists, pioneer tea | Q141 .HG 1968 | Thinking print | 32027002447832 | 06/12/1996 |
| | American sculpture | 68 xC54x 1995 | Thinking print | 6543221 | 06/12/1996 |
| | Gardening ants, the attines [by] | Q11 .P612 vol. 92 | Thinking print | 32027002381063 | 06/12/1996 |
| | Portrait of Picasso. - | ND653.P5 P43 | Thinking print | 32027000990429 | 06/12/1996 |
| RESERVE | Portrait of Picasso. - | ND653.P5 P43 | European show | 32027000990429 | 06/21/1996 |
| | Art and civilization [by] Bernard | N5300 .M94 1967 | Art History | 32027000826227 | 08/26/1996 |
| | Literary sources of art history; a | N5303 .H76 | Art History | 32027002377096 | 08/26/1996 |
| | Masterpieces chapters on the | N72 .S .C3 | Art History | 32027002361843 | 08/26/1996 |
| RDM | Principles of art history, the prob | N5300 .W82 | Art History | 32027002377328 | 08/26/1996 |
| | Scope of music | ML60 .B9 1969 | music education | 32027000527494 | 04/25/1996 |
| | Atlas of the frog's brain [By] M | QL937 .K4 | Betsey's Exhibit for Frogs | 32027002391626 | 08/15/1996 |
| | Frog book North American toa | QL651.D54 1969 | Betsey's Exhibit for Frogs | 32027000199120 | 08/15/1996 |
| VPres | Bride & the bachelors; the heret | ND653.D774 T8 | Books Related to Current Exhibits | 32027002362825 | 08/21/1996 |
| | Early church in Syria, | NA5977 .B8 | History of Dogs | 32027002450349 | 01/05/1996 |
| | Experimental music Cage and | ML197 .N85 1974d | Books Related to Current Exhibits | 32027000175294 | 08/21/1996 |
| | Jasper Johns I by Michael Crichton | N6537 .J6 C74 | Books Related to Current Exhibits | 32027002377765 | 08/21/1996 |
| | Portrait of Picasso. - | ND653.P5 P43 | Picasso and Portraiture | 32027000990429 | 05/01/1996 |
| | Early church in Syria, | NA5977 .B8 | classical studies | 32027002450349 | 04/19/1996 |
| | Evolution and genetics : the mo | QH366 .MS35 | classical studies | 32027002422355 | 04/19/1996 |
| | | | End of Reserve Items Active Report | | |

Figure A-44. Reserve Items Active by Title

Reserve Items Active by Course Name and Call Number

[Figure A-45](#) is an example of a reserve items active by course name and call number report.

| Reserved Items Active by Course Name and Call Number | | | | | |
|--|-----------------------------------|-------------------------------------|--------------------------------------|----------------|----------------|
| | | Date Range: 01/01/1996 - 09/01/1996 | | | |
| Location Code | Course Name | Call Number | Title | Item ID | Effective Date |
| CIRC | Thinking print | B8 xC54x 1995 | American sculpture | 6543221 | 06/12/1996 |
| | Thinking print | ND553.P5 P43 | Portrait of Picasso. - | 32027000990429 | 06/12/1996 |
| | Thinking print | Q11 P612 vol. 92 | Gardening ants, the attines [by] | 32027002391063 | 06/12/1996 |
| | Thinking print | Q141 H9 1988 | American scientists; pioneer tea | 32027002447832 | 06/12/1996 |
| RESERVE | European show | ND553.P5 P43 | Portrait of Picasso. - | 32027000990429 | 06/21/1996 |
| | Art History | N5300 .M94 1967 | Art and civilization [by] Bernard | 32027000826227 | 08/26/1996 |
| | Art History | N5300 .W82 | Principles of art history; the probi | 32027002377326 | 08/26/1996 |
| | Art History | N5303 .H76 | Literary sources of art history, an | 32027002377096 | 08/26/1996 |
| RIDH | Art History | N72.5 .C33 | Masterpieces chapters on the h | 32027002361843 | 08/26/1996 |
| | music education | ML60 .B9 1968 | Scope of music. | 32027000527494 | 04/25/1996 |
| | Betsys Exhibit for Frogs | QL851 D54 1969 | Frog book North American toad | 32027000199120 | 06/15/1996 |
| | Betsys Exhibit for Frogs | QL937 .K4 | Atlas of the frog's brain. [By] M. | 32027002391626 | 06/15/1996 |
| RIDM | Books Related to Current Exhibits | ML197 .N85 1974b | Experimental music : Cage and | 32027000175294 | 06/21/1996 |
| | Books Related to Current Exhibits | ND537.J6 C74 | Jasper Johns / by Michael Crichton | 32027002377765 | 06/21/1996 |
| | Books Related to Current Exhibits | ND553.D774 T6 | Bride & the bachelors; the heretic | 32027002362825 | 06/21/1996 |
| | History of Dogs | NA5977 .B8 | Early church in Syria | 32027002450349 | 01/05/1996 |
| VPres | Picasso and Portraiture | ND553.P5 P43 | Portrait of Picasso. - | 32027000990429 | 06/01/1996 |
| | classical studies | hg129 f23 | Mystery of Mycenae | 9654 | 04/19/1996 |
| | classical studies | NA5977 .B8 | Early church in Syria, | 32027002450349 | 04/19/1996 |
| | | | | | |
| Location Code | Course Name | Call Number | Title | Item ID | Effective Date |

End of Reserved Items Active Report

Figure A-45. Reserve Items Active by Course Name and Call Number

Reserve Items Active by Course Name and Title

[Figure A-46](#) is an example of a reserve items active by course name and title report.

| Reserved Items Active by Course Name and Title | | | | | |
|--|---------------------------------|-------------------------------------|------------------|----------------|-------------------------|
| | | | | Date Range: | 01/01/1996 - 09/01/1996 |
| Location Code | Course Name | Title | Call Number | Item ID | Effective Date |
| CIRC | Thinking print | American scientists; pioneer tea | Q141 H9 1968 | 32027002447832 | 06/12/1996 |
| | Thinking print | American sculpture | 68 xC54x 1995 | 6543221 | 06/12/1996 |
| | Thinking print | Gardening arts, the attines [by] | Q11 P612 vol. 92 | 32027002391063 | 06/12/1996 |
| | Thinking print | Portrait of Picasso - | ND553.P5 P43 | 32027000990429 | 06/12/1996 |
| RESERVE | European show | Portrait of Picasso. | ND553.P5 P43 | 32027000990429 | 06/21/1996 |
| | Art History | Art and civilization [by] Bernard | NS300 M94 1967 | 32027000826227 | 08/26/1996 |
| | Art History | Literary sources of art history. a | NS303 H76 | 32027002377096 | 08/26/1996 |
| | Art History | Masterpieces : chapters on the | N72.5 C33 | 32027002361843 | 08/26/1996 |
| R10H | Art History | Principles of art history: the prob | NS300 W82 | 32027002377328 | 08/26/1996 |
| | music education | Scope of music | ML60 B9 1969 | 32027000527494 | 04/25/1996 |
| | Betsy's Exhibit for Frogs | Atlas of the frog's brain [By] M. | QL937 K4 | 32027002391626 | 06/15/1996 |
| | Betsy's Exhibit for Frogs | Frog book : North American toa | QL651 D54 1969 | 32027000199120 | 06/15/1996 |
| R10M | Books Related to Current Exhibi | Bride & the bachelors, the hereti | ND553 D774 T6 | 32027002362825 | 06/21/1996 |
| | Books Related to Current Exhibi | Experimental music : Cage and | ML197 N85 1974b | 32027000175294 | 06/21/1996 |
| | Books Related to Current Exhibi | Jasper Johns / by Michael Crich | NS537 J6 C74 | 32027002377765 | 06/21/1996 |
| | History of Dogs | Early church in Syria, | NA5977 B8 | 32027002450349 | 01/05/1996 |
| VPres | Picasso and Portraiture | Portrait of Picasso. - | ND553.P5 P43 | 32027000990429 | 05/01/1996 |
| | classical studies | Early church in Syria, | NA5977 B8 | 32027002460349 | 04/19/1996 |
| | classical studies | Evolution and genetics : the mo | QH366.M535 | 32027002422355 | 04/19/1996 |
| | | | | | |
| Location Code | Course Name | Title | Call Number | Item ID | Effective Date |

End of Reserved Items Active Report

Figure A-46. Reserve Items Active by Course Name and Title

Reserve Items Expired by Call Number

[Figure A-47](#) is an example of a reserve items expired by call number report.

| Reserved Items Expired by Call Number | | | | | |
|---------------------------------------|---------------------|--------------------------------------|--------------------------|----------------|-------------------------|
| | | | | Date Range: | 01/01/1996 - 09/01/1996 |
| Location Code | Call Number | Title | Course Name | Item ID | Expiration Date |
| RESERVE | HB75 .H79 | On revolutions and progress in ec | Economics | 32027001929558 | 01/31/1996 |
| | ML60 .B8 1969 | Scope of music. | music education | 32027000527494 | 04/26/1996 |
| | NA1063 .V6 A423 | Economic development. | Economics | | 01/31/1996 |
| | PS3552.U75 Y3 | Yage letters / William Burroughs | list 2 | 32027000659296 | 08/13/1996 |
| RIDH | QL651.D54 1969 | Frog book: North American toads | Betsys Exhibit for Frogs | 32027000199120 | 07/15/1996 |
| | QL937 .K4 | Atlas of the frog's brain [By] M. K | Betsys Exhibit for Frogs | 32027002391626 | 07/15/1996 |
| RIDM | NA5977 .B8 | Early church in Syria, | History of Dogs | 32027002460349 | 07/15/1996 |
| VPres | hg129 f23 | Mystery of Mycenae | classical studies | 9654 | 06/30/1996 |
| | NA5977 .B8 | Early church in Syria, | classical studies | 32027002460349 | 06/30/1996 |
| | PA4025 .A2 L35 1962 | Iliad. Translated with an introd. by | classical studies | 32027002502578 | 06/30/1996 |
| | PA4025.Z4 P6 | Homer and the Aether | classical studies | 32027002510027 | 06/30/1996 |
| | PA4037 .M46 | Homer / by Andrae Michalopoulos | classical studies | 32027002509887 | 06/30/1996 |
| | QH366 .M535 | Evolution and genetics : the mode | classical studies | 32027002422355 | 06/30/1996 |

End of Reserved Items Expired Report

Page: 1

Figure A-47. Reserve Items Expired by Call Number

Reserve Items Expired by Title

[Figure A-48](#) is an example of a reserve items expired by title report.

