

5.4 EDITING LOGICAL DESTINATIONS

All standard reports have predefined logical destinations which define where a report will be sent. For example: in the COBISS3/Acquisitions module, the logical destination "Printer – Acquisitions" is used when sending orders, cancellations, claims, etc.

Every user can change the logical destination values for their individual use. The changed value of the logical destination will be displayed in round brackets and will be used instead of the default logical destination.

You can view the default settings of the logical destination, if you select the logical destination and click the **Default (description)** button.

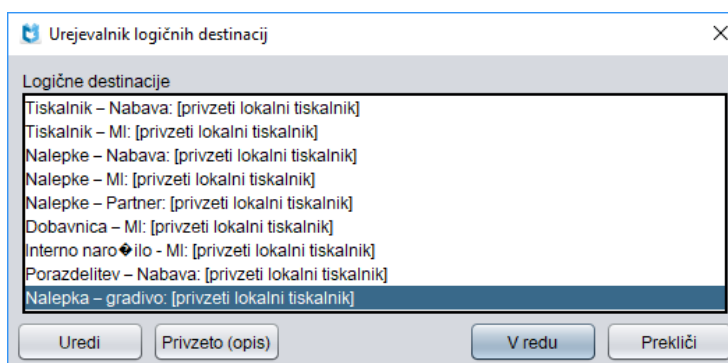


Figure 5.4-1: Logical destinations

Procedure

1. Select the **System / Settings / Logical destinations** method.

The **Logical destinations editor** window will open. In the part of the window labelled "Logical destinations" you will see the list of logical destinations. Next to the name of the logical destination (e.g. "Printer – Acquisitions") the value of the logical destination will be displayed in square brackets. This value is defined for each library when the COBISS3 software is installed and applies to all users in the library.

2. To highlight a destination:
 - select it using the arrow keys <up>, <down>
 - click on it
3. Click the **Edit** button.

The **User destinations** window will open, which you use to edit the selected logical destination (see chapter 5.3).

4. Click the **OK** button.

The destination you added will be displayed in round brackets in front of the logical destination.