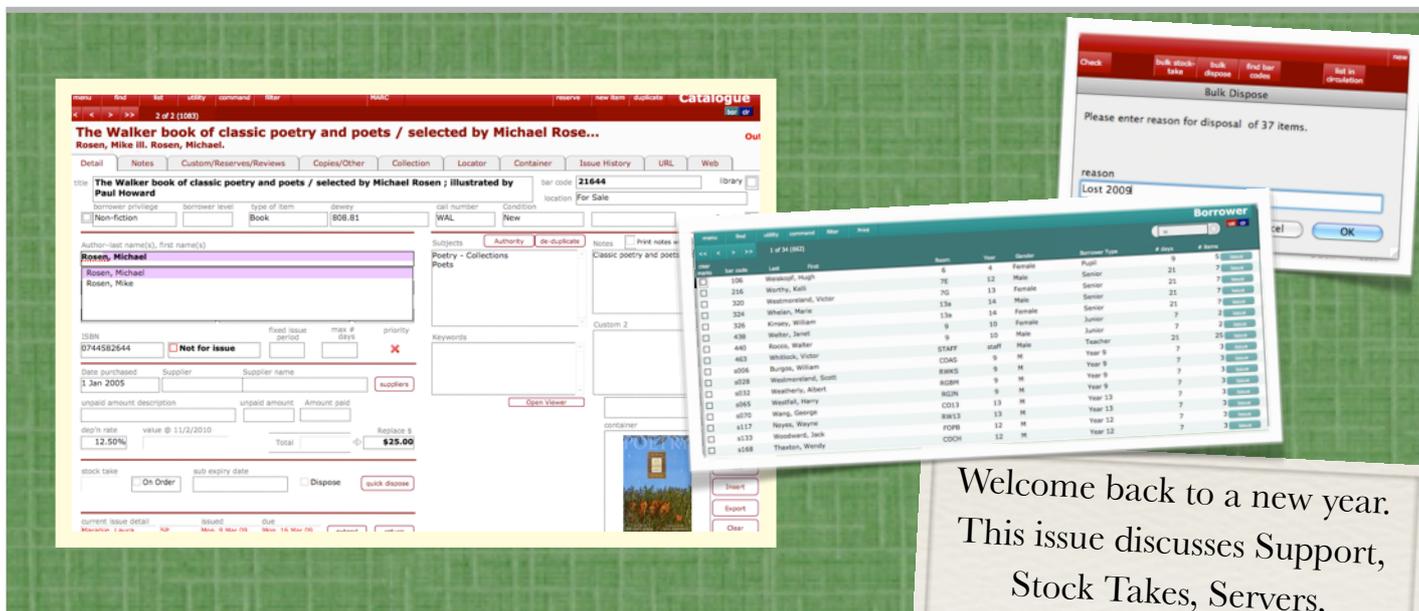# Athenaeum

2010 February Newsletter

Welcome back to a new year. This issue discusses Support, Stock Takes, Servers, Recesses, Author lists, Athenaeum Light, web templates and training.

Setting the Stock Take run number

Athenaeum Pro 8.5 stores the stock take run number in your preferences (Main Menu->Admin->System Tab).

This is an arbitrary number that nominally starts at 1 upon first install. The value of this number doesn't matter, provided it is consistent for each stock take run. For those of you who have finished last year's stock take, consider setting the current stock take run to 2009 if you hadn't already done so. Then, when you start the next stock take later this year, the number will automatically increment to 2010.
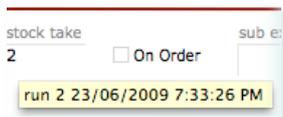
However, if you are one of the libraries we deal with who do multiple stock takes per year (yes, there are libraries like this - we feel for them!) then this option won't work, however you can manually set the stock take run to 2010-Jun (for example).

When did I take stock of that item?

There are two easy ways of determining when you took stock of a catalogue item. If you are looking at the item's detail screen, you will see the stock take run number at the bottom left of the screen.

Simply hover your cursor over that number and after a moment, a tool-tip will pop-up showing the date and time that item was scanned.

Alternatively, you can navigate to the stock take list (from the main menu) and quickly search for the item there.

Support

We have recently had a few questions about support contracts.

