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# 1 INTRODUCTION

The following instructions describe the basic characteristics of COBISS3 software, which are common to all modules. Some special characteristics, related to the COBISS3/Cataloguing software module are also added (all the characteristic, related to the user interface components, are described in detail in the *COBISS3/Cataloguing* User Manual; see chapter 3–5).

## *Software installation*

The minimum hardware and software requirements, as well as certain system requirements, have to be met in order to be able to run the software. Internet access is required for the installation of the user interface.

## *User interface*

The COBISS3 user interface consists of the following components:

- **browser** – the main window of the user interface, which enables the selection of modules and classes, viewing of and navigating between objects, performing basic methods in classes and objects as well as methods which enable business transactions
- **search window** – enables searching for objects within a selected class
- **editor** – enables entering and editing attributes of a selected object and its aggregated objects, defining relationships, viewing of aggregated objects and objects, related to the selected object
- **cataloguing user interface** – enables the procedures for cataloguing bibliographic resources and the procedures for working with authority records (the cataloguing user interface is described in *COBISS3/Cataloguing* User Manual; see chapter 3).
- **viewer** – enables viewing of the properties of a selected object, aggregated objects as well as objects related to the selected object

## *Basic procedures*

The following basic procedures can be performed in all modules:

- creating an object
- entering and editing object properties
- searching
- viewing object properties
- preparing and sending report

## *Settings*

The default settings can be customized. You can change the font type and size, window size, the destinations for sending reports, etc.

***Tips for data entry***

When entering characters and data, which require a formatted data entry, certain rules must be followed.

***Appendices***

Appendix A contains some basic tips for working in the Windows environment. Appendix B contains a list of shortcuts (hotkeys) for some of the methods and procedures.