COBISS3 Basic Guidelines
Version V6.4-00, December 2015

List of changes No. 13, December 2015

Title of manual part	Page with change	Type of change
Title page	Title page/1–2	updated
CONTENTS	CONTENTS/1–2	updated
3.2 Search window	3.2/1–4	updated
4.3 Searching	4.3/1–12	updated
5.1 Changing the font	5.1/1	updated
Appendix C.1 – Software points for COBISS3 software modules	Appendix C.1/1–3	updated
Publisher data		updated

Notes:

With regards to publishing changes in the manuals, the following rules apply: in the part, listed in the "Title of manual part" column, a new date must be entered in the footer on all the pages. The vertical lines next to the previous changes must be deleted. New vertical lines must be added next to the new changes. Text that was moved further down on the page or onto the next page due to changes made on the previous page must not be marked with a vertical line.

Listed under "Page with change" are all pages on which the content was changed compared to the previous printed version of the manual, i.e. new changes included in the text, deleted chapters, added chapters or moved text. For the purposes of updating double-sided printed manuals, the pages (odd and even) are listed, where the contents have not changed, but the only change made was the entry of a new date in the footer.

To update the printed version of the manual, print the "Set for printed version" file and replace the pages in the binder. The "Set for printed version" contains all the pages listed in the "Page with change" column. If you wish that the contents of the binder are the same as the "Complete manual" file, then you have to print out the complete parts listed in the "Title of manual part" column.

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Description of changes No. 13, December 2015

Below is a description of the main updates of the contents by the parts, listed in the "List of changes" in the "Title of manual part" column.

1. *Chapters 3.2 and 4.3*

The individual search window elements are now sorted differently. Less search fields are visible as the fields for narrowing down your search (Limiting, Scanning) are now in a separate row below the search fields. The button for searching bibliographic records in the local database is named with the library acronym. A button for switching between advanced and expert search mode was added, along with a drop-down list for choosing between the logical operators AND and OR. It is possible to sort the search results by a previously selected attribute; it is also possible to use the additional operators NOT, EMPTY and NOTEMPTY. The **Find all** and **Next 10** buttons were removed from the search window of some classes.

2. *Chapter 5.1*

You need to re-log for the COBISS3 software to fully adjust to the new setting.

3. *Appendix C.1*

From now on user access to personal data is also logged in the log files (so-called LOG-file), when you create four new lending forms, a list of members with debts, a list of uncollected debts, a list of cash register transactions and a list of members with highest number of loans.

Software point labels of some reports are updated.