

ABLETM Library



Basic User's Guide LC version Feb. 21, 2012

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Welcome

ABLE™ (Advanced Bindery Library Exchange) bindery prep software is a product that provides both the bindery and the library with a means for communicating binding information quickly and accurately to the binder. ABLE™ Library gives the library the ability to store, retrieve and modify title information. Titles are prepared for binding without retyping any of the stored information; the variable information need only be entered. A variety of reports is available and can be printed or viewed on-screen.

Installation

Using a browser, ABLE™ Web can be accessed from any user's desktop. Its easy-to-use graphical interface provides access to your library's permanent periodical database and it also provides the tools needed to prepare all types of binding.

Get Help

This User's Guide covers the fundamentals of ABLE™ Library and focuses on the procedures and steps you're likely to use most often. In addition to this guide, the following resources offer a wide range of information about working with ABLE™.

- ❖ ABLE™ on-line help manual
- ❖ For system problems inform your supervisor or call or email one of our Binder contacts at the Library:

Log In

When the application is started, a window is displayed requesting an Account ID, Operator ID and Password.

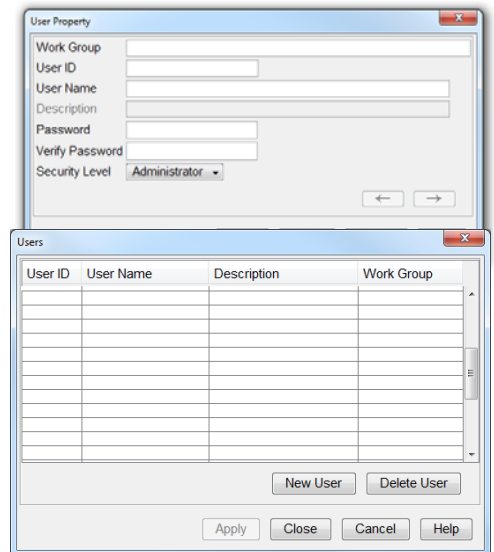
- ❖ Enter your 8-digit account number in the *Account ID* field:
- ❖ Enter your network ID in the *Operator ID* field.
- ❖ Enter your network ID in the *Password* field, which will appear as asterisks.
- ❖ Press the *Enter* key or click on the **Log On** button.



User Set-Up

Each user should be set up with a unique Operator ID and Password. The **USERS** window is utilized for managing each User's Work Group, Operator ID, User Name, User Description, Password and Security Level. There are four levels of security: Basic, Supervisor, Administrator, and Read-only. Services that are not allowed for a specific user will appear in gray on the ABLE™ screens.

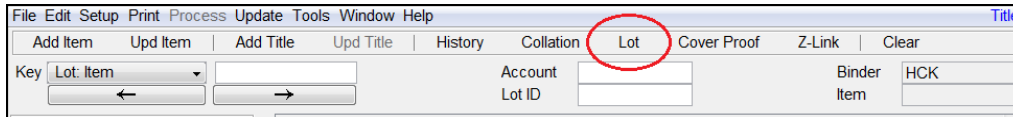
- ❖ Select *Setup>>System Parameters>>Users*
- ❖ Click on the **New User** button.
- ❖ Enter your name in the *User Name* field.
- ❖ Enter an eight character password in the *Password* field, then tab and re-enter the password in the *Verify Password* field. (The password will appear as asterisks in both fields.)
- ❖ Write down your password to take back to your office and store with your other passwords.
- ❖ Click on the **Close** button. Your name should now appear on the Users list.
- ❖ Select *File>>Log Out*. Now login with your new password.



Create a Lot

A lot is a collection of items prepared by the library to be sent for binding. The Lot Window is used to create and select the lot to be used.

- ❖ Click on the **Lot** button or press Alt+L. This will display the Lot window.



- ❖ To create a new lot enter the lot name in the *Lot ID* field. The lot name can consist of letters, numbers or a combination of both with a maximum of 8 characters.
- ❖ Optional information such as *Date Expected*, *Truck Route* and *Shipping Day* can be entered.
- ❖ To select an existing lot, use the ← and → buttons to look through the available lots to locate the appropriate one.
- ❖ Click on the **Close** button. This will save any changes made and close the window. You should now see the lot created/selected in the *Lot ID* field on the Title Composition screen.

