

COBISS[®]

Co-operative Online Bibliographic System & Services

COBISS3 Basic Guidelines

V6.8-00

User Manual

Institute of Information Science, Maribor, Slovenia

IZUM[®]

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The manual includes all updates from the first printed version of the manual published in February 1999 onwards. Its content corresponds with the COBISS3, V6.8-00 software, and is also valid for all future software versions until it is either withdrawn, or another electronic version is published.

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CONTENTS

PREFACE	PREFACE-1
ABOUT THE MANUAL	ABOUT THE MANUAL-1
1 INTRODUCTION.....	1-1
2 COBISS3 INSTALLATION	2-1
2.1 System requirements.....	2.1-1
2.2 User interface installation	2.2-1
2.3 Login and logoff	2.3-1
2.3.1 Start using COBISS3 software	2.3-1
2.3.2 Finish working with COBISS3 software	2.3-2
3 USER INTERFACE.....	3-1
3.1 Browser.....	3.1-1
3.1.1 Title bar	3.1-3
3.1.2 Menu bar.....	3.1-3
3.1.2.1 Menu properties	3.1-4
3.1.2.2 Selecting methods within menus.....	3.1-4
3.1.2.3 Context menus.....	3.1-5
3.1.2.4 Help.....	3.1-5
3.1.3 Toolbar	3.1-6
3.1.4 Modules and classes	3.1-6
3.1.4.1 Selecting a class	3.1-7
3.1.4.2 Opening and closing folders.....	3.1-7
3.1.5 Workspace	3.1-8
3.1.5.1 Loading objects	3.1-8
3.1.5.2 Selecting objects.....	3.1-9
3.1.5.3 Removing all objects.....	3.1-9
3.1.5.4 Removing selected objects	3.1-10
3.1.5.5 Refreshing a list of objects	3.1-10
3.1.6 Class attributes.....	3.1-10
3.1.7 Related objects.....	3.1-10
3.1.7.1 Object selection.....	3.1-11
3.1.8 Queries.....	3.1-11
3.1.8.1 How to use a query.....	3.1-11
3.1.8.2 Renaming a query	3.1-12
3.1.8.3 Deleting a query	3.1-12
3.1.9 Shortcuts.....	3.1-12
3.1.9.1 Adding an object to shortcuts.....	3.1-12
3.1.9.2 Using a shortcut.....	3.1-13
3.1.9.3 Renaming a shortcut.....	3.1-13
3.1.9.4 Deleting a shortcut	3.1-13
3.1.9.5 Viewing object properties in the shortcuts.....	3.1-13
3.2 Search window.....	3.2-1

3.3	Editor.....	3.3-1
3.4	Viewer.....	3.4-1
4	BASIC PROCEDURES	4-1
4.1	Creating an object	4.1-1
4.2	Entering and editing object properties	4.2-1
4.2.1	Attributes	4.2-2
4.2.1.1	Entering the value into entry fields	4.2-2
4.2.1.2	Entering the attribute value into the windows for entering values	4.2-2
4.2.1.3	Entering the attribute value into the windows for entering values of repeatable attributes	4.2-3
4.2.1.4	Selecting the value from drop-down lists	4.2-4
4.2.1.5	Selecting the value from code lists.....	4.2-5
4.2.1.5.1	Finding values in the code list	4.2-5
4.2.1.6	Selecting the value with checkboxes.....	4.2-6
4.2.1.7	Selecting the value with radio buttons.....	4.2-6
4.2.2	Object relationships	4.2-7
4.2.2.1	Relationships with one object.....	4.2-7
4.2.2.1.1	Defining a relationship.....	4.2-7
4.2.2.1.2	Defining a relationship using the icon for entering or deleting a relationship.....	4.2-8
4.2.2.1.3	Deleting a relationship using the icon for entering or deleting a relationship.....	4.2-8
4.2.2.1.4	Viewing a related object	4.2-8
4.2.2.2	Relationships with more objects.....	4.2-8
4.2.2.2.1	Defining a relationship.....	4.2-8
4.2.2.2.2	Removing a relationship	4.2-9
4.2.2.2.3	Viewing a related object	4.2-9
4.2.3	Aggregated objects	4.2-9
4.2.3.1	Creating an aggregated object	4.2-10
4.2.3.1.1	Creating an aggregated object and editing its properties	4.2-10
4.2.3.1.2	Deleting an aggregated object.....	4.2-11
4.2.3.1.3	Viewing an aggregated object.....	4.2-11
4.2.3.2	Creating more aggregated objects	4.2-11
4.2.3.2.1	Creating an aggregated object.....	4.2-11
4.2.3.2.2	Editing properties of an aggregated object	4.2-12
4.2.3.2.3	Deleting an aggregated object.....	4.2-12
4.2.3.2.4	Viewing an aggregated object.....	4.2-12
4.2.4	Saving an object.....	4.2-12
4.3	Searching.....	4.3-1
4.3.1	Searching in the search window	4.3-1
4.3.1.1	Selecting search fields	4.3-4
4.3.1.2	Entering search parameters	4.3-5
4.3.1.2.1	Entering search parameters using the code list	4.3-8
4.3.1.2.2	Deleting search parameters, entered using the code list	4.3-8
4.3.1.2.3	Expand	4.3-8
4.3.1.3	Saving queries	4.3-9
4.3.1.4	Selecting the hit list format	4.3-9
4.3.2	Searching by key.....	4.3-10
4.3.3	Searching through queries	4.3-10
4.3.4	Editing hit list formats	4.3-11

