GLOSSARY

aggregated object (slv. *vsebovani objekt*)

An object within a certain class, which does not exist on its own, but is aggregated in another object (see also *object*, *class*).

attribute (slv. *atribut*)

Class entity. Each attribute has a name (see also *object, class*).

Example:
The partner class includes the following attributes: name, second name, partner's address, etc.

basic report (slv. *osnovni izpis*)

A list of an object's attributes and their values.

BCC (**blind carbon copy**) (slv. *Skp*)

The recipient(s) who receive a copy of an e-mail but are hidden to all other recipients (see also *group of addresses*).

borders (slv. *rob okna*)

Define the edges of a window. The size of the browser, search window or viewer can be changed using the borders, while the size of the editor cannot be changed.

browser (slv. *brskalnik*)

The main window of the user interface. Enables the selection of modules and classes, viewing of and navigating between objects, performing methods for classes and objects (compare with *search window, viewer, editor*).

CC (**carbon copy**) (slv. *Kp*)

The recipient(s) who receive a copy of an e-mail and are visible to all other recipients (see also *group of addresses*).

checkbox (slv. *potrditveno polje*)

The ☐ field which gets selected or deselected when you click on it. If there is a tick inside the box (☑), the option is selected, if the box is empty, the option is not selected. Checkboxes represent options which are not interdependent, so you can select more than one option at the same time (compare with *radio button*).

class (slv. *razred*)

A group of objects. A class is defined by all the data (i.e. attributes), which is common to all objects of that class and define its content. Each class has a name (see also *attribute*, *object*).

Example:
All data about the Institute of Education Science in Ljubljana (partner's name, ID, address etc.) is defined in the *Partner* class.

client (slv. *odjemalec*)

A computer where the user interface of COBISS3 software is installed (see also *server*).

clipboard (slv. *odložišče*)

A place where copied text is temporarily stored.

configuration file (slv. *inicializacijska datoteka*)

The file containing all parameters necessary to run the COBISS3 software.

context menu (slv. *priročni meni*)

Includes methods. To open the context menu, select an individual element (e.g. object, class, etc.) and click the right mouse button. The content varies depending on the class, object, shortcut or query selected (compare with *menu*).

delete (slv. *brisanje*)

To eliminate information from the database. The deleted data is no longer included in the database (see also *remove*).

Example:
You can delete an order from the order database.

destination (slv. *destinacija*)

The address to which reports are sent to, i.e. an e-mail address or a printer. One set of e-mail addresses or one printer name represents one destination (see also *set of e-mail addresses*).

destination change (slv. *spreminjanje destinacij*)

To add, edit or remove destinations (see also *destination*).

destination in report definition (slv. *destinacija v definiciji izpisa*)

The destination is defined when preparing a report definition for an actual report, such as an order. It can only be defined by the user who holds the privilege for creating report definitions (see also *report definition*, *destination*).

drop-down list (slv. *spustni seznam*)

A list of options for selecting coded data. The field containing the drop-down list is marked with the arrow "▾". After clicking on the field or the arrow, a list will appear. To transfer the appropriate value to the field, click on it. The drop-down list will close automatically.

edit (slv. *spreminjanje*)

To change the object properties (in certain cases, it may include deleting).

editor (slv. *urejevalnik*)

One of the user interface components which enables entering and changing attribute values of the selected objects and aggregated objects, defining object relationships, viewing aggregated and related objects (compare with *browser*, *search window*, *viewer*).

enter (slv. *vnos*)

To add and edit new object properties.

entry field (slv. *vnosno polje*)

The field for entering values. Click on the field to activate it.

file (slv. *datoteka*)

A sorted collection of data.

folder (slv. *mapa*)

A list of classes and objects. Synonymous to *directory*.

form (slv. *obrazec*)

The document, which is printed out or sent to the recipient's e-mail address (compare with *report*).

group of addresses (slv. *skupina naslovov*)

A group, in which one or more e-mail addresses can be defined. There are three groups of addresses: TO – group of main recipients, CC – group of recipients receiving a copy, and BCC – group of recipients receiving a hidden copy (the recipients from groups TO and CC as well as all other recipients from BCC cannot see these recipients). The recipients from all the groups represent one set of e-mail addresses (see also *BCC*, *CC*, *set of e-mail addresses*, *TO*).

hit list format (slv. *prikaz rezultatov iskanja*)

Defines the list and order of attributes on the hit list in the search window (see also *attribute*, *object*).

home library (slv. *domača knjižnica*)

The library which employs all users and the local applications administrator (see also *user*, *local applications administrator*).

local applications administrator (slv. *skrbnik lokalnih aplikacij*)

A qualified employee of the home library, who is in charge of defining usernames and privileges to username groups to work with COBISS3 software (see also *username*).

logical destination (slv. *logična destinacija*)