| Reserved Items Expired by Title | | | | | |
|---------------------------------|--|---|---|--|--|
| | | Date Range: 01/01/1996 - 09/01/1996 | | | |
| Location Code | Title | Call Number | Course Name | Item ID | Expiration Date |
| RESERVE | Economic development. On revolutions and progress in Scope of music. Yage letters / William Burroughs | NA1053.V6 A423 HB75 .H78 ML60 .B9 1969 PS3652.U75 Y3 | Economics Economics music education list 2 | 32027001929558 32027000527494 32027000669296 | 01/31/1996 01/31/1996 04/26/1996 06/13/1996 |
| RIDH | Atlas of the frog's brain. [By] M. Frog book: North American toa | QL937 .K4 QL651.D54 1969 | Betsys Exhibit for Frogs Betsys Exhibit for Frogs | 32027002391626 32027000199120 | 07/15/1996 07/15/1996 |
| RIDM | Early church in Syria, | NA5977 .B8 | History of Dogs | 32027002450349 | 07/15/1996 |
| VPres | Early church in Syria, Evolution and genetics : the mo Homer / by Andrae Michalopoul Homer and the Aether. Iliad. Translated with an introd. Mystery of Mycenos | NA5977 .B8 QH366 .M635 PA4037 .M46 PA4025 Z4 P6 PA4025 A2 L35 1962 hg129 f23 | classical studies classical studies classical studies classical studies classical studies | 32027002450349 32027002422355 32027002509987 32027002510027 32027002502578 8654 | 06/30/1996 06/30/1996 06/30/1996 06/30/1996 06/30/1996 06/30/1996 |

End of Reserved Items Expired Report

Page: 1

Figure A-48. Reserve Items Expired by Title

Reserve Items Expired by Course Name and Call Number

[Figure A-49](#) is an example of a reserve items expired by course name and call number report.

| Reserved Items Expired by Course Name and Call Number | | | | | |
|---|--------------------------|--------------------|------------------------------------|----------------|--|
| Location Code | Course Name | Call Number | Title | Item ID | Date Range: 01/01/1996 - 09/01/1996 Expiration Date |
| RESERVE | Economics | HB75 .H79 | On revolutions and progress in e | 32027001929558 | 01/31/1996 |
| | Economics | NA1053.V6 A423 | Economic development. | | 01/31/1996 |
| | list 2 | PS3562.U75 Y3 | Yage letters / William Burroughs | 32027000659296 | 06/13/1996 |
| | music education | ML80 .B9 1969 | Scope of music. | 32027000527494 | 04/26/1996 |
| RIDH | Batsys Exhibit for Frogs | QL851.D54 1969 | Frog book: North American toad | 32027000199120 | 07/15/1996 |
| | Batsys Exhibit for Frogs | QL937 .K4 | Atlas of the frog's brain. [By] M. | 32027002391826 | 07/15/1996 |
| RIDM | History of Dogs | NA8977 .B8 | Early church in Syria, | 32027002450349 | 07/15/1996 |
| VPres | classical studies | Ig129 f23 | Mystery of Mycenos | 9654 | 06/30/1996 |
| | classical studies | NA5977 .B8 | Early church in Syria, | 32027002450349 | 06/30/1996 |
| | classical studies | PA4025.A2 L35 1962 | Iliad. Translated with an introd b | 32027002502578 | 06/30/1996 |
| | classical studies | PA4025.Z4 P6 | Homer and the Aether. | 32027002510027 | 06/30/1996 |
| | classical studies | PA4037 .M48 | Homer / by Andriæ Michalopoulos | 32027002509987 | 06/30/1996 |
| | classical studies | QH366 .M535 | Evolution and genetics : the mod | 32027002422355 | 06/30/1996 |

End of Reserved Items Expired Report

Page: 1

Figure A-49. Reserve Items Expired by Course Name and Call Number

Reserve Items Expired by Course Name and Title

[Figure A-50](#) is an example of a reserve items expired by course name and title report.

| Reserved Items Expired by Course Name and Title | | | | | |
|---|--|--|--|--|--|
| | | Date Range: 01/01/1996 - 09/01/1996 | | | |
| Location Code | Course Name | Title | Call Number | Item ID | Expiration Date |
| RESERVE | Economics Economics list 2 music education | Economic development. On revolutions and progress in Yage letters / William Burroughs Scope of music. | NA1053.V6 A423 HB75 .H79 PS3652.U75 Y3 ML60 .B9 1969 | 32027001928558 32027000669266 32027000527494 | 01/31/1996 01/31/1996 05/13/1996 04/26/1996 |
| RIDH | Betsys Exhibit for Frogs Betsys Exhibit for Frogs | Atlas of the frog's brain [By] M. Frog book: North American toa | QL937 .K4 QL651.D54 1969 | 32027002391626 3202700198120 | 07/15/1996 07/15/1996 |
| RIDM | History of Dogs | Early church in Syria. | NA5977 .B8 | 32027002450349 | 07/15/1996 |
| VPres | classical studies classical studies classical studies classical studies classical studies classical studies | Early church in Syria. Evolution and genetics : the mo Homer / by André Michalopoulos Homer and the Aethier. Iliad. Translated with an introd. Mystery of Mycenos | NA6977 .B8 QH366 .M635 PA4037 .M46 PA4725 .24 P6 PA4026 A2 L35 1962 hg129 f23 | 32027002450349 32027002422355 32027002506987 32027002510027 32027002502578 8654 | 06/30/1996 06/30/1996 06/30/1996 06/30/1996 06/30/1996 06/30/1996 |

End of Reserved Items Expired Report

Page: 1

Figure A-50. Reserve Items Expired by Course Name and Title

Transaction Related Exceptions

[Figure A-51](#) is an example of a transaction related exceptions report.

| Transaction Related Exceptions | | | | | | | |
|--------------------------------|---------------------------|-------------------|----------------|--|----------------|----------------|-------------|
| Location Code | Exception Description | Patron Name | Patron Barcode | Title | Item Barcode | Exception Date | Operator ID |
| | Renew Limit Overrule | Lee, Pinky | 4444 | Beautiful Bronx ('920-1950) / Lloyd Pennist, Faculty | 32027002047160 | 04/17/1995 | demo |
| | Renew Limit Overrule | Pennist, Faculty | 1111112222009 | Academic rewards in higher education | 32027000963178 | 04/01/1995 | demo |
| | Renew Limit Overrule | Pennist, Faculty | 1111112222009 | Academic rewards in higher education | 32027000963178 | 04/01/1995 | demo |
| | Renew Limit Overrule | Lee, Pinky | 4444 | Beautiful necessity; seven essays o | 32027000997606 | 04/18/1995 | demo |
| RIBS | Non-Circulating Item Ovrd | Buck, Dayna Evers | 3031 | Healing hand : man and wound in th | 8717 | 10/20/1995 | demo |
| | Non-Circulating Item Ovrd | Buck, Dayna Evers | 3031 | Healing hand : man and wound in th | 8717 | 10/20/1995 | demo |

End of Transaction Related Exceptions Report

Page: 2

Figure A-51. Transaction Related Exceptions

Media Booking Reports

This section provides examples of the media booking reports.

Media Booking Equipment Inventory

[Figure A-52](#) is an example of a media booking equipment inventory report.

| Media Booking Equipment Inventory | | | | | |
|---|-------------------------------|-------------------|---------------------|-------------------------------------|-------------------------|
| 06/10/1998 | | | | Date Range: | 01/01/1998 - 02/28/1998 |
| Location Name: ref.st | | | | Policy Group: Main Policy | |
| Room Number: | POSSUM-1 | Room Type: | Residence Hall Room | | |
| Room Name: | Uncle Pogo's Room | | | | |
| Group Number: | | Group ID: | 0 | | |
| Equipment Description(s): | | | | | |
| Equipment Number: | DAT 4 | Equipment Type: | DAT Recorder | | |
| Barcode: | 5 | Last Maintenance: | 02/26/1998 | Acquired: | 02/19/1998 |
| Equipment Value: | \$0.00 | Equipment Status: | Not Charged | | |
| Manufacturer: | Sony | | | | |
| Model: | | | | | |
| Serial Number: | | | | | |
| Location Name: SELFCHECK1 | | | | Policy Group: Test | |
| Room Number: | 65A | Room Type: | Class room | | |
| Room Name: | Decahedron | | | | |
| Group Number: | | Group ID: | 133 | | |
| Equipment Description(s): | | | | | |
| Equipment Number: | 6-3665 | Equipment Type: | BETA Video Recorder | | |
| Barcode: | 8003 | Last Maintenance: | 10/31/98 | Acquired: | 10/31/1998 |
| Equipment Value: | \$0.00 | Equipment Status: | Not Charged | | |
| Manufacturer: | Me | | | | |
| Model: | B11 | | | | |
| Serial Number: | la | | | | |
| End of Media Booking Equipment Inventory Report | | | | | |
| Page 5 of 5 | | | | | |

Figure A-52. Media Booking Equipment Inventory

Media Booking Statistics

[Figure A-53](#) is an example of a media booking statistics report.

| Media Booking Statistics | | | | | | |
|---|------------------|-------------------------------------|------------------|---------------------|--------------------|--------------------|
| 06/10/1998 | | Date Range: 01/01/1998 - 03/31/1998 | | | | |
| Location Code | Operator ID | Bookings Made | Bookings Charged | Bookings Discharged | Bookings Cancelled | Total Transactions |
| CIRC | | | | | | |
| cav | | 0 | 0 | 0 | 0 | 0 |
| cav | | 0 | 0 | 0 | 0 | 0 |
| demo | | 0 | 0 | 0 | 0 | 0 |
| demo | | 0 | 0 | 0 | 0 | 0 |
| larry | | 0 | 0 | 0 | 0 | 0 |
| larry | | 0 | 0 | 0 | 0 | 0 |
| Totals for: | CIRC | 0 | 0 | 0 | 0 | 0 |
| College | | | | | | |
| cav | | 0 | 0 | 0 | 0 | 0 |
| demo | | 13 | 0 | 0 | 1 | 14 |
| larry | | 5 | 0 | 0 | 0 | 5 |
| Totals for: | College | 18 | 0 | 0 | 1 | 19 |
| LTC | | | | | | |
| cav | | 0 | 0 | 0 | 0 | 0 |
| demo | | 1 | 0 | 0 | 1 | 2 |
| larry | | 0 | 0 | 0 | 0 | 0 |
| Totals for: | LTC | 1 | 0 | 0 | 1 | 2 |
| main,circ | | | | | | |
| cav | | 4 | 0 | 0 | 0 | 4 |
| demo | | 54 | 10 | 5 | 0 | 70 |
| larry | | 17 | 2 | 2 | 5 | 21 |
| Totals for: | main,circ | 75 | 12 | 8 | 0 | 95 |
| Grand Totals; ALL Locations: | | 94 | 12 | 8 | 2 | 116 |
| End of Media Booking Statistics Report | | | | | | |
| Page 2 of 2 | | | | | | |

Figure A-53. Media Booking Statistics

Media Booking Exceptions

[Figure A-54](#) is an example of a media booking exceptions report.

| Media Booking Exceptions | | | | | |
|--------------------------|-----------------------|------------------------|---------|----------------|-------------------------|
| 06/10/1998 | | | | Date Range: | 01/01/1998 - 02/28/1998 |
| Location Code | Exception Description | Equipment Type | Barcode | Exception Date | Operator ID |
| College | Overdue Waived | Pioneer DAT Recorder | 23456 | 05/05/1998 | larry |
| | Overdue Waived | Sony Amplifier/Speaker | 12345 | 05/05/1998 | larry |
| | Overdue Waived | JVC VHS-C Camcorder | 34567 | 05/05/1998 | larry |

