

Athenaeum Light 10 Ultra-Quick Start

Accounts and Passwords

There are 3 main accounts you and your patrons will use day to day. "Library", "Issue", "Guest". The default passwords for these are

admin: a
issue: i
guest (no password)

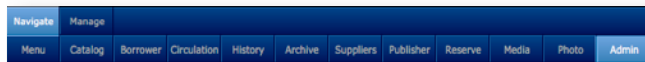
You can and should change at least the admin and Issue passwords in the preferences.

When logged into any account, you can click the re-login button to switch accounts.



Preferences

Click the Admin button on the Navigation menu



You can also simply press the "a" key.

Ensure your registration code is entered along with admin name, logo and title. If you don't have the code, contact SumWare Consulting.


Set your preferences accordingly, add any suggested searches and enter a URL for the web

page for guests as a fully qualified address surrounded with double quotes:



Navigation

The Navigate at the top of many screens will allow you to jump to any part of Athenaeum from the revealed buttons:



Catalogue

The minimum cataloging required besides the basic cataloging detail (title, author, etc) is bar code, location (so patrons can find the books on the shelves) and Not for issue.

Keyboard Shortcuts

Use the Control key (windows) or Command key (Mac) with the following keys

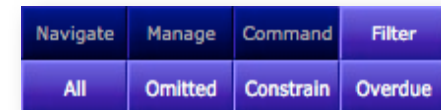
- 1 - Main menu
- 2 - Search
- 3 - Issue
- 4 - Return

Athenaeum Light 10 also introduces single key navigation on many screens:

1	Main Menu
2	Search
3	Issue
4	Return
A	Admin/preferences screen
B	Borrower list
C	Catalogue list
H	Issue History
I	Issue List
M	Show Manage menu on main screen
N	Show Navigate menu on main screen
R	Circulation Archive

Overdue list

Circulation-Filter then click Overdue.



Click the Print button and choose your report.

Concepts

Colours

The different modules of Athenaeum are themed with colours to give a quick indication of where you are at any time.

Views

Normally, there are two views in most modules—a list view and a detail view.

Navigating to the module will take you to the list view, showing the last “found set”. Clicking any item in a list view will show the detail view. Clicking a heading will generally sort the list view.

Utility buttons take you to a utility screen with less used functions and reports.

Found Set

The “found set” is important. It is the set of results from a find or search. The found set might some, all or none of the “records” in the module you are working on.

You can print, sort, export, adjust, e-mail, delete (depending upon your privilege), archive the found set of data - it’s a useful tool.

Command/Filter/Print

The tops of many screens have these buttons:



Clicking these buttons reveal menus of buttons appropriate to the current module. You can generate quite a number of reports from these.

The Find button is different as it enters “find” mode using the detail screen for the current module as a search template.

Reports

Go to the module you wish to report upon. Find the data you wish to report. Click the Report button and choose the report you want.

Maintenance

Occasionally, you will need to “set internal serial numbers”. For example, after you manually import data.



Main Menu ➔ Admin ➔ Maintenance.

More Information

Manual

The manual. The latest version is always available on the Athenaeum downloads page

<http://www.sumware.net/athdownload.php>

Tech notes

Technical and topical notes can be found on the Athenaeum Notes web site, which is also accessible from the Athenaeum Main Menu. Many notes are published as screen-casts.

Newsletters

Skim the headings of our back catalogue of newsletters here:

<http://www.sumware.net/ath/taxonomy/term/6>

Forum

Join the Athenaeum forum and join in discussion on how to do things with Athenaeum.

Support e-mail

Limited e-mail is free, so please use it.

Support@sumware.co.nz

Support

[Support web page](#)

The SumWare Consulting support web page details all available support options.