

Lightning Start to Athenaeum Express

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What is Athenaeum Express?

Athenaeum Express is library management software designed mainly for schools, but well suited to church groups, small to medium size firms with lending libraries and anybody who wants to track hundreds or maybe even tens of thousands of items.

It is part of SumWare Consulting's Athenaeum library software line-up, slotting in between Athenaeum Light and Athenaeum Pro. It grew out of Athenaeum Light (which grew out of Athenaeum Pro) by adding the features most asked for in Athenaeum Light and taking advantage of new technologies and computer hardware.

It is supplied as a stand-alone solution for a single computer (Windows 95, 98, NT, Macintosh or Power Macintosh) and can easily be networked with fully licensed copies of FileMaker Pro software from FileMaker Inc (version 4.0v2 or higher required). Education institutions get special pricing on FileMaker Pro.

The software is available to trial, for free, for 60 days, after which a serial number will need to be purchased for continued use.

For information about purchasing Athenaeum Express, contact SumWare Consulting [via email](#) or read about Athenaeum Express [on our web pages](#).

System Requirements

Hardware

Athenaeum Express is recommended for a Pentium computer or Macintosh computer with a "68040" or "PowerPC" processor.

A bar code scanner is optional and is recommended in your normal library situation.

Operating System

For Intel processor based computers, Athenaeum Express is designed to run on Windows 95, 98, NT. For Apple Macintosh and Power Macintosh, system 7.6.1 or higher is recommended (MacOS 8 or higher preferred), but will run on System 7.1.

Athenaeum Express can be made to run on Windows 3.1, but SumWare Consulting do not endorse this nor provide any assistance for such systems.

Screen or Monitor Specification

Athenaeum Express requires that your computer screen displays at least 800x600 pixels. If your screen only displays 640x480, then you will not easily see the controls along the bottom of the screen and therefore find it difficult to use Athenaeum Express. You should also have at least 256 colours.

Install the software

Windows

Insert the CD-ROM (if you purchased it)

Double click "Install Athenaeum Express"

It will try to install on c:/Athenaeum Express/, unless you specify a different location.

Macintosh

Drag the Athenaeum Express folder onto your hard disk or double click Athenaeum Express.sea (if you downloaded it from the internet).

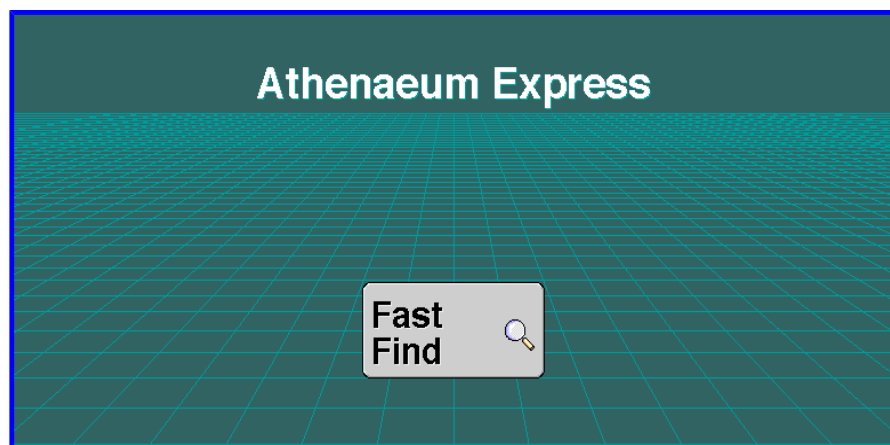
Starting Athenaeum Express

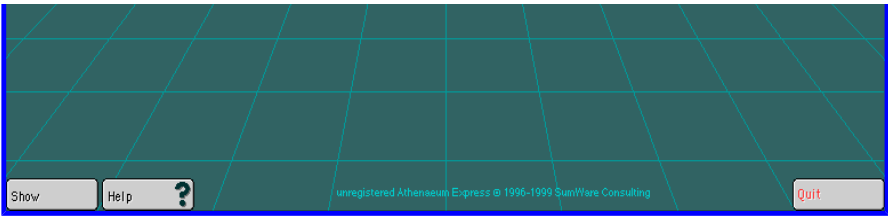
Double click the Athenaeum Express icon. You will be asked for a password.

If you want to search/issue/return use password "lib7" without the quotes (do this for this lightning start guide).

If you just want to search, enter password "user" (without the quotes).

You will see the main menu.





Some Keyboard Shortcuts

Throughout Athenaem Express, four keyboard shortcuts are always active. Learn these. They are:

| | |
|-------------|---|
| Control - 1 | Stops the current action and Returns to the Main Menu . If the navigation controls at the left of the menu were visible last you were at the Main Menu, then they will be visible when you return. |
| Control - 2 | Stops the current action and Starts issuing items to borrowers. If you started Athenaem Express with the user password ("user"), then this function is not available. |
| Control - 3 | Stops the current action and Starts returning items to the catalogue. If you started Athenaem Express with the user password ("user"), then this function is not available. |
| Control - 4 | Enters Fast Find mode. If the control palette is visible on the main menu (i.e. you entered the Options Password), then resulting list and detail screens will have more options (such as printing and editing). |

Fast Find

Click on the "Fast Find" button or hold down the Control key and press "4".