 A screenshot of the 'Lot' dialog box. It is divided into three sections:

- Account Info:** Contains fields for Account ID, Binder ID (with value 'HCK'), Title Count, Last Title ID, and Heckman Bindery, Inc.
- Lot Statistics:** Contains fields for Shipment Id, Shipment Date, Lot ID, Last Item ID, Lot Status (dropdown), Lot Style (dropdown), and Item Count.
- Lot Information:** Contains sub-sections for 'Items' (Sent and Returned), 'Cartons' (Sent and Returned), and 'Shipping' (Date Expected, Truck Route, and Shipping Day).

 At the bottom of the dialog box are buttons for ←, →, Rename, Apply, Close, Cancel, and Help.

Select a Lot

Select Lot Status from the Window menu to view the Lot Status window.

Use one of the types of filters on the lower left side of the window to filter the list of lots and select the one that you are working on.

- ❖ Select one of the radio button filters
- ❖ Enter the data on which you are filtering
- ❖ Select the Lot Filter button to find your lot on the list of displayed lots and select your lot.
- ❖ Double-click the lot number and close the window to continue to work on the lot.

The screenshot shows the 'Lot Status' window with a table of lots and a filter section below it.

Lot ID	Lot Status	Item Count	Cartons	Create Date	Work Group
00-100	Created	3	0	11-16-2011	LBS
00-Z001	Created	12	0	11-17-2011	LBS
01-HUJAR	Created	6	0	09-25-2011	Admin
02-HUJAR	Created	4	0	09-26-2011	Admin
07-T2000	Created	8	0	09-07-2011	Admin
11-BKFX	Produced	11	0	07-26-2011	LBS
11-BKFY	Produced	22	0	08-02-2011	LBS
11-BKFZ	Produced	107	0	09-15-2011	LBS
11-EURT1	Produced	7	1	10-20-2011	European
11-EURT2	Produced	11	0	10-21-2011	European

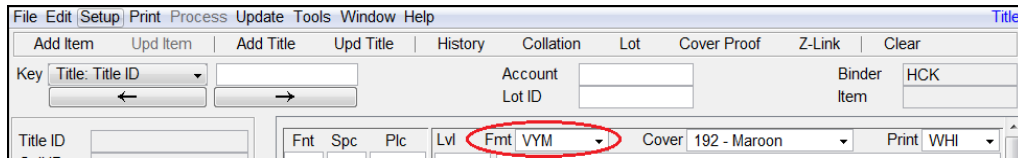
Below the table is the 'Lot Filter' section with the following controls:

- Radio buttons for: Lot ID, Lot Status, Creation Date, Work Group.
- Lot ID: Two text input fields.
- Lot Status: A dropdown menu currently showing 'Restored'.
- Create From: Two date pickers, both showing '02-03-2012'.
- Lot Filter: A button.
- Work Group: A dropdown menu showing 'LBS', 'Admin', and 'European'.

At the bottom of the window are several buttons: Delete, Add, Restored (dropdown), Change Status, Create Shipment, and Close.

Monograph Entry

- ❖ Complete the Lot ID box.
- ❖ Select a template from the *FMT* field list box
 - Refer to Appendix A, page 9, for a list of valid formats.



- ❖ The cursor will be positioned after the first prompt. Enter the appropriate information and then press the tab key to go to the next prompt. Follow these steps for each prompt that exists.
- ❖ Add LCCN in the Priv ID box and include the custodial area in Dept.
- ❖ Select the product type from the *Category* field list box.
- ❖ Select a cover color from the *Cover* field list box.
- ❖ Select a print color from the *Print* field list box.
- ❖ Include the barcode in the Barcode box at the bottom of the window.
- ❖ Click on the **Instructions** button to enter any special instructions for the bindery, if applicable.

NOTE: Only the *Bindery* and *Temporary* instructions fields will print on the binding ticket unless Print Library Instructions is selected in the Print Menu.

- ❖ To view an image of the spine, click on the **Cover Proof** button.
- ❖ Click on the **Add Item** button to save the item to the lot.
- ❖ Repeat these steps for each monograph title.

Periodical Entry

ABLE™ Library has been populated with your library's previously bound periodical titles.

Record Retrieval

Record retrieval is the means of finding an existing title, lot/item or format record from a particular database file. The records retrieved can then be updated, deleted, used as a template for adding a new record, or selected for a lot. Retrieval may be based on any of the 'keys' in *Table 1* shown below and on the following page.