End of Media Booking Exceptions Report

Page 1 of 1

Figure A-54. Media Booking Exceptions

Media Booking Charge Statistics

[Figure A-55](#) is an example of a media booking charge statistics report.

| Media Booking Charge Statistics | | | |
|---|----------------------------|-------------------------------------|---------------|
| 08/10/1998 | | Date Range: 01/01/1998 - 02/28/1998 | |
| Location Code | Operator ID | Bookings Charged | Items Charged |
| | Totals for Operator cav: | 0 | 0 |
| demo | | | 0 |
| | Patron Pickup: | 0 | 0 |
| | Scheduled Return: | 5 | 0 |
| | Staff Delivery: | 0 | 0 |
| | Totals for Operator demo: | 5 | 0 |
| larry | | | 0 |
| | Patron Pickup: | 0 | 0 |
| | Scheduled Return: | 0 | 0 |
| | Staff Delivery: | 0 | 0 |
| | Totals for Operator larry: | 0 | 0 |
| Location Totals for Portage: | | 6 | 0 |
| Grand Totals for ALL Locations: | | 370 | 84 |
| End of Media Booking Charge Statistics Report | | | |
| Page 4 of 4 | | | |

Figure A-55. Media Booking Charge Statistics

Index

Numerics

856 link failure report, [2-16](#), [A-32](#)

A

About this document, [xxi](#)

 contacting Customer Support, [xxvi](#)

Access

 adapting queries after new release, [1-71](#)
 configuring the database links, [1-65](#)
 setting the path to Access, [1-8](#)
 setting the path to Access Databases, [1-9](#)

Access database file

 acquisitions notice
 acqnotes.mdb, [5-2](#), [5-7](#), [5-10](#)

 acquisitions report
 acqrpts.mdb, [5-2](#), [5-10](#)

 cataloging report
 catrprts.mdb, [5-2](#), [5-4](#), [5-10](#)

 circulation notice
 crcnotes.mdb, [5-2](#), [5-8](#), [5-10](#)

 circulation report
 crcrprts.mdb, [5-2](#), [5-5](#), [5-10](#)

 media scheduling notice
 mednotes.mdb, [5-2](#), [5-9](#), [5-10](#)

 media scheduling report
 medrprts.mdb, [5-2](#), [5-6](#), [5-10](#)

Access reports and notices, [5-2](#)

accessing the MARC Blob, [7-27](#)

Acq - Issues Received by Component and Date Range, [7-5](#)

Acq - Issues Received by Component and Date Range (no serials), [7-5](#)

acqjob 1, [2-5](#), [2-6](#)

acqjob 2, [2-5](#), [2-7](#)

acqjob 3, [2-5](#), [2-8](#)

acqjob 4, [2-5](#), [2-8](#)

acqjob 5, [2-5](#)

acqjob.log file, [2-6](#), [2-7](#), [2-9](#)

acqnotes.mdb file, [5-2](#), [5-7](#), [5-10](#)

acqnotes.xxxx.inp file, [2-2](#), [2-4](#), [2-5](#), [2-6](#), [2-15](#)

acqrpts.mdb file, [5-2](#), [5-10](#)

acqrpts.xxxx.inp file, [2-2](#), [2-4](#), [2-6](#), [2-8](#), [2-15](#)

acquisitions

 activity

 approving an invoice and printing, [2-4](#)

 canceling a purchase order, [2-4](#)

 generating a claim for a monographic item, [2-4](#)

 generating a claim for a serial item, [2-4](#)

 generating a return, [2-4](#)

 printing a purchase order, [2-4](#)

batch job

 fix exchange rates, [2-5](#)

 fund snapshot report-global, [2-5](#), [2-7](#)

 open orders report, [2-5](#), [2-7](#)

 order claim/cancel processing, [2-5](#), [2-6](#)

 rollover status report-global, [2-5](#), [2-8](#)

batch job number

 acqjob 1, [2-5](#)

 acqjob 2, [2-5](#)

 acqjob 3, [2-5](#)

 acqjob 4, [2-5](#)

 acqjob 5, [2-5](#)

creating input files

 batch job, [2-5](#)

 module activity, [2-4](#)

job option codes

 -b booking stats #, [2-52](#)

 -e ledger, [2-8](#)

 -f fiscal period, [2-8](#), [2-25](#)

 -h display usage/help statement, [2-9](#)

 -i inventory reports option #, [2-52](#)

 -j job #, [2-8](#), [2-24](#), [2-41](#), [2-51](#), [2-52](#)

 -l list job options, [2-8](#)

 -n run number, [2-8](#)

 -o location, [2-8](#)

 -r roll date, [2-8](#)

 -v display version information, [2-8](#)

notice

 canceled serial claim, [A-4](#)

 cancellation, [2-4](#)

 input file, [2-2](#), [2-4](#), [2-5](#), [2-6](#), [2-15](#)

 order claim, [2-4](#), [2-5](#), [A-5](#)

 purchase order cancellation, [A-2](#)

 return, [2-4](#), [A-3](#)

 serial claim, [2-4](#), [2-5](#), [A-6](#)

 standard information file format (SIF), [2-6](#)

 voucher/check request, [2-4](#), [A-7](#)

report
copy rollover status, 2-5, 2-8, A-19
fund rollover status, 2-5, 2-8, A-20
fund snapshot report after rollover, 2-8
fund snapshot report before rollover, 2-8, A-26
fund snapshot-global, 2-5, A-25
global open orders, 2-5, A-21
input file, 2-2, 2-4, 2-6, 2-15
open orders, 2-5, 2-7, A-22
open orders report after rollover, 2-8, A-24
open orders report before rollover, 2-8, A-23
purchase order, 2-4, A-17
purchase order - landscape, A-18
standard information file format (SIF), 2-6
report input file, 2-8
running batch jobs, 2-8

Acquisitions Forms preferences, 3-1

acquisitions notice
Access database file
 acqnotes.mdb, 5-2, 5-7, 5-10

acquisitions report
Access database file
 acqrpts.mdb, 5-2, 5-10

Acquisitions Reports and Notices page, 2-13

Acquisitions Reports and Processes utility, 2-12

Address Format preferences, 3-15
 setting up, 3-16

Address format preferences, 3-1

Address Format tab, 3-15

all daily jobs, 2-31, 2-36

Application Forms Preferences
 Acquisitions, 3-18
 Cataloging, 3-18
 changing the form on which a report or notice prints, 3-19
 Circulation, 3-18
 Media, 3-18

approving an invoice and printing, 2-4

Archive Selection dialog box, 4-14

audience
 of this document, xxi

AuthBlob, 7-5, 7-27

automatic orders for item distribution, 2-32, 2-40

B

batch job

acquisitions
fund snapshot report-global, 2-7
open orders report, 2-7
order claim processing, 2-6
rollover status report-global, 2-8

cataloging
duplicate authorized headings report, 2-20
http verification all new links, 2-23
http verification within date range, 2-23
see also reference without authority record, 2-22
see references authorized other authority record, 2-21
see references with linked bib records, 2-21
unauthorized name headings report, 2-18
unauthorized name/title headings report, 2-19
unauthorized subject headings report, 2-17
unauthorized title headings report, 2-19

circulation
all daily jobs, 2-36
automatic orders for item distribution, 2-40
courtesy (due) notice, 2-35
fine/fee notice, 2-34
fine/fee statement, 2-37
global transaction statistics report, 2-40
hold recall available notice, 2-34
hold recall canceled notice, 2-35
missing in transit report, 2-38
overdue notice, 2-33
recall notice, 2-34
reserved items active report, 2-37
reserved items expired report, 2-38
transaction exceptions, 2-39
transaction statistics report, 2-39

media scheduling
booking statistics, 2-50
charge statistics, 2-50
inventory report, 2-49
overdue notice and lost processing, 2-49
running batch jobs, 2-52

running acquisitions batch jobs, 2-8

running cataloging batch jobs, 2-24

running circulation batch jobs, 2-41

running media scheduling batch jobs, 2-51

Bib Records Created by Operator, 7-6

BibBlob, 7-6, 7-27

Bibs by Pub Decade and Country, 7-6

booking statistics, 2-48, 2-50

booking stats option codes
 acquisitions

-b booking stats #, [2-52](#)
Build database links to Voyager dialog box, [1-65](#)
building
 reports/notices
 errors, [4-7](#)
building reports and notices, [4-3](#)

C

Call Slip Processing by Date Range, [7-6](#)
Call Slip Unfilled Requests, [7-6](#)
canceled serial claim notice, [A-4](#)
canceling a purchase order, [2-4](#)
cancellation notice, [2-4, 2-31](#)
cancellation of recall request, [A-8](#)
cataloging
 batch job
 duplicate authorized headings, [2-15](#)
 duplicate authorized headings report, [2-20](#)
 http verification all new links, [2-16, 2-23](#)
 http verification within date range, [2-16, 2-23](#)
 see also reference without authority record, [2-22](#)
 see also reference without corresponding authority record, [2-16](#)
 see references authorized in another authority record, [2-16](#)
 see references authorized other authority record, [2-21](#)
 see references with linked bib records, [2-16, 2-21](#)
 unauthorized name headings, [2-15, 2-18](#)
 unauthorized name/title headings, [2-15, 2-19](#)
 unauthorized subject headings, [2-15, 2-17](#)
 unauthorized title headings, [2-15, 2-19](#)
 batch job number
 catjob 1, [2-15](#)
 catjob 10, [2-16](#)
 catjob 2, [2-15](#)
 catjob 3, [2-15](#)
 catjob 4, [2-15](#)
 catjob 5, [2-15](#)
 catjob 6, [2-16](#)
 catjob 7, [2-16](#)
 catjob 8, [2-16](#)
 catjob 9, [2-16](#)
 creating input files

batch job, [2-15](#)
job option codes
 -e end date, [2-25](#)
 -f from heading, [2-25](#)
 -h display usage/help statement, [2-25](#)
 -l list job options, [2-25](#)
 -s start date, [2-24](#)
 -t to heading, [2-25](#)
 -v display version information, [2-25](#)
report
 856 link failure, [2-16, A-32](#)
 duplicate authority records, [2-15, A-33](#)
 input file, [2-2, 2-15, 2-16, 2-26, 2-30](#)
 see also reference without an authority record, [2-16](#)
 see references authorized in another authority record, [A-35](#)
 see references authorized in another record, [2-16](#)
 see references with linked bib records, [2-16, A-36](#)
 see references without corresponding authority record, [A-34](#)
 standard information file format (SIF), [2-16](#)
 unauthorized name headings, [2-15, A-29](#)
 unauthorized name/title headings, [2-15, A-31](#)
 unauthorized subject headings, [2-15, A-28](#)
 unauthorized title headings, [2-15, A-30](#)
 running batch jobs, [2-24](#)
Cataloging Forms preferences, [3-1](#)
cataloging report
 Access database file
 catrptrs.mdb, [5-2, 5-4, 5-10](#)
 Cataloging Reports and Processes page, [2-29](#)
 Cataloging Reports utility, [2-28](#)
 catjob 1, [2-15, 2-17](#)
 catjob 10, [2-16, 2-23](#)
 catjob 2, [2-15, 2-18](#)
 catjob 3, [2-15, 2-19](#)
 catjob 4, [2-15, 2-19](#)
 catjob 5, [2-15, 2-20](#)
 catjob 6, [2-16, 2-21](#)
 catjob 7, [2-16, 2-21](#)
 catjob 8, [2-16, 2-22](#)
 catjob 9, [2-16, 2-23](#)
 catjob.log file, [2-16, 2-18, 2-20, 2-22, 2-23, 2-26](#)
 catrptrs.mdb file, [5-2, 5-4, 5-10](#)
 catrptrs.xxxx.inp file, [2-2, 2-15, 2-16, 2-26, 2-30](#)
 changing the form on which a report or notice prints, [3-19](#)