The Fast Find dialogue appears. Simply enter one or two search words here or part thereof and then click the "OK" button or press the "Enter" or "Return" keys. For example, if you were looking for information about Australia in your catalogue, then try "Australia" (without the quotes). You can also enter "Au" which would find Australia, but would also find "Austin", "aural", "aurora" and "australopithecine" if these words were stored in your catalogue.

If any items in the catalogue match your search criteria, a list is displayed.

| ID | Title | Author | Call # | Dewey | Location | reserve |
|------|--|---------------------|--------|---------|-----------------|---------|
| 1497 | The Great Divide; a walk along the Continental | PERN Stephen | | 978 | Non-fiction | |
| 1542 | We live in Australia | ELLIS Rennie | | 994 | Non-fiction | |
| 1503 | Il Claudius | GRAYES Robert | GRA | | Fiction shelves | |
| 1452 | The journey | MARSDEN John | MAR | | Fiction shelves | |
| 1454 | Lost at sea | McCORMICK Gary | | 821 McC | Non-fiction | |
| 1455 | Anzac: the New Zealanders at Gallipoli | PUGSLEY Christopher | | 940.3 | Non-fiction | |
| 1508 | Just write | HILL David | | 808 | Non-fiction | |
| 1554 | Of course you can be a club secretary: a New | QUINN Hestia | | 808.53 | Non-fiction | |
| 1457 | Twenty names in modern literature | CONNOR Edwina | | 820.9 | Non-fiction | |
| 1461 | Crowded house | BRADLEY Tom | BRA | | Fiction shelves | |
| 1464 | Tia | CAMPBELL Alistair | CAM | | Fiction shelves | |

You cannot edit items in this view. You can sort the list ascending or descending by clicking on the sort icons.



Clicking any row in the list will show you the detail of the item that you clicked on.

The screenshot shows the 'Detail' screen for item 1454, 'Lost at sea' by Gary McCORMICK. The screen is divided into several sections: a top header with item ID, location, call/accession #, and dewey; a title section; an author section with author origin; an illustrator section; a series section; a subjects section with 'New Zealand Author Poetry Poems'; a notes section with 'A rather witty collection.'; a publisher information section with publisher name, year, location, ISBN, and reading age; a URL section with '1 title(s) by McCORMICK Gary'; and a bottom navigation bar with buttons for List, Find, All, Reserve, and navigation arrows. The screen is titled 'Detail' and '5 of 13 (176)'.

Note that you can't change any data, even if you entered the librarian password ("lib7").

Go back to the Main Menu by holding down the control key and pressing "1".

Athenaeum Express is in a "secure" mode which limits editing functionality. To be able to change information in Athenaem Express, you need to access some extra menu options.

Enter the Options Password

Click on the "Show" button at the bottom left of the screen.

A rectangular button with the text 'Show' inside.

You are asked for the Options Password. This is a special password that you can change as you need. Don't let this password fall into unauthorised hands.

When Athenaem Express ships, the standard Options Password is fred7 (this is a case sensitive password, so watch out for the caps lock key).

The screenshot shows a password prompt screen with the text: 'Please enter your current Options Password. (this is case sensitive, so watch out for the caps lock key!)'. Below the text is a long, empty text input field.

| Mode | | |
|------|-------------------------|-----------|
| ✓ | Browse | ⌘B |
| | Find | ⌘F |
| | Layout | ⌘L |
| | Preview | ⌘U |
| | New Record | ⌘N |
| | Duplicate Record | ⌘D |
| | Delete Record | ⌘E |
| | Delete All | |
| | Sort... | ⌘S |
| | Replace... | ⌘= |
| | Relookup | |
| | Revert Record | |

When entering data for each catalogue item, you should at least enter

- a unique item id (bar code) for each item (Athenaeum Express will enter one for you)
- The title of the item
- The author of the item
- The location in the library of the item
- useful subject keywords to assist borrowers searching for the item (these are just single words pertinent to the item that borrowers are likely to use).

It is recommended that you also enter the purchase date and purchase price. If you paid less than the replacement cost of an item (i.e. discount or donation), then you should enter what you actually paid in the "Amount actually paid" field and the balance in the "unpaid component". Doing so will mean that the Total Item amount will reflect more accurately the worth of the item. The Total item amount is the figure used when calculating the depreciated value.

You may also find it easier to use the Overview mode when entering new items.

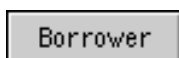
Create a new borrower

Either return to the main menu (Control-1) or return to the Catalogue menu by clicking the local menu button.



This button will always take you to the local menu for the current module (Catalogue, Borrowers, Circulation, etc.)

Go to the borrower module by clicking the Borrower button.



