

Millennium Circulation Login Manager-Controlled Options



Return to: SWAN Member Services Original request _____ Change request _____

Indicate changes with an asterisk

Library: _____ Date: _____

Contact: _____

Phone: _____ Email: _____

Please set our MilCirc Login Manager-Controlled options as indicated below.

1) Patron Record Display Tab (controls the patron information frame in the Circ Desk Mode).

Choose one of the following:

_____ Brief Display - Displays the patron's NAME, BARCODE, PTYPE, PCODE4, CL RTRND, EXP DATE and first NOTE fields.

_____ Brief Display w/Address (default) - Displays the same information as the Brief Display plus the ADDRESS (up to 3 lines) and TELEPHONE fields.

_____ Custom Display - Number the patron record fields in the order you want them to display. (Tips:-The EXP DATE & MBLOCK will appear in red, put them close to the top. -Choose only the most necessary fields, you are one click away from the full patron record.)

___ EXP DATE

___ PTYPE

___ BIRTH DATE (fixed)

___ HOME LIBR

___ PMESSAGE

___ MBLOCK

___ PCODE1

___ PCODE2

___ PCODE3

___ PCODE4

___ TOT CHKOUT

___ TOT RENEWAL

___ CUR CHKOUT

___ CL RTRND

___ MONEY OWED

___ CUR ITEM A

___ CUR ITEM B

___ CUR ITEM C

___ CUR ITEM D

___ PATRN NAME

___ ADDRESS

___ TELEPHONE

___ ADDRESS2

___ TELEPHONE2

___ WORK PHONE

___ ALT ID

___ APATID

___ BIRTH DATE (variable-length)

___ MESSAGE

___ NOTE

___ PBARCODE

___ EMAIL ADDR

___ CIRCACTIVE

___ NOTICE PREFERENCE

___ Yes ___ No Show patron photo Camera IP Address: _____
(Check "Yes" only if purchased – otherwise check "No")

MAC Address: _____

___ Yes ___ No Show patron signature Backlit Yes No
(Check "Yes" only if purchased – otherwise check "No")

2) Setup Tab. Answer each of the following:

- Yes No Show record number in brief record display (yes is recommended)
 Yes No Show amount owed in fines tab (yes is recommended)
 Yes No Collect money for multiple patrons (default is No)
 Yes No Add message at checkout (default is No)
_____ (# of records) Recent patron history (max is 26 records)
_____ (# of records) Recent check-in history (max is 26 records)

3) Login Tab.

Yes (two step login) No (one step login) Prompt for initials on startup
If "No" was checked, initials to associate with login: _____

4) Printing Tab. Answer the following:

Yes No Print receipts for checked-in items

5) Edit Tab. Answer both of the following:

Yes No Use wizard to create new records.

Fixed-length field display mode: Show codes only
 Show descriptions only
 Show both codes and descriptions (recommended)

6) Hold. Answer the following:

_____ Default "Not Wanted After" date (# of days to automatic cancellation of unfilled hold)

7) Sound Tab. Check one:

Disable Sounds (default) Use Default beeps for all tasks
 Use default beeps for just the tasks in the list below that are checked

<input type="checkbox"/> patron warning	<input type="checkbox"/> patron OK	<input type="checkbox"/> checkin (patron OK)
<input type="checkbox"/> item warning	<input type="checkbox"/> item OK	<input type="checkbox"/> checkin (item OK)
<input type="checkbox"/> holds ready	<input type="checkbox"/> fines	<input type="checkbox"/> error
<input type="checkbox"/> Patron close		

Customize sounds (SWAN staff will call contact person)

8) Date Due Slips Tab. Answer all that apply:

A) Choose one of the following:

- No date due slips printed (do not fill out rest of this section – proceed to #9).
- Print date due slips, no customization (accepts default slip containing: patron’s name, title, barcode, and due date) (do not fill out rest of this section – proceed to #9).
- Print date due slips customize as indicated below.

Note: For the custom date due slips to work, the local circulation option “Checkout: Print date due slips” must be set to “Ask,” “Always” or “Immediately.” (Fill out a new “Circulation Options” form and submit to SWAN Member Services.)

Message to Print on date due slips (Maximum of 40 characters per line):

Line 1: _____

Line 2: _____

Patron information on date due slips: Name Barcode Neither

Choose one of the following:

- Use the default item information (title, barcode, due date – 25 characters each)
- Customize as follows:

FIELD	Slip Order	Width
Title		
Author		
Call #		
Barcode		
Due		
Volume		
LOC		
Copy #		
Total # of characters, including spaces = 130		

9) Color Tab. Check one:

- Use Metal/Green theme (default) Use Metal/Blue theme
- Use Metal/III theme Use Windows
- Ocean
- Change alert color - default is red (SWAN staff will contact you)

10) View Tab. Answer the following:

Yes No Show navigation bar on startup.

If yes, with: text only image only image and text

For SWAN staff use:

Received by & date: _____ Setup by & date: _____

Checked by & date: _____ Library notified by & date: _____