character set, [1-53](#)
charge statistics, [2-48](#), [2-50](#)
check box
 E-mail (Other) Overdue Notices, [2-33](#)
 E-mail Cancellation Notices, [2-35](#)
 E-mail Courtesy Notices, [2-35](#)
 E-mail Item Available Notices, [2-34](#)
 E-mail Overdue Notices, [2-33](#)
 Relink, [1-70](#)
circ item related exceptions report, [2-32](#)
circ patron related exceptions report, [2-32](#)
circ transaction related exceptions report, [2-32](#)
circ transaction statistics report, [2-32](#)
circjob 12, [2-31](#), [2-36](#)
circjob 14, [2-32](#), [2-37](#)
circjob 2, [2-31](#), [2-33](#)
circjob 20, [2-32](#), [2-37](#)
circjob 21, [2-32](#), [2-38](#)
circjob 22, [2-32](#), [2-38](#)
circjob 23, [2-32](#), [2-39](#)
circjob 24, [2-32](#), [2-39](#)
circjob 25, [2-32](#), [2-40](#)
circjob 28, [2-32](#), [2-40](#)
circjob 3, [2-31](#), [2-34](#)
circjob 4, [2-31](#), [2-34](#)
circjob 5, [2-31](#), [2-34](#)
circjob 6, [2-31](#), [2-35](#)
circjob 7, [2-31](#), [2-35](#)
circjob.log file, [2-33](#), [2-34](#), [2-35](#), [2-37](#), [2-38](#), [2-39](#), [2-40](#), [2-42](#)
circulation
 batch job
 all daily jobs, [2-31](#), [2-36](#)
 automatic orders for item distribution, [2-32](#), [2-40](#)
 courtesy (due) notice, [2-31](#), [2-35](#)
 fine/fee notice, [2-31](#), [2-34](#)
 fine/fee statement, [2-32](#), [2-37](#)
 global transaction statistics report, [2-32](#), [2-40](#)
 hold recall available notice, [2-31](#), [2-34](#)
 hold recall canceled notice, [2-31](#), [2-35](#)
 missing in transit report, [2-32](#)
 missing in transit report report, [2-38](#)
 overdue notice, [2-31](#), [2-33](#)
 recall notice, [2-31](#), [2-34](#)
 reserved items active report, [2-32](#), [2-37](#)
 reserved items expired report, [2-32](#), [2-38](#)
 transaction exceptions, [2-32](#), [2-39](#)
 transaction statistics report, [2-32](#), [2-39](#)
 batch job number

circjob 12, [2-31](#)
circjob 14, [2-32](#)
circjob 2, [2-31](#)
circjob 20, [2-32](#)
circjob 21, [2-32](#)
circjob 22, [2-32](#)
circjob 23, [2-32](#)
circjob 24, [2-32](#)
circjob 25, [2-32](#)
circjob 28, [2-32](#)
circjob 3, [2-31](#)
circjob 4, [2-31](#)
circjob 5, [2-31](#)
circjob 6, [2-31](#)
circjob 7, [2-31](#)
creating input files
 batch job, [2-31](#)
job option codes
 -e end date, [2-41](#)
 -h display usage/help statement, [2-41](#)
 -l list job options, [2-41](#)
 -o generate orders, [2-41](#)
 -s start date, [2-41](#)
 -v display version information, [2-41](#)
notice
 cancellation, [2-31](#)
 cancellation of recall request, [A-8](#)
 courtesy (due), [2-31](#), [A-15](#)
 fine/fee, [2-31](#), [A-9](#)
 input file, [2-2](#), [2-31](#), [2-33](#), [2-44](#)
 item available, [2-31](#), [A-10](#)
 overdue, [2-31](#), [A-11](#)
 recall, [2-31](#), [A-12](#)
 recall overdue, [2-31](#), [A-13](#)
 standard information file format (SIF), [2-33](#)
 statement of fines/fees, [2-32](#), [A-14](#)
report
 circ item related exceptions, [2-32](#)
 circ patron related exceptions, [2-32](#)
 circ transaction related exceptions, [2-32](#)
 circ transaction statistics, [2-32](#)
 circulation statistics, [A-37](#)
 distribution item order list, [2-32](#), [A-38](#)
 global circulation statistics, [A-39](#)
 hold shelf expired, [A-40](#)
 input file, [2-2](#), [2-32](#), [2-44](#)
 item related exceptions, [A-41](#)
 missing in transit, [2-32](#), [A-42](#)
 patron related exceptions, [A-43](#)
 reserve items active by call number, [A-44](#)

- reserve items active by course name and call number, [A-46](#)
reserve items active by course name and title, [A-47](#)
reserve items active by title, [A-45](#)
reserve items expired by call number, [A-48](#)
reserve items expired by course name and call number, [A-50](#)
reserve items expired by course name and title, [A-51](#)
reserve items expired by title, [A-49](#)
reserved items active, [2-32](#)
reserved items active report, [3-13](#)
reserved items expired, [2-32](#)
reserved items expired report, [3-13](#)
standard information file format (SIF), [2-33](#)
transaction related exceptions, [A-52](#)
report global circulation transaction statistics, [2-32](#)
running batch jobs, [2-41](#)
Circulation Forms preferences, [3-1](#)
circulation global print location, [2-40](#)
circulation notice
 Access database file
 crcnotes.mdb, [5-2, 5-8, 5-10](#)
circulation report
 Access database file
 crcrpts.mdb, [5-2, 5-5, 5-10](#)
Circulation Reports and Notices page, [2-47](#)
Circulation Reports and Notices utility, [2-45](#)
circulation statistics report, [A-37](#)
Circulation Transactions (Charges), [7-6](#)
Circulation Transactions by Dewey Decimal Classification, [7-6](#)
Circulation Transactions by Item Statistical Categories, [7-6](#)
Circulation Transactions by Library of Congress Classification, [7-6](#)
Circulation Transactions by National Library of Medicine, [7-6](#)
Circulation Transactions by Patron Group and Item Type, [7-7](#)
Circulation Transactions by Patron Statistical Categories, [7-7](#)
Circulation Transactions by SuDoc Classification, [7-7](#)
Circulation Transactions Titles by Date Range, Minimum Charges, [7-7](#)
Circulation Transactions Titles by Minimum Charges, [7-7](#)
clients directory, [1-3](#)
- command
 Pacqjob, [2-9](#)
 Pcatjob, [2-26](#)
 Pcircjob, [2-42](#)
 Pfpc_run, [2-8](#)
 Pmediajob, [2-53](#)
comments
 about this document, [xxvi](#)
configuration file
 noticeEmail.cfg, [5-12, 5-14](#)
configuring
 database links in Access, [1-65](#)
 Microsoft ODBC for Oracle driver, [1-61](#)
 ODBC control panel settings, [1-62](#)
 ODBC timeout value, [1-72](#)
 voyager.ini file, [1-3](#)
Connect String field, [1-66](#)
contacting Endeavor Information Systems, Inc., [xxiv](#)
conventions used
 in this document, [xxii](#)
copy rollover status report, [2-5, 2-8, A-19](#)
correcting errors and error record processing, [4-19](#)
courtesy (due) notice, [2-31, 2-35, A-15](#)
crcnotes.mdb file, [5-2, 5-8, 5-10](#)
crcnotes.xxxx.inp file, [2-2, 2-31, 2-33, 2-44](#)
crcrpts.mdb file, [5-2, 5-5, 5-10](#)
crcrpts.xxxx.inp file, [2-2, 2-32, 2-44](#)
Create New Data Source dialog box, [1-62](#)
creating input files
 acquisitions batch job, [2-5](#)
 acquisitions module activity, [2-4](#)
 cataloging batch job, [2-15](#)
 circulation batch job, [2-31](#)
 media scheduling batch job, [2-48](#)
webadmin
 acquisitions batch job, [2-12](#)
 cataloging batch job, [2-27](#)
 circulation batch job, [2-44, 2-54](#)
-
- D**
- Data File Path, [3-5](#)
database file
 notice, [5-2](#)
 report, [5-2](#)
Database Path File, [3-6, 3-8, 3-10, 3-16, 3-18](#)
DB User ID field, [1-66](#)

Decode Searchparm, [7-7](#)
Dewey10, [7-7](#)
Dewey100, [7-7](#)
diacritic, [1-53](#)
dialog bo
 Registry Editor, [1-54](#)
dialog box
 Archive Selection, [4-14](#)
 Build database links to Voyager, [1-65](#)
 Create New Data Source, [1-62](#)
 Edit String, [1-56](#)
 E-mail (Other) Recall Notices, [2-34](#)
 E-mail Recall Notices, [2-34](#)
 Error Selection, [4-19](#)
 Expression Builder, [7-27](#)
 Link, [1-68](#)
 Link Tables, [1-70](#)
 Log in, [1-8](#), [4-2](#)
 ODBC Data Source Administrator, [1-62](#), [1-64](#)
 Oracle Net8 Easy Config, [1-66](#)
 Oracle8 ODBC Driver Setup, [1-63](#), [1-64](#)
 Preferences, [3-2](#), [3-6](#), [3-8](#), [3-10](#), [3-14](#), [3-16](#), [3-18](#)
 reports Database, [1-65](#)
 Select Directory, [3-6](#)
 Select Directory for msaccess.exe, [1-9](#)
 Software Asset Manager, [1-20](#)

directory
 clients, [1-3](#)

distribution item order list report, [2-32](#), [A-38](#)

Donor List, [7-7](#)

driver
 configuring Microsoft ODBC for Oracle driver, [1-61](#)
 Microsoft ODBC for Oracle, [1-17](#)

duplicate authority records report, [2-15](#), [A-33](#)

duplicate authorized headings report, [2-15](#), [2-20](#)

Duplicate Item Barcodes, [7-7](#)

Duplicate Patron Barcode (active), [7-8](#)

Duplicate Patron Barcode (all statuses), [7-8](#)

reports and notices, [5-10](#)
text for e-mail notices, [5-12](#)

e-mail
 test message, [1-14](#)
E-mail (Other) Overdue Notices check box, [2-33](#)
E-mail (Other) Recall Notices dialog box, [2-34](#)
E-Mail Address field, [2-13](#), [2-29](#), [2-47](#), [2-57](#)
E-mail Cancellation Notices check box, [2-35](#)
E-mail Courtesy Notices check box, [2-35](#)
E-mail Item Available Notices check box, [2-34](#)
E-mail Overdue Notices check box, [2-33](#)
E-mail preferences, [3-1](#), [3-7](#)
E-mail Recall Notices dialog box, [2-34](#)
E-mail Reply-To Address, [1-11](#), [1-13](#), [3-7](#)
e-mail server, [1-3](#), [1-4](#)
[E-mail] stanza, [1-3](#), [1-4](#)
E-mail tab, [1-11](#)
e-mail test message, [1-16](#)