Support for Athenaeum from SumWare Consulting is available in a number of formats (pay as you go, pre-paid and limited free e-mail support). A pre-paid annual contract is one of the options. This can make your annual budgeting easier.

Support contracts are negotiated to suit your installation and start at $450+GST per annum. The contract can include a mixture of training, Athenaeum phone support, remote connection support, updates to Athenaeum, network support and on-site callouts.

Details of our support options are on the support pages of our web site.

E-mail

Please always address all support e-mails to support@sumware.co.nz to ensure the most prompt response.

Athenaeum Notes

The Athenaeum Notes pages have a kamar quick search tag to assist finding Kamar related notes. Don't forget that you can use the Search field on the left to find any note.

Quick Notes

Where is the Author pop-up list?

The Author field has a "pop-up" list of previously entered values that shrinks as you type. A few installations have servers that had trouble showing this list promptly, so the pop-up menu is now activated by clicking the arrow to the right of the author field.

Recess dates

Athenaeum Pro 8.5 stores the dates of your library recesses (i.e. when closed). That means that items will not be due during the recess (Main Menu->Admin->Dates tab). When adding dates, ensure that you add the periods of closure, not opening in these fields.

Latest Date

This is the latest due date you want Athenaeum Pro to allow. Typically, this is set to a few weeks before your next stock take. If you open Athenaeum and the current date is after the latest date, you will be asked to set the date.

FileMaker Server Schedules

A good number of libraries updated their database servers over new year. If some automatic processes are no longer happening, have your technician check that all server schedules were restored and enabled.
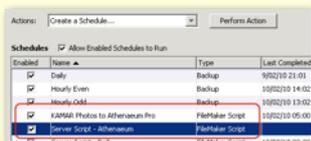
Kamar administrators may find this web page useful: Standard Athenaeum FileMaker Server scripts for Kamar sites - it lists the standard synchronisation schedules that should run regularly.

Bulk Dispose

Find the items missing from your just completed stock take and use the bulk dispose to send them all to the archive. If the items are subsequently found, it's a simple matter to send them back to the catalogue (we rarely delete items, just archive them - and the annual summary depends upon this).

Financial Summaries

Does your accountant want more information than the Annual $ summary report? Try the "Loc stats" and "Type stats" (statistics by location and type, repsectively) on the catalogue list print menu.

Still not enough detail? Then export to an Excel spreadsheet:

You can also create a custom spreadsheet. This web page has the details: Exporting Catalogue Data to Excel

Athenaeum Light

Athenaeum Light is quite popular and meets the needs of those libraries that want a simple, very cost effective library management solution.

A new version will be available soon, increasing compatibility with modern operating systems, refreshing many screens and adding functionality. This version will be based on the FileMaker Pro 10 engine. Watch out for updates.

Web Templates

There are a number of ways of seeing Athenaeum data via the web. In fact, Athenaeum has been able to do this since 1997.

We are currently working with Totali (http://www.totali.co.nz/) to produce new sets of customisable web templates for your FileMaker Server. The first release is planned next month with subsequent releases a few months after.

Training

Last year, we conducted almost two dozen quite popular group training sessions and many customised one-on-one sessions. We are planning this year's training. If you would like training, please contact Desiree to express your interest. The standard workshops are:

Workshop 1

Intro to Athenaeum: passwords and changing them, finding your way around, searching (fast search), borrowers and borrower privileges, issuing/returning, basic cataloging.

Workshop 2

Intermediate Athenaeum: power searches, global replace, reporting, importing SCIS data / book covers, customisation.

Workshop 3

Migration from Athenaeum Pro 7 and earlier to 8.x. New feature focus including interaction with the internet, customisation, etc.

Workshop 4

Stocktake, end of year reporting (annual summaries, statistical summaries), 'missing' and end of year reports, troubleshooting, preparing for end of year (recall letters, suspending borrowers, etc), archiving, tools to assist deciding on purchases.

Workshop 5

Advanced Athenaeum - authorities, calculated replace, emailing overdue notices, individual accounts and passwords, further topics on request. Watch this space...

Manual import of borrowers?

For those who still manually import borrowers from a spreadsheet or comma-separated file, don't forget to check the "Perform auto-enter options".

If you forget to do this, simply click the button shown on this web page: http://sumware.net/athenaeum/athnotes/?p=101