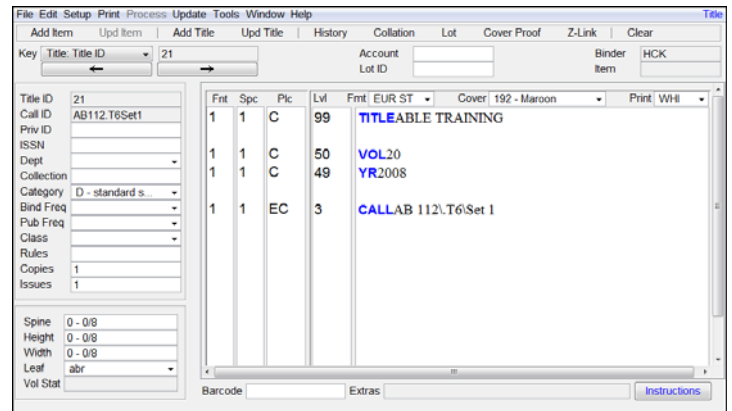


Table 1 – Record Retrieval Keys

DATABASE FILE	KEY	CRITERIA
Title	Text	First two letters of the first four words of the title
	Call	First 15 characters with no spaces and no line breaks
	Private	LC supplies the LCCN
	Title ID	Numeric identifier assigned by ABL™ Library
	ISSN/ISBN	General purpose key for use by the library
	Barcode*	Barcode assigned in the library's ILS system. Do not add to Title records.
	Keyword	Two or three title keywords
Lot	Item	Number assigned by ABL™ when saved to the lot
	Text	First two letters of the first four words of the title
	Call	First 15 characters with no spaces and no line breaks
	Barcode	Barcode assigned in the library's ILS system

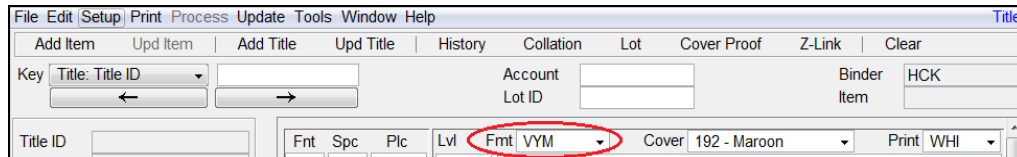
*This key will not be present at the time of installation of the ABL™ Library software. It is the responsibility of the library to populate these keys with data for retrieval, if desired.

- ❖ Select a retrieval key from the *Key* field list box.
 - ❖ Enter the appropriate criteria, and then press the tab key. For the Title ID Key, select enter to retrieve the search results. The requested record will be displayed.
 - ❖ Enter the appropriate variable information.
 - ❖ Include the barcode in the Barcode box at the bottom of the window.
 - ❖ Click on the **Instructions** button to enter any special instructions for the bindery, if applicable.
- NOTE:** Only the *Bindery* and *Temporary* instructions fields will print on the binding ticket unless Print Library Instructions is selected in the Print Menu.
- ❖ To view an image of the spine, click on the **Cover Proof** button.
 - ❖ Click on the **Add Item** button to save the item to the lot.
 - ❖ Repeat these steps for each title you wish to retrieve from the database.

Create a New Periodical Title Record

New titles have to be added to the permanent database before being added to a lot. Follow the steps below to add a new title to the database then refer to the steps above for record retrieval.

- ❖ Select a template from the *FMT* field list box
 - Refer to Appendix A, page 9, for a list of valid formats.