Endeavor Information Systems, Inc.
 contacting, [xxiv](#)

error
 Incorrect File Version, [4-16](#)
 No Reports of Notices for Selected Application, [4-11](#)
 when building reports/notices, [4-7](#)

error conditions, [6-1](#)

error file, [4-7](#), [4-18](#), [4-19](#)

error message, [1-5](#), [1-6](#)

error record processing, [4-17](#)

Error Selection dialog box, [4-19](#)

executable file
 VoyagerInstall.exe, [1-3](#)

Expired Patron Records, [7-8](#)

Expression Builder dialog box, [7-27](#)

F

Failure Recover Run, [6-1](#)
feedback, customer, [xxiv](#), [xxvi](#)

field
 Connect String, [1-66](#)
 DB User ID, [1-66](#)
 E-Mail Address, [2-13](#), [2-29](#), [2-47](#), [2-57](#)
 New Service Name, [1-66](#)
 ODBC name, [1-66](#)
 Password, [1-66](#)
 Processing Location, [1-10](#)

- Tablespace, 1-66
- file
- configuration
 - noticeEmail.cfg, 5-12, 5-14
 - error, 4-7, 4-18, 4-19
 - executable
 - VoyagerInstall.exe, 1-3
 - initialization
 - voyager.ini, 1-3, 1-4, 1-5, 1-11
 - input, 2-2
 - acqnotes.xxxx.inp, 2-2, 2-4, 2-5, 2-6, 2-15
 - acqrpts.xxxx.inp, 2-2, 2-4, 2-6, 2-8, 2-15
 - catrpts.xxxx.inp, 2-2, 2-15, 2-16, 2-26, 2-30
 - crcnotes.xxxx.inp, 2-2, 2-31, 2-33, 2-44
 - crcrpts.xxxx.inp, 2-2, 2-32, 2-44
 - mednotes.xxxx.inp, 2-2, 2-48
 - medrpts.xxxx.inp, 2-2, 2-48
 - log, 2-3
 - acqjob.log, 2-6, 2-7, 2-9
 - catjob.log, 2-16, 2-18, 2-20, 2-22, 2-23, 2-26
 - circjob.log, 2-33, 2-34, 2-35, 2-37, 2-38, 2-39, 2-40, 2-42
 - mediajob.log, 2-49, 2-50
 - message, 4-7, 4-18, 4-19
 - Oracle9_Client_CD.zip, 1-32
 - SQLNET.ORA, 1-51, 1-53
 - TNSNAMES.ORA, 1-51, 1-53
- File Archive Options
- Always, 3-3
 - Global preferences, 3-3
 - Never, 3-3
 - Query, 3-3
- Fine and Fee Transactions, 7-8
- fine/fee notice, 2-31, 2-34, A-9
- fine/fee statement, 2-32, 2-37
- Fines and Fees, 7-8
- Fiscal Period Close program, 2-8
- fix exchange rates, 2-5
- Forms Control
- All Notices/Reports on same paper, 3-4
 - Forms Types, 3-17
 - Global preferences, 3-4, 3-17, 3-18
 - Notices/Reports require paper changes, 3-4
 - preferences, 3-1
- Forms Control preferences, 3-17
- Forms Control tab, 3-17
- Forms Types
- Forms Control, 3-17
- fund rollover status report, 2-5, 2-8, A-20
- Fund Snapshot Report, 7-8
- Fund Snapshot Report - All Transactions, 7-8
- Fund Snapshot Report - without Commitments, 7-8
- fund snapshot report after rollover, 2-8
- fund snapshot report before rollover, 2-8, A-26
- fund snapshot report-global, 2-5, 2-7, A-25
- Fund Transactions - All, 7-8
- Fund Transactions - without Commitments, 7-8
- Funds by Ledger Name, 7-8
-
- G**
- generating
- claim for a monographic item, 2-4
 - claim for a serial item, 2-4
 - input files to create reports and notices, 2-1
 - return, 2-4
- Get_price_adjustments (sub), 7-9
- GetAuthBlob, 7-28
- GetBibBlob, 7-28
- GetField, 7-29
- GetFieldAll, 7-30
- GetFieldRaw, 7-29
- GetMFHDBlob, 7-29
- GetSubField, 7-30
- Getting Started, 1-1
- before you begin, 1-2
 - prerequisite skills and knowledge, 1-2
- global circulation statistics report, A-39
- global circulation transaction statistics report, 2-32
- global open orders report, 2-5, A-21
- Global preferences, 3-1, 3-2
- Data File Path, 3-5
 - Database Path file, 3-6, 3-8, 3-10, 3-16, 3-18
 - File Archive Options, 3-3
 - Forms Control, 3-4, 3-17, 3-18
 - Processing Locations, 3-5
 - Save setup selections as Initialization defaults, 3-2
 - setting up, 3-6, 3-8, 3-10, 3-18
- Global tab, 1-10
- global transaction statistics report, 2-32, 2-40

H

hold recall available notice, [2-31, 2-34](#)
hold recall canceled notice, [2-31, 2-35](#)
hold shelf expired report, [A-40](#)
how to use this document, [xxii](#)
http verification all new links, [2-16, 2-23](#)
http verification within date range, [2-16, 2-23](#)

I

Incorrect File Version, [4-16](#)
initialization file
 voyager.ini, [1-3, 1-4, 1-5, 1-11](#)
input file, [2-2](#)
 acqnotes.xxxx.inp, [2-2, 2-4, 2-5, 2-6, 2-15](#)
 acqrpts.xxxx.inp, [2-2, 2-4, 2-6, 2-8, 2-15](#)
 catrpts.xxxx.inp, [2-2, 2-15, 2-16, 2-26, 2-30](#)
 crcnotes.xxxx.inp, [2-2, 2-31, 2-33, 2-44](#)
 crcrpts.xxxx.inp, [2-2, 2-32, 2-44](#)
 mednotes.xxxx.inp, [2-2, 2-48](#)
 medrpts.xxxx.inp, [2-2, 2-48](#)
 restore, [6-3](#)
installing
 Oracle client, [1-32](#)
 the prepackaged Access report .mdb files, [1-17](#)
intended audience
 of this document, [xxi](#)
Inter-cluster active charges (local database only) by home patron id, [7-9](#)
Inter-cluster active request by home patron id (x days), [7-9](#)
Inter-cluster charges (local database only), [7-9](#)
Inter-cluster fines/fees (local database only), [7-9](#)
Inter-cluster fines/fees by home patron id (local database only), [7-9](#)
Inter-cluster fines/fees by home patron id grouped by database, [7-9](#)
Inter-cluster historical charges by cluster (local database only), [7-9](#)
Inter-cluster historical charges by home patron group and holding cluster, [7-9](#)
Inter-cluster historical charges by home patron id and holding cluster, [7-10](#)

Inter-cluster historical charges by stub patron group (local database only), [7-9](#)
Inter-cluster historical request by stub patron group (local database only), [7-10](#)
Inter-cluster historical requests by cluster (local database only), [7-10](#)
Inter-cluster historical requests by home patron group and holding cluster, [7-10](#)
Inter-cluster historical requests by home patron id and holding cluster, [7-10](#)
Inter-cluster items in transit (local database only) (over x days), [7-10](#)
Inter-cluster items in transit (local database only)(all), [7-10](#)
Inter-cluster shipping statistics (local database only), [7-10](#)
Inter-cluster stub patrons (local database only), [7-10](#)
inventory report, [2-48, 2-49](#)
inventory reports option
 acquisitions
 -i inventory reports #, [2-52](#)
 Invoice_receiving_report, [7-10](#)
item available notice, [2-31, A-10](#)
Item Count - Dewey Decimal Classification, [7-11](#)
Item Count - Library of Congress Classification, [7-11](#)
Item Count - National Library of Medicine Classification, [7-11](#)
Item Count - SuDoc Classification, [7-11](#)
Item Count by Location and Type, [7-11](#)
Item Count by Location, Type and Create Date, [7-11](#)
Item Location, [7-11](#)
Item Most Recent Charge Date, [7-11](#)
Item Note Search, [7-11](#)
item related exceptions report, [A-41](#)
Item Stati, Lost, missing etc., [7-11](#)
Item Status - At Bindery, [7-11](#)
Item Status - Cataloging Review, [7-12](#)
Item Status - Circulation Review, [7-12](#)
Item Status - Claims Returned, [7-12](#)
Item Status - Damaged, [7-12](#)
Item Status - In Process, [7-12](#)
Item Status - In Transit, [7-12](#)
Item Status - Lost Library Applied, [7-12](#)
Item Status - Lost System Applied, [7-12](#)
Item Status - Missing, [7-12](#)
Item Status - Withdrawn, [7-12](#)
Items Browsed, [7-12](#)

J

job option codes
acquisitions
-e ledger, [2-8](#)
-f fiscal period, [2-8, 2-25](#)
-h display usage/help statement, [2-9](#)
-j job #, [2-8, 2-24, 2-41, 2-51, 2-52](#)
-l list job options, [2-8](#)
-n run number, [2-8](#)
-o location, [2-8](#)
-r roll date, [2-8](#)
-v display version information, [2-8](#)
cataloging
-e end date, [2-25](#)
-f from heading, [2-25](#)
-h display usage/help statement, [2-25](#)
-l list job options, [2-25](#)
-s start date, [2-24](#)
-t to heading, [2-25](#)
-v display version information, [2-25](#)
circulation
-e end date, [2-41](#)
-h display usage/help statement, [2-41](#)
-l list job options, [2-41](#)
-o generate orders, [2-41](#)
-s start date, [2-41](#)
-v display version information, [2-41](#)
media scheduling
-e end date, [2-51](#)
-h display help/usage information, [2-51](#)
-l list job options, [2-51](#)
-s start date, [2-52](#)
-v display version information, [2-52](#)
Job Scheduler page, [2-14, 2-30, 2-47, 2-57](#)

K

Key
Port, [1-4](#)
Server, [1-4](#)

L

Last Charged (All Time), [7-12](#)
Last Charged (Range), [7-12](#)
LCClassFull, [7-13](#)
Link dialog box, [1-68](#)
Link Tables dialog box, [1-70](#)
log file, [2-3](#)
acquisitions, [2-6, 2-7, 2-9](#)
cataloging, [2-16, 2-18, 2-20, 2-22, 2-23, 2-26](#)
circulation, [2-33, 2-34, 2-35, 2-37, 2-38, 2-39, 2-40, 2-42](#)
media scheduling, [2-49, 2-50](#)
log in
first, [1-7, 1-12](#)
Log in dialog box, [1-8, 4-2](#)
logging in to Reporter, [4-1](#)