Click the Detail Button to see the detail for the "current" borrower.

| Borrower Name | | Current Loans | | History | |
|--|-------|---------------|--|---------|--|
| unique id | First | initial | Last Name (or library name if a library) | | |
| <input type="checkbox"/> 107 | Jane | | Brown | | |
| <div> <div> Year: 6, home room: 5, gender: female </div> <div> email: <input type="text"/> Create email </div> </div> | | | | | |
| <div> <div> maximum # loans: 5 </div> <div> maximum loan duration (days): 14 </div> <div> maximum # reserves: 2 </div> </div> | | | | | |
| <div> <div> Guardian </div> <div> salutation: <input type="text"/> First Name: <input type="text"/> Surname: <input type="text"/> </div> <div> Street 1: <input type="text"/> </div> <div> Street 2: <input type="text"/> </div> <div> town: <input type="text"/> </div> <div> district: <input type="text"/> </div> <div> phone: <input type="text"/> </div> </div> | | | | | |
| <input type="checkbox"/> Suspended | | | | | |

Menu Find Q All Q

?

Create a new borrower by choosing "New Record" from the Mode menu.

Enter any detail you wish. Note that default borrower privileges have been assigned. You can change these privileges in the configuration module. Remember the borrower number.

Issue an item

Now, let's issue an item.


Enter the borrower number and press the Enter or Return key (if you are using a bar code scanner, the scanner should do this for you). For this exercise, enter the new borrower number that you created before or use borrower codes 103, 104, 106, 107 (these borrowers do not have any items, nor are suspended).

Now, enter the catalogue item bar code. For this exercise, enter a number between 1500 and 1510 (these items are available for issue).

If the issue is authorised, you are simply asked for the next borrower, otherwise, a red dialog is displayed and the computer beeps 3 times (if your computer has a sound card).

Issue not authorised.
Item is marked not for issue. This item may not be loaned.

Cancel OK



Repeat this process for all items that you wish to issue.

Return an item

Returning items is even easier (especially if you are using bar code scanners).

Hold the Control key and press 3 or click on the Return button at the top left of the issue, return, extend or check screens.

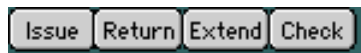


Enter the catalogue item number (the bar code) of the item to be returned. Try one of the items that you just issued. If the item is reserved, a message is displayed. Otherwise, you are simply asked for the next item.

Extend a loan

Extending a loan is a bit like returning items.

Click on the Extend button at the top left of the issue, return, extend or check screens.



Enter the id (bar code) of the item to be extended. If the item is not reserved, then the loan is extended by adding the borrower's maximum loan period to the current date. If that value exceeds Athenaeum Express' "latest due date", then the "latest due date" is the new due date. If the item is reserved, then the loan will not be extended.

Check a borrower

At any time, you can check what items a borrower currently has out of the catalogue.

Click on the Check button at the top left of the issue, return, extend or check screens.



Enter the borrower number.

The current loans for that borrower will be displayed.

Russell, Robin (room R3) has the following loans:

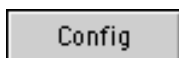
| | title | value | issued | due |
|------|---|---------|-------------|--------------|
| 4706 | How a government is elected under MMP | \$10.95 | 22 February | 16 July 1999 |
| 4170 | On a roll: a history of gambling and lotteries in New Zealand | \$25.00 | 22 May 1999 | 16 July 1999 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Cancel OK

Configure Athenaeum Express

You may change the behaviour of Athenaeum Express from the Config screen.

At the main menu, click the Config button.



You see the config screen.

Details

Organisation Name

unregistered

Register

Administrative Contact (appears below correspondence)

enter librarian name

Administrative Position (appears below correspondence)

Librarian

Athenaeum

Your organisation logo - best sized at 128 x 128 pixels. Will be scaled to 64x64 on print.

Display/Sort

Display Borrower's Name as Last, First ☐ off ☒ on

Borrower barcodes are numbers ☐ false ☒ true

Catalogue barcodes are numbers ☐ false ☒ true

Issue defaults (new borrowers)

maximum # items loaned

maximum # items reserved

standard loan period (days)

Issue behaviour

Latest due date **Fri, 26 Nov 1999**

due date ☐ off ☒ on

skips weekends ☐ off ☒ on

Change Duration on Issue ☐ off ☒ on

Overdue Borrowers can still borrow ☐ off ☒ on

Catalogue defaults (new items)

Default Depreciation rate **12.5%**

If you have FileMaker Pro 4.0v2

Multi-User ☐ off ☒ on

Options: Password

Change Options Password

Menu Help programmer

Change the settings as you wish. If you need a helpful prompt about a switch or setting, then click the question mark to the right of the item.

You can paste your organisations' logo here. Doing so will cause the logo to be included on any letters sent out of Athenaeum Express. If you normally use letterhead paper for printing, then clear any logo in this field.

Get help

At any time, you can bring up the on-line help by clicking the question mark button at the bottom of the screen.



Pay for Athenaeum Express

After you first install Athenaeum Express, you can use it for 60 days. To continue using Athenaeum Express, you must enter a register code that you can receive from SumWare Consulting after you have paid for the software. Email SumWare Consulting or check our web pages for more information on how to do this. library@sumware.co.nz
<<http://www.sumware.co.nz/Athenaeum.htm>>