


2.3 LOGIN AND LOGOFF

2.3.1 Start using COBISS3 software

Procedure

1. Double-click the shortcut  on your desktop to run the software.
The **Login to COBISS3** window will open.
2. Enter your username under "Username" (e.g. *ana*), and enter your password under "Password". The password must be between 5 and 32 characters long. Your password will not be visible on the screen; a series of asterisks will appear in the field; one for each character.



Note:

Passwords are case sensitive. In other words, summer is not the same as SUMMER or Summer. If you enter your password incorrectly, the software will not allow you to log in.

If you forget your password or the password is locked, click the *Change COBISS password* link. The link enables you to access the **Training** portal, where, after a successful authorization, you can change the password you use when you log in to COBISS3 software (by selecting *Change COBISS password*).

3. Click the **OK** button.

If your login is successful, the main COBISS3 window - the *browser* - will open, which will enable you to access the following modules:

- COBISS3/Cataloguing
- COBISS3/Acquisitions
- COBISS3/Serials
- COBISS3/Electronic Resources
- COBISS3/Holdings
- COBISS3/Loan
- COBISS3/Interlibrary Loan
- COBISS3/Reports
- COBISS3/Application Administration

The login window will close after you enter your password incorrectly three times in a row.

If you enter your username or password incorrectly six times in a row, the software will not allow you to log in any more. First you must change your password on **Training** portal, and then you can log in to the COBISS3 software again.

The software will not allow you to log in, if the time and date on the server and the client do not match or the software version on the client is different to the software version on the server. In the first case, adjust time and date on the client, in the second, upgrade the software on the client.

2.3.2 Finish working with COBISS3 software

When you wish to finish your work, close the browser window.

Procedure


1. Select the **System / Exit** method.

The **Logoff** window will open with the question "Are you sure you want to exit the program?"

2. Click the **Yes** button.

When you exit the browser, the user settings for the size of some windows are saved.

Options

You can close the browser window by clicking  in the title bar.