M

Map_i_currency_conversion, [7-13](#)
Map_i_line_item_fund (sub), [7-13](#)
Map_i_line_item_PO_bib (sub), [7-13](#)
Map_price_adjustments (sub), [7-13](#)
Map_vendor_address (sub), [7-13](#)
Maximum Number of Items Per E-Mail Message, [1-12](#)
Maximum Number of Items per E-mail Message, [3-7](#)
media booking charge statistics report, [A-56](#)
media booking equipment inventory report, [A-53](#)
media booking exceptions report, [A-55](#)
Media Booking Forms preferences, [3-1](#)
media booking statistics report, [A-54](#)
media equipment inventory report, [2-48](#)
Media Jobs utility, [2-55](#)
media scheduling
batch job
booking statistics, [2-48, 2-50](#)
charge statistics, [2-48, 2-50](#)
inventory report, [2-48, 2-49](#)
overdue notice, [2-48](#)
overdue notice and lost processing, [2-49](#)
retain patron id, [2-48](#)
running batch jobs, [2-52](#)

batch job number **13**
 mediajob 1, [2-48](#)
 mediajob 2, [2-48](#)
 mediajob 3, [2-48](#)
 mediajob 4, [2-48](#)
 mediajob 5, [2-48](#)

creating input files
 batch job, [2-48](#)

job option codes
 -e end date, [2-51](#)
 -h display help/usage information, [2-51](#)
 -l list job options, [2-51](#)
 -s start date, [2-52](#)
 -v display version information, [2-52](#)

notice
 input file, [2-2, 2-48](#)
 overdue, [2-48, A-16](#)

notice standard information file format (SIF), [2-49](#)

report
 input file, [2-2, 2-48](#)
 media booking charge statistics, [A-56](#)
 media booking equipment inventory, [A-53](#)
 media booking exceptions, [A-55](#)
 media booking statistics, [A-54](#)
 media equipment inventory, [2-48](#)
 media scheduling charge statistics, [2-48](#)
 media scheduling statistics, [2-48](#)
 standard information file format (SIF), [2-49](#)

running batch jobs, [2-51](#)

media scheduling charge statistics report, [2-48](#)

media scheduling notice
 Access database file
 mednotes.mdb, [5-2, 5-9, 5-10](#)

media scheduling report
 Access database file
 medrpts.mdb, [5-2, 5-6, 5-10](#)

media statistics report, [2-48](#)

mediajob 1, [2-48, 2-49](#)
mediajob 2, [2-48, 2-49](#)
mediajob 3, [2-48, 2-50](#)
mediajob 4, [2-48, 2-50](#)
mediajob 5, [2-48](#)

Mediajob Reports and Processes, [2-57](#)

mediajob.log file, [2-49, 2-50](#)

mednotes.mdb file, [5-2, 5-9, 5-10](#)
mednotes.xxxx.inp file, [2-2, 2-48](#)
medrpts.mdb file, [5-2, 5-6, 5-10](#)
medrpts.xxxx.inp file, [2-2, 2-48](#)

message file, [4-7, 4-18, 4-19](#)

MFHD Count - Library of Congress Classification, [7-](#)
MFHD Count - National Library of Medicine Classification, [7-13](#)
MFHD Count - SuDoc Classification, [7-13](#)
MFHD Count-Dewey Decimal Classification, [7-13](#)
MFHDBlob, [7-13](#)
MfhdBlob, [7-27](#)
Microsoft ODBC for Oracle driver, [1-17](#)
missing in transit report, [2-32, 2-38, A-42](#)

N

New Bib Count, [7-14](#)
New Service Name field, [1-66](#)
No Reports of Notices for Selected Application, [4-11](#)
Notice Archive Processing Options
 Both, [3-10](#)
 E-mail, [3-10](#)
 Notices preferences, [3-10](#)
 Print, [3-10](#)
notice database file, [5-2](#)
notice name
 cancellation, [2-4](#)
 cancellation notice, [2-31](#)
 courtesy (due) notice, [2-31](#)
 fine/fee notice, [2-31](#)
 item available notice, [2-31](#)
 order claim notice, [2-4, 2-5](#)
 overdue notice, [2-31](#)
 overdue notice-media, [2-48](#)
 recall notice, [2-31](#)
 recall overdue notice, [2-31](#)
 return notice, [2-4](#)
 serial claim notice, [2-4, 2-5](#)
 statement of fines/fees, [2-32](#)
 voucher/check request, [2-4](#)
noticeEmail.cfg file, [5-12, 5-14](#)
Notices Archive
 setting path, [1-9](#)
Notices Archive Path, [3-10](#)
Notices preferences, [3-1, 3-9](#)
 Maximum Number of Items Per E-Mail Message, [1-12](#)
Notice Archive Processing Options, [3-10](#)
Notices Archive Path, [3-10](#)

O

ODBC Data Source Administrator dialog box, [1-62](#), [1-64](#)
ODBC drivers
 configuring control panel settings, [1-62](#)
ODBC name field, [1-66](#)
OPAC - Local Z3950 Mappings to Voyager Indexes, [7-14](#)
OPAC and Staff Composite Left-Anchored Indexes, [7-14](#)
OPAC and Staff Keyword Indexes, [7-14](#)
OPAC and Staff Left-Anchored Indexes, [7-14](#)
OPAC Search Log Total Searches by Day, [7-14](#)
OPAC Suppressed Record, [7-14](#)
open orders report, [2-5](#), [2-7](#), [A-22](#)
open orders report after rollover, [2-8](#), [A-24](#)
open orders report before rollover, [2-8](#), [A-23](#)
Options
 File Archive, [3-3](#)
Oracle
 client, [1-32](#)
 Oracle9i client, [1-17](#)
 Oracle9i client install, [1-32](#)
 SQL*Net, [1-32](#)
 uninstalling old client, [1-18](#)
 updating the character set, [1-53](#)
 Oracle Net8 Easy Config dialog box, [1-66](#)
 Oracle8 OBDC Driver Setup dialog box, [1-63](#), [1-64](#)
 Oracle9_Client_CD.zip file, [1-32](#)
 Oracle9i client, [1-17](#)
order claim notice, [2-4](#), [2-5](#), [A-5](#)
order claim/cancel processing, [2-5](#), [2-6](#)
overdue notice, [2-31](#), [2-33](#), [A-11](#)
overdue notice and lost processing, [2-49](#)
overdue notice-media, [2-48](#), [A-16](#)

P

P.O. Style
 Blank Amounts, [3-12](#)
 landscape, [3-12](#)
 portrait, [3-12](#)
 Reports preferences, [3-12](#)

Sort by Vendor, [3-12](#)
Pacjob command, [2-9](#)
page
 Acquisitions Reports and Notices, [2-13](#)
 Cataloging Reports and Processes, [2-29](#)
 Circulation Reports and Notices, [2-47](#)
 Job Scheduler, [2-14](#), [2-30](#), [2-47](#), [2-57](#)
 webadmin main page, [2-12](#), [2-13](#), [2-28](#), [2-44](#), [2-54](#)
Password field, [1-66](#)
Patron Fines and Fees, [7-14](#)
Patron Fines and Fees - UB Stub Patrons, [7-14](#)
patron related exceptions report, [A-43](#)
Patrons Created By Operator, [7-14](#)
Patrons with Overdue Items, [7-15](#)
Patrons with Paid Lost Items to Discharge, [7-15](#)
Patrons with Unpaid Lost Items, [7-15](#)
Pcatjob command, [2-26](#)
Pcircjob command, [2-42](#)
Pfpc_run command, [2-8](#)
photocopying
 documentation, [xxv](#)
Pmediajob command, [2-53](#)
postal code, [3-15](#)
Preferences dialog box, [3-2](#), [3-6](#), [3-8](#), [3-10](#), [3-14](#), [3-16](#), [3-18](#)
prepackaged Access reports, [1-1](#), [7-1](#), [7-3](#)
 accessing the MARC Blob, [7-27](#)
 installing the .mdb files, [1-17](#)
report name
 Acq - Issues Received by Component and Date Range, [7-5](#)
 Acq - Issues Received by Component and Date Range (no serials), [7-5](#)
 AuthBlob, [7-5](#)
 Bib Records Created by Operator, [7-6](#)
 BibBlob, [7-6](#)
 Bibs by Pub Decade and Country, [7-6](#)
 Call Slip Processing by Date Range, [7-6](#)
 Call Slip Unfilled Requests, [7-6](#)
 Circulation Transactions (Charges), [7-6](#)
 Circulation Transactions by Dewey Decimal Classification, [7-6](#)
 Circulation Transactions by Item Statistical Categories, [7-6](#)
 Circulation Transactions by Library of Congress Classification, [7-6](#)
 Circulation Transactions by National Library of Medicine, [7-6](#)
 Circulation Transactions by Patron Group and

Item Type, [7-7](#)
Circulation Transactions by Patron Statistical Categories, [7-7](#)
Circulation Transactions by SuDoc Classification, [7-7](#)
Circulation Transactions Titles by Date Range, Minimum Charges, [7-7](#)
Circulation Transactions Titles by Minimum Charges, [7-7](#)
Decode Searchparm, [7-7](#)
Dewey10, [7-7](#)
Dewey100, [7-7](#)
Donor List, [7-7](#)
Duplicate Item Barcodes, [7-7](#)
Duplicate Patron Barcode (active), [7-8](#)
Duplicate Patron Barcode (all statuses), [7-8](#)
Expired Patron Records, [7-8](#)
Fine and Fee Transactions, [7-8](#)
Fines and Fees, [7-8](#)
Fund Snapshot Report, [7-8](#)
Fund Snapshot Report - All Transactions, [7-8](#)
Fund Snapshot Report - without Commitments, [7-8](#)
Fund Transactions - All, [7-8](#)
Fund Transactions - without Commitments, [7-8](#)
Funds by Ledger Name, [7-8](#)
Get_price_adjustments (sub), [7-9](#)
Inter-cluster active charges (local database only) by home patron id, [7-9](#)
Inter-cluster active request by home patron id (x days), [7-9](#)
Inter-cluster charges (local database only), [7-9](#)
Inter-cluster fines/fees (local database only), [7-9](#)
Inter-cluster fines/fees by home patron id (local database only), [7-9](#)
Inter-cluster fines/fees by home patron id grouped by database, [7-9](#)
Inter-cluster historical charges by cluster (local database only), [7-9](#)
Inter-cluster historical charges by home patron group and holding cluster, [7-9](#)
Inter-cluster historical charges by home patron id and holding cluster, [7-10](#)
Inter-cluster historical charges by stub patron group (local database only), [7-9](#)
Inter-cluster historical request by stub patron group (local database only), [7-10](#)
Inter-cluster historical requests by cluster (local database only), [7-10](#)
Inter-cluster historical requests by home patron group and holding cluster, [7-10](#)
Inter-cluster historical requests by home patron id and holding cluster, [7-10](#)
Inter-cluster items in transit (local database only) (over x days), [7-10](#)
Inter-cluster items in transit (local database only)(all), [7-10](#)
Inter-cluster shipping statistics (local database only), [7-10](#)
Inter-cluster stub patrons (local database only), [7-10](#)
Invoice_receiving_report, [7-10](#)
Item Count - Dewey Decimal Classification, [7-11](#)
Item Count - Library of Congress Classification, [7-11](#)
Item Count - National Library of Medicine Classification, [7-11](#)
Item Count - SuDoc Classification, [7-11](#)
Item Count by Location and Type, [7-11](#)
Item Count by Location, Type and Create Date, [7-11](#)
Item Location, [7-11](#)
Item Most Recent Charge Date, [7-11](#)
Item Note Search, [7-11](#)
Item Stati, Lost, missing etc., [7-11](#)
Item Status - At Bindery, [7-11](#)
Item Status - Cataloging Review, [7-12](#)
Item Status - Circulation Review, [7-12](#)
Item Status - Claims Returned, [7-12](#)
Item Status - Damaged, [7-12](#)
Item Status - In Process, [7-12](#)
Item Status - In Transit, [7-12](#)
Item Status - Lost Library Applied, [7-12](#)
Item Status - Lost System Applied, [7-12](#)
Item Status - Missing, [7-12](#)
Item Status - Withdrawn, [7-12](#)
Items Browsed, [7-12](#)
Last Charged (All Time), [7-12](#)
Last Charged (Range), [7-12](#)
LCClassFull, [7-13](#)
Map_i_currency_conversion, [7-13](#)
Map_i_line_item_fund (sub), [7-13](#)
Map_i_line_item_PO_bib (sub), [7-13](#)
Map_price_adjustments (sub), [7-13](#)
Map_vendor_address (sub), [7-13](#)
MFHD Count - Library of Congress Classification, [7-13](#)