Every system report has a logical destination which defines where the report will be sent to. The logical destination for each library is defined when the COBISS3 software is installed.

menu (slv. *meni*)

One of the menus in the menu bar, e.g. System, Class, Object, etc. Each menu includes several methods, which are used to perform certain procedures (see also *menu bar*, compare with *context menu*).

menu bar (slv. *menijska vrstica*)

The bar below the title bar, which consists of several menus. The menu bar content does not change (see also *menu*, compare with *title bar*, *tool bar*).

method (slv. *metoda*)

A completed set of actions performed on an object or class, which enables business transactions (see also *object*, *class*).

module (slv. *segment*)

A part of COBISS3 software, such as COBISS3/Interlibrary Loan. Synonymous to *application*.

object (slv. *objekt*)

An entity of a class. A set of data on people (partners, customers), events (ordering, claiming, informing), or things (orders, delivery notes, receipts). (see also *attribute*, *class*).

Example:
All data about the Institute of Educational Science in Ljubljana, which is stored in the object's database, represents one single object in the *Partner* class.

object key (slv. *ključ objekta*)

An attribute, which uniformly identifies an object, e.g. order number, partner ID (see also *attribute*, *object*).

object property (slv. *lastnost objekta*)

Defines the object. Object properties are: attributes, object related objects, aggregated objects (see also *object*).

object relationships (slv. *povezave objekta*)

A list of aggregated and related objects of the selected object.

preview (slv. *predogled*)

Shows on the screen what the document will look like and allows for checking before the document is sent to the destination.

query (slv. *poizvedba*)

A set of search parameters for the search of object(s) in the selected class.

radio button (slv. *izbirni gumb*)

The ○ field, which gets selected or deselected when you click on it. If there is a dot inside the field (◉), the option is selected, if the field is empty, the option is not selected. Radio buttons represent options which exclude each other, so you can only select one option at a time (compare with *checkbox*).

remove (slv. *odstranjevanje*)

To remove data from a certain place. The removed data is still included in the database (see also *delete*).

Example:
You can remove an item from the document.

report (slv. *izpis*)

Consists of one or more forms (compare with *form*).

report definition (slv. *definicija izpisa*)

Defines the content, form and destination of a report. It can only be accessed by the user who holds the privilege for creating report definitions (see also *destination*, *destination in report definition*).

report queue (slv. *izpisna vrsta*)

A list of selected objects from the same class, for which a report, selectable from the list of report definitions, can be sent to the destinations (printer or e-mail).

report submission (slv. *izstavitev izpisa*)

The method which marks that a report (document) was sent to its recipient.

scroll bar (slv. *drsni trak, drsnik*)

If the workspace of the window does not display the whole content of the page, a scroll bar will appear on the right or bottom edge of the window, which will enable the user to see the hidden part of the content.

search window (slv. *iskalnik*)

One of the user interface components which enables searching for objects in a selected class (compare with *browser*, *viewer*, *editor*).

server (slv. *strežnik*)

A computer where the COBISS3 software and additional software is installed (e.g. Oracle database, Java) (see also *client*).

set of e-mail addresses (slv. *skupek e-naslovov*)

The e-mail addresses from the groups of addresses. One set of e-mail addresses must include at least one e-mail address from the TO group of e-mail addresses. E-mail addresses from the groups CC or BCC are optional. One set of e-mail addresses represents one line in the list of destinations (see also *destination*, *group of addresses*).

shortcut (slv. *bližnjica*)

The path to an object, which is accessible without prior searching and can be added to the workspace.

title bar (slv. *naslovna vrstica*)

The bar on the top of the browser, editor, search window or viewer window.

TO (slv. *Za*)

The main recipient(s) of an e-mail.

tooltip (slv. *zaslonski namig*)

The information (name of a method or attribute or explanation) about the elements in the browser, editor, search window or viewer that appears when the mouse pointer is positioned over the method in the menu, an icon, attribute name, aggregated or related object.

tool bar (slv. *orodna vrstica*)

The bar below the menu bar which consists of several icons for the most frequently used methods. As a rule, the tool bar content cannot be changed (compare with *menu bar*).

user (slv. *uporabnik sistema*)

A qualified employee of the home library using COBISS3 software.

username (slv. *uporabniško ime*)

The code, which enables the user to log in to COBISS3 software. The code may contain letters and numbers (digits).

user destination (slv. *priročni meni*)

If the report definition does not include a predefined destination, the user destination will be taken into account. It can be defined in the menu bar in the **Settings** menu for every user separately (see also *destination*, *menu bar*, *username*).

viewer (slv. *pregledovalnik*)

One of the user interface components which enables viewing attributes of the selected object, its aggregated objects as well as its related objects (compare with *browser*, *search window*, *editor*).

workspace (slv. *delovno področje*)

A part of the browser window, where objects, created or selected (after searching, through related objects and from shortcuts) for further processing, are being added (see also *browser*).