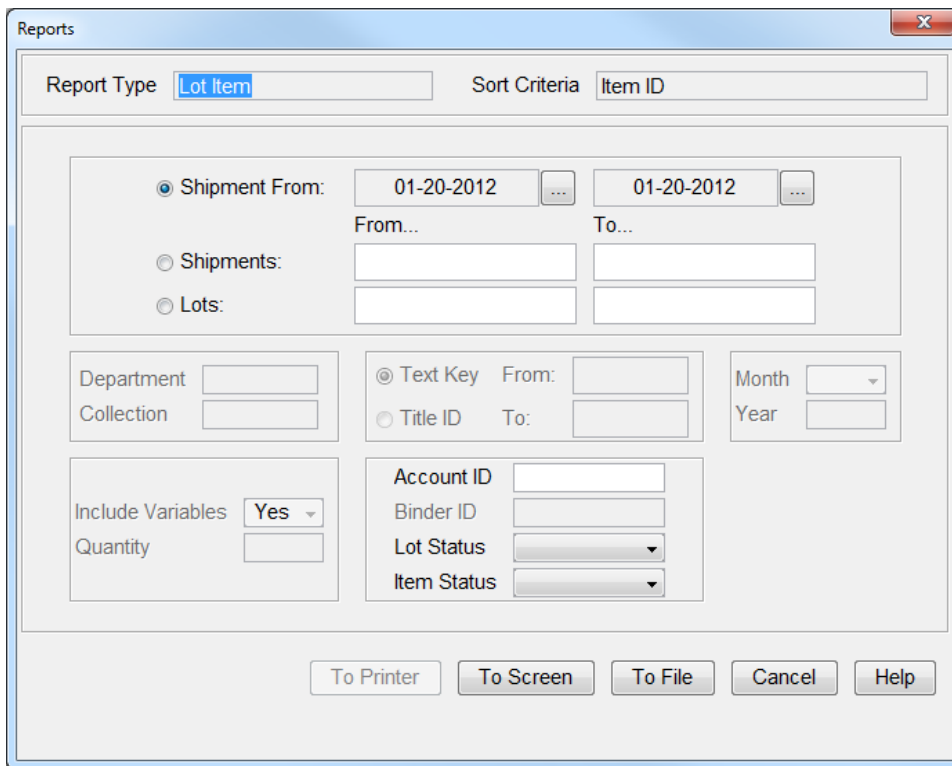
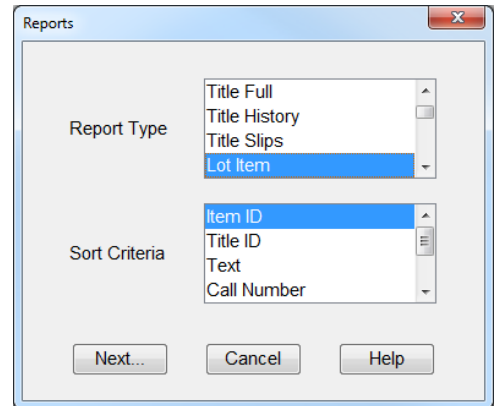
- ❖ The cursor will be positioned after the first prompt. Enter the appropriate information and then press the tab key to go to the next prompt. Follow these steps for each prompt that exists.
- ❖ Add LCCN in the Priv ID box, complete ISSN when available, and include the custodial area in Dept.
- ❖ Select the product type from the *Category* field list box.
- ❖ Select a cover color from the *Cover* field list box.
- ❖ Select a print color from the *Print* field list box.
- ❖ Click on the **Instructions** button to enter any special instructions for the bindery, if applicable. Note that *Temporary* instructions do not save to the title record.

NOTE: Only the *Bindery* and *Temporary* instructions fields will print on the binding ticket unless Print Library Instructions is selected in the Print Menu.

- ❖ To view an image of the spine, click on the **Cover Proof** button.
- ❖ Click on the **Add Title** button to add the title to the permanent database. A confirmation window will appear, click on the **Yes** button.

Lot Report

- ❖ Select **Window>>Reports**.
- ❖ Select Lot Item for the Report Type.
- ❖ Under Sort Criteria select the order in which the items should be listed.
- ❖ Click on the **Next** button.
- ❖ Enter the lot name in the *Lot ID* field.
- ❖ Click on the **To Screen** button and then select to print in PDF or HTML format.



Appendix A – Generic Formats

(Not all Formats are Included)

Periodicals

FMY	=	<FTC TITLE>	<MO>\<YR>	<CALL>	<SERIAL ENTRY>
FVMYN	=	<FTC TITLE>	<VOL>\<MO>\<YR>\<NO>	<CALL>	<SERIAL ENTRY>
MY	=	<TITLE>	<MO>\<YR>	<CALL>	<SERIAL ENTRY>
NY	=	<TITLE>	<NOS>\<YR>	<CALL>	<SERIAL ENTRY>
VY	=	<TITLE>	<VOL>\<YR>	<CALL>	<SERIAL ENTRY>
VMY	=	<TITLE>	<VOL>\<MO>\<YR>	<CALL>	<SERIAL ENTRY>
VMYN	=	<TITLE>	<VOL>\<MO>\<YR>\<NO>	<CALL>	<SERIAL ENTRY>
VMYPP	=	<TITLE>	<VOL >\<MO>\<YR>\<PP><PG>	<CALL>	<SERIAL ENTRY>
VYN	=	<TITLE>	<VOL >\<YR>\<NO>	<CALL>	<SERIAL ENTRY>
Y	=	<TITLE>	<YR>	<CALL>	<SERIAL ENTRY>

Monographs

ATC	=	<AUTHOR>	<TITLE>	<CALL>
TC	=	<TITLE>	<CALL>	
C	=	<CALL>		
PATC	=	<CALL>	<AUTHOR>	<TITLE>