- MFHD Count - National Library of Medicine Classification, [7-13](#)
MFHD Count - SuDoc Classification, [7-13](#)
MFHD Count-Dewey Decimal Classification, [7-13](#)
MFHDBlob, [7-13](#)
New Bib Count, [7-14](#)
OPAC - Local Z3950 Mappings to Voyager Indexes, [7-14](#)
OPAC and Staff Composite Left-Anchored Indexes, [7-14](#)
OPAC and Staff Keyword Indexes, [7-14](#)
OPAC and Staff Left-Anchored Indexes, [7-14](#)
OPAC Search Log Total Searches by Day, [7-14](#)
OPAC Suppressed Record, [7-14](#)
Patron Fines and Fees, [7-14](#)
Patron Fines and Fees - UB Stub Patrons, [7-14](#)
Patrons Created By Operator, [7-14](#)
Patrons with Overdue Items, [7-15](#)
Patrons with Paid Lost Items to Discharge, [7-15](#)
Patrons with Unpaid Lost Items, [7-15](#)
Proxy Patron - Active, [7-15](#)
Proxy Patron - Expired, [7-15](#)
Publications Patterns with Components, [7-15](#)
Requestor List, [7-15](#)
Routing List Locations, [7-15](#)
Routing List Locations (sub), [7-15](#)
Routing List Members (sub), [7-15](#)
Routing List Patrons, [7-15](#)
Routing List Patrons (sub), [7-16](#)
Routing Lists, [7-16](#)
searchfields2, [7-16](#)
Security
 All Profiles (sub), [7-16](#)
 All Profiles and Operators, [7-16](#)
Short Loans, [7-16](#)
Subscription Payment History, [7-16](#)
Subtotals (sub), [7-16](#)
Subtotals_sub (sub), [7-16](#)
System Access Tables NOT Linked, [7-17](#)
System Linked Tables, [7-17](#)
System Query List, [7-17](#)
System Report List, [7-17](#)
System Reports Available, [7-17](#)
Title List - Medium Computer File, [7-17](#)
Title List - Medium Globe, [7-17](#)
Title List - Medium Map, [7-17](#)
Title List - Medium Microform, [7-17](#)
Title List - Medium Motion Picture, [7-17](#)
Title List - Medium Non-Projected Medium, [7-17](#)
Title List - Medium Projected Medium, [7-18](#)
Title List - Medium Remote Sensing Image, [7-18](#)
Title List - Medium Sound Recording, [7-18](#)
Title List - Medium Text, [7-18](#)
Title List - Medium Unspecified, [7-18](#)
Title List - Medium Video recording, [7-18](#)
Title List - Type Computer File, [7-18](#)
Title List - Type Kit, [7-18](#)
Title List - Type Language Material, [7-18](#)
Title List - Type Manuscript Language Material, [7-18](#)
Title List - Type Manuscript Map, [7-18](#)
Title List - Type Manuscript Music, [7-19](#)
Title List - Type Mixed Material, [7-19](#)
Title List - Type Musical Sound Recording, [7-19](#)
Title List - Type Non-musical Sound Recording, [7-19](#)
Title List - Type Printed Map, [7-19](#)
Title List - Type Printed Music, [7-19](#)
Title List - Type Projected Medium, [7-19](#)
Title List - Type Three-Dimensional Artifact, [7-19](#)
Title List - Type Two-Dimensional Nonprojectable Graphic, [7-19](#)
Title List-Bib Level= s, [7-17](#)
UB Average Receiving Time by Day (warehouse), [7-19](#)
UB Call Slip Processing Statistics by Date Range, [7-20](#)
UB Call Slip Processing Statistics by Day (warehouse), [7-20](#)
UB Charges by Day (warehouse), [7-20](#)
UB Historical Charges by Patron Home Database, [7-20](#)
UB Historical Charges by Stub Patron Group, [7-20](#)
UB Historical Requests by Patron Home Database, [7-20](#)
UB Historical Requests by Stub Patron Group, [7-20](#)
UB Holding Library Items in Transit (all), [7-20](#)
UB Holding Library Items in Transit (over x days), [7-21](#)
UB Home Patrons - Historical Requests by

-
- Holding Library, [7-21](#)
 - UB Home Patrons - Historical Requests by Home Patron Group, [7-21](#)
 - UB Home Patrons - UB Fines and Fees (grouped by db), [7-22](#)
 - UB Home Patrons - with Active UB Charges, [7-22](#)
 - UB Home Patrons - with Fees and Demerits, [7-22](#)
 - UB Home Patrons - with Fees and Demerits (grouped by db), [7-22](#)
 - UB Home Patrons - with Outstanding Requests (x days), [7-22](#)
 - UB Home Patrons - with UB Fines and Fees, [7-22](#)
 - UB Home Patrons with Demerits, [7-22](#)
 - UB Home Patrons with Demerits - Sub, [7-21](#)
 - UB Home Patrons with Demerits (Grouped by Db) - Sub, [7-21](#)
 - UB Home Patrons with Fees, [7-22](#)
 - UB Home Patrons with Fees - Sub, [7-21](#)
 - UB Home Patrons with Fees (Grouped by Db) - Sub, [7-21](#)
 - UB Home Patrons with Fees and Demerits, [7-21](#)
 - UB Home Patrons with Fees and Demerits (Grouped by Db), [7-21](#)
 - UB Home Patrons-Historical Charges by Holding Library, [7-21](#)
 - UB Home Patrons-Historical Charges by Home Patron Group, [7-21](#)
 - UB Inbound Shipping Statistics, [7-22](#)
 - UB Outbound Shipping Statistics, [7-22](#)
 - UB Stub Patrons, [7-22](#)
 - UB Stub Patrons with Active Charges, [7-23](#)
 - UB Stub Patrons with Demerits, [7-23](#)
 - UB Stub Patrons with Demerits (Grouped by Patron), [7-23](#)
 - UB Stub Patrons with Fines and Fees, [7-23](#)
 - URL Host Links, [7-23](#)
 - user_tab_columns, [7-23](#)
 - Vendor Copy Order-Receipt Dates, [7-23](#)
 - Vendor Performance - Days to Receipt, [7-23](#)
 - Vendor Type Performance - Days to Receipt, [7-24](#)
 - Voyager Data Dictionary, [7-24](#)
 - Voyager databases (local=0), [7-24](#)
 - Voyager Record Counts, [7-24](#)
 - reports and queries, [7-5](#)
 - setting up, [1-17](#)
 - using, [7-24](#)
 - using the expression builder, [7-27](#)
 - value of prepaid subscriptions report, [7-23](#)
 - Print (Processing) Locations
 - Global preferences, [3-5](#)
 - print location
 - selecting, [1-10](#)
 - printing a purchase order, [2-4](#)
 - processing archive files, [4-14](#)
 - processing location
 - selecting, [1-10](#)
 - Processing Location field, [1-10](#)
 - Processing Locations, [3-5](#)
 - program
 - Fiscal Period Close, [2-8](#)
 - Proxy Patron - Active, [7-15](#)
 - Proxy Patron - Expired, [7-15](#)
 - Publications Patterns with Components, [7-15](#)
 - purchase order, [A-17](#)
 - purchase order - landscape, [A-18](#)
 - purchase order cancellation notice, [A-2](#)
 - purchase order report, [2-4](#)
 - purpose
 - of this document, [xxi](#)
-

Q

- queries
 - access
 - adapting after new release, [1-71](#)
-

R

- reason for reissue, [xxi](#)
- recall notice, [2-31](#), [2-34](#), [A-12](#)
- recall overdue notice, [2-31](#), [A-13](#)
- registry, [3-5](#)
- Registry Editor dialog box, [1-54](#)
- Relink check box, [1-70](#)
- Report Archive
 - setting path, [1-9](#)
- report database file, [5-2](#)
- report name

- 856 link failure report, [2-16](#)
circ item related exceptions report, [2-32](#)
circ patron related exceptions report, [2-32](#)
circ transaction related exceptions report, [2-32](#)
circ transaction statistics, [2-32](#)
copy rollover status, [2-8](#)
copy rollover status report, [2-5](#)
distribution item order list report, [2-32](#)
duplicate authority records, [2-15](#)
fund rollover status, [2-8](#)
fund rollover status report, [2-5](#)
fund snapshot report after rollover, [2-8](#)
fund snapshot report before rollover, [2-8](#)
fund snapshot report-global, [2-5](#)
global circulation transaction statistics, [2-32](#)
global open orders report, [2-5](#)
media equipment inventory, [2-48](#)
media scheduling charge statistics, [2-48](#)
media statistics, [2-48](#)
missing in transit report, [2-32](#)
open orders, [2-7](#)
open orders report, [2-5](#)
open orders report after rollover, [2-8](#)
open orders report before rollover, [2-8](#)
purchase order, [2-4](#)
reserved items active report, [2-32](#), [3-13](#)
reserved items expired report, [2-32](#), [3-13](#)
see also reference without an authority record, [2-16](#)
see references authorized in another record, [2-16](#)
see references with linked bib records, [2-16](#)
unauthorized name headings report, [2-15](#)
unauthorized name/title headings report, [2-15](#)
unauthorized subject headings report, [2-15](#)
unauthorized title headings report, [2-15](#)
- Reporter**
- Access reports and notices, [5-2](#)
building reports and notices, [4-3](#)
correcting errors and error record processing, [4-19](#)
editing reports and notices, [5-10](#)
error conditions, [6-1](#)
 Failure Recovery Run, [6-1](#)
 Unprocessed E-Mail Notices, [6-3](#)
 Unprocessed Report and/or Notice, [6-2](#)
error record processing, [4-17](#)
logging in, [4-1](#)
module, [1-1](#), [2-1](#)
processing archive files, [4-14](#)
running reports and notices, [4-12](#)
- session preferences, [3-1](#)
setting up, [1-2](#)
reports and queries in prepackaged Access reports, [7-5](#)
Reports Archive Path
 Reports preferences, [3-13](#)
reports Database dialog box, [1-65](#)
Reports preferences, [3-1](#), [3-11](#)
 P.O. Style, [3-12](#)
 Reports Archive Path, [3-13](#)
 Reserved Items Reports Option, [3-13](#)
 setting up, [3-14](#)
reproduction, of documentation, [xxv](#)
Requestor List, [7-15](#)
reserve items active by call number report, [A-44](#)
reserve items active by course name and call number report, [A-46](#)
reserve items active by course name and title report, [A-47](#)
reserve items active by title report, [A-45](#)
reserve items expired by call number report, [A-48](#)
reserve items expired by course name and call number report, [A-50](#)
reserve items expired by course name and title report, [A-51](#)
reserve items expired by title report, [A-49](#)
reserved items active report, [2-32](#), [2-37](#), [3-13](#)
reserved items expired report, [2-32](#), [2-38](#), [3-13](#)
 Reserved Items Reports Option
 by Location and Call Number, [3-13](#)
 by Location and Title, [3-13](#)
 by Location, Course Name and Call #, [3-13](#)
 by Location, Course Name and Title, [3-13](#)
 Reports preferences, [3-13](#)
restoring
 server file, [6-3](#)
retain patron id, [2-48](#)
return notice, [2-4](#), [A-3](#)
rollover status report-global, [2-5](#), [2-8](#)
Routing List Locations, [7-15](#)
Routing List Locations (sub), [7-15](#)
Routing List Members (sub), [7-15](#)
Routing List Patrons, [7-15](#)
Routing List Patrons (sub), [7-16](#)
Routing Lists, [7-16](#)
running acquisitions batch jobs, [2-8](#)
 webadmin, [2-13](#)
running cataloging batch jobs, [2-24](#)
 webadmin, [2-29](#)
running circulation batch jobs, [2-41](#)

webadmin, [2-45](#), [2-55](#)
running media scheduling batch jobs, [2-51](#), [2-52](#)
running reports and notices, [4-12](#)

S

sample notices, [A-1](#)
 acquisitions notices, [A-1](#)
 circulation notices, [A-8](#)
 media scheduling notices, [A-16](#)
sample reports, [A-17](#)
 acquisitions reports, [A-17](#)
 cataloging reports, [A-28](#)
 circulation reports, [A-37](#)
 media reports, [A-53](#)
Save setup selections as Initialization defaults, [3-2](#)
searchfields2, [7-16](#)
Security
 All Profiles (sub), [7-16](#)
 All Profiles and Operators, [7-16](#)
see also reference without an authority record report, [2-16](#)
see also reference without corresponding authority record report, [2-16](#), [2-22](#)
see references authorized in another authority record report, [2-16](#), [2-21](#), [A-35](#)
see references authorized in another record report, [2-16](#)
see references with linked bib records report, [2-16](#), [2-21](#), [A-36](#)
see references without corresponding authority record report, [A-34](#)
Select Directory dialog box, [3-6](#)
Select Directory for msaccess.exe dialog box, [1-9](#)
selecting
 print location, [1-10](#)
 processing location, [1-10](#)
serial claim notice, [2-4](#), [2-5](#), [A-6](#)
session preferences
 Acquisitions Forms, [3-1](#)
 Address Format, [3-15](#)
 Address format, [3-1](#)
 Cataloging Forms, [3-1](#)
 Circulation Forms, [3-1](#)
 E-mail, [3-1](#), [3-7](#)
 Forms Control, [3-1](#), [3-17](#)
 Global, [3-1](#), [3-2](#)

Media Booking Forms, [3-1](#)
Notices, [3-1](#), [3-9](#)
Reports, [3-1](#), [3-11](#)
setting up
 preferences
 Address Format, [3-16](#)
 Global, [3-6](#), [3-8](#), [3-10](#), [3-18](#)
 Reports, [3-14](#)
 prepackaged Access reports, [1-17](#)
 Reporter module, [1-2](#)
Short Loans, [7-16](#)
SMTP e-mail server, [1-3](#), [1-4](#)
Software Asset Manager dialog box, [1-20](#)
SQLNET.ORA file, [1-51](#), [1-53](#)
standard information file format
 acquisitions notice, [2-6](#)
 acquisitions report, [2-6](#)
 cataloging report, [2-16](#)
 circulation notice, [2-33](#)
 circulation report, [2-33](#)
 media scheduling notice, [2-49](#)
 media scheduling report, [2-49](#)
stanza
 [E-mail], [1-3](#), [1-4](#)
statement of fines/fees, [2-32](#), [A-14](#)
Subscription Payment History, [7-16](#)
Subtotals (sub), [7-16](#)
Subtotals_sub (sub), [7-16](#)
System Access Tables NOT Linked, [7-17](#)
System Linked Tables, [7-17](#)
System Query List, [7-17](#)
System Report List, [7-17](#)
System Reports Available, [7-17](#)

T

tab
 Address Format, [3-15](#)
 E-mail, [1-11](#)
 Forms Control, [3-17](#)
 Global, [1-10](#)
Tablespace field, [1-66](#)
test message
 e-mail, [1-14](#)
 failed, [1-15](#)
 successful, [1-15](#)
Title List - Medium Computer File, [7-17](#)

Title List - Medium Globe, [7-17](#)
Title List - Medium Map, [7-17](#)
Title List - Medium Microform, [7-17](#)
Title List - Medium Motion Picture, [7-17](#)
Title List - Medium Non-Projected Medium, [7-17](#)
Title List - Medium Projected Medium, [7-18](#)
Title List - Medium Remote Sensing Image, [7-18](#)
Title List - Medium Sound Recording, [7-18](#)
Title List - Medium Text, [7-18](#)
Title List - Medium Unspecified, [7-18](#)
Title List - Medium Video recording, [7-18](#)
Title List - Type Computer File, [7-18](#)
Title List - Type Kit, [7-18](#)
Title List - Type Language Material, [7-18](#)
Title List - Type Manuscript Language Material, [7-18](#)
Title List - Type Manuscript Map, [7-18](#)
Title List - Type Manuscript Music, [7-19](#)
Title List - Type Mixed Material, [7-19](#)
Title List - Type Musical Sound Recording, [7-19](#)
Title List - Type Non-musical Sound Recording, [7-19](#)
Title List - Type Printed Map, [7-19](#)
Title List - Type Printed Music, [7-19](#)
Title List - Type Projected Medium, [7-19](#)
Title List - Type Three-Dimensional Artifact, [7-19](#)
Title List - Type Two-Dimensional Nonprojectable Graphic, [7-19](#)
Title List-Bib Level= s, [7-17](#)
TNSNAMES.ORA file, [1-51, 1-53](#)
transaction exceptions, [2-32, 2-39](#)
transaction related exceptions report, [A-52](#)
transaction statistics report, [2-32, 2-39](#)

U

UB Average Receiving Time by Day (warehouse), [7-19](#)
UB Call Slip Processing Statistics by Date Range, [7-20](#)
UB Call Slip Processing Statistics by Day (warehouse), [7-20](#)
UB Charges by Day (warehouse), [7-20](#)
UB Historical Charges by Patron Home Database, [7-20](#)
UB Historical Charges by Stub Patron Group, [7-20](#)
UB Historical Requests by Patron Home Database, [7-20](#)
UB Historical Requests by Stub Patron Group, [7-20](#)

UB Holding Library Items in Transit (all), [7-20](#)
UB Holding Library Items in Transit (over x days), [7-21](#)
UB Home Patrons - Historical Requests by Holding Library, [7-21](#)
UB Home Patrons - Historical Requests by Home Patron Group, [7-21](#)
UB Home Patrons - UB Fines and Fees (grouped by db), [7-22](#)
UB Home Patrons - with Active UB Charges, [7-22](#)
UB Home Patrons - with Outstanding Requests (x days), [7-22](#)
UB Home Patrons - with UB Fees and Demerits, [7-22](#)
UB Home Patrons - with UB Fees and Demerits (grouped by db), [7-22](#)
UB Home Patrons - with UB Fines and Fees, [7-22](#)
UB Home Patrons with Demerits, [7-22](#)
UB Home Patrons with Demerits - Sub, [7-21](#)
UB Home Patrons with Demerits (Grouped by Db) - Sub, [7-21](#)
UB Home Patrons with Fees, [7-22](#)
UB Home Patrons with Fees - Sub, [7-21](#)
UB Home Patrons with Fees (Grouped by Db) - Sub, [7-21](#)
UB Home Patrons with Fees and Demerits, [7-21](#)
UB Home Patrons with Fees and Demerits (Grouped by Db), [7-21](#)
UB Home Patrons-Historical Charges by Holding Library, [7-21](#)
UB Home Patrons-Historical Charges by Home Patron Group, [7-21](#)
UB Inbound Shipping Statistics, [7-22](#)
UB Outbound Shipping Statistics, [7-22](#)
UB Stub Patrons, [7-22](#)
UB Stub Patrons with Active Charges, [7-23](#)
UB Stub Patrons with Demerits, [7-23](#)
UB Stub Patrons with Demerits (Grouped by Patron), [7-23](#)
UB Stub Patrons with Fines and Fees, [7-23](#)
unauthorized name headings report, [2-15, 2-18, A-29](#)
unauthorized name/title headings report, [2-15, 2-19, A-31](#)
unauthorized subject headings report, [2-15, 2-17, A-28](#)
unauthorized title headings report, [2-15, 2-19, A-30](#)
Unprocessed E-Mail Notices, [6-3](#)
Unprocessed Report and/or Notice, [6-2](#)
URL Host Links, [7-23](#)

user_tab_columns, [7-23](#)
using prepackaged Access reports, [7-24](#)
using the expression builder, [7-27](#)

V

value of prepaid subscriptions report, [7-23](#)
Vendor Copy Order-Receipt Dates, [7-23](#)
Vendor Performance - Days to Receipt, [7-23](#)
Vendor Type Performance - Days to Receipt, [7-24](#)
voucher/check request notice, [2-4, A-7](#)
Voyager Data Dictionary, [7-24](#)
Voyager databases (local=0), [7-24](#)
Voyager Record Counts, [7-24](#)
voyager.ini file, [1-3, 1-4, 1-5, 1-11](#)
 configuring, [1-3](#)
VoyagerInstall.exe file, [1-3](#)

W

webadmin
 acquisitions batch job
 creating input files, [2-12](#)
 Acquisitions Reports and Processes utility, [2-12](#)
 cataloging batch job
 creating input files, [2-27](#)
 Cataloging Reports utility, [2-28](#)
 circulation batch job
 creating input files, [2-44, 2-54](#)
 Circulation Reports and Notices utility, [2-45](#)
 Media Jobs, [2-55](#)
 running acquisitions reports and notices, [2-13](#)
 running cataloging reports, [2-29](#)
 running circulation reports, [2-45, 2-55](#)
webadmin main page, [2-12, 2-13, 2-28, 2-44, 2-54](#)