4.3.4.1	Adding and changing hit list formats	4.3-11
4.3.4.2	Deleting hit list formats.....	4.3-12
4.4	Viewing object properties	4.4-1
4.5	Preparing and sending reports.....	4.5-1
4.5.1	Preview	4.5-3
4.5.2	PDF preview	4.5-4
4.5.3	Adding a destination	4.5-4
4.5.4	Editing a destination	4.5-5
4.5.5	Removing a destination	4.5-5
4.5.6	Adding attachments	4.5-5
4.5.7	Removing attachments	4.5-6
4.5.8	Editing e-mail contents.....	4.5-6
4.5.9	Setting starting page number in a report.....	4.5-6
4.5.10	Saving reports in XML file.....	4.5-7
4.5.11	Saving reports in text file.....	4.5-7
4.6	Managing report queues.....	4.6-1
4.6.1	Creating a report queue.....	4.6-2
4.6.1.1	Adding an object to report queue	4.6-2
4.6.2	Editing a report queue.....	4.6-3
4.6.3	Deleting a report queue.....	4.6-3
4.6.4	Sending a report queue	4.6-3
4.6.5	Clearing a report queue.....	4.6-4
4.7	Editing local code lists	4.7-1
4.7.1	Importing data from text file to local code list	4.7-2
4.7.2	Exporting data from local code list in text file	4.7-2
4.8	Editing jobs	4.8-1
4.8.1	Editing a job	4.8-1
4.8.2	Deleting a job.....	4.8-1
5	SETTINGS.....	5-1
5.1	Changing the font.....	5.1-1
5.2	Login to the lending department	5.2-1
5.3	Defining user destinations.....	5.3-1
5.3.1	Adding an e-mail address	5.3-2
5.3.2	Adding a printer.....	5.3-2
5.3.2.1	Defining details for selected printer	5.3-2
5.3.3	Adding an e-mail address from your personal address book.....	5.3-3
5.3.4	Editing a destination	5.3-3
5.3.4.1	E-mail addresses.....	5.3-4
5.3.4.2	Printers	5.3-5
5.3.5	Removing a destination	5.3-5
5.4	Editing logical destinations.....	5.4-1
5.5	Editing your personal address book.....	5.5-1
5.5.1	Adding and editing e-mail addresses	5.5-1
5.6	Sending messages to other users.....	5.6-1
5.7	Reading the last sent message.....	5.7-1
5.8	Notifying the users	5.8-1
5.9	Preparing the COBISS/OPAC notification	5.9-1
5.9.1	Preparing the notification in libraries with departments.....	5.9-2
5.9.1.1	Preparing the notification for the library as a whole	5.9-3
5.9.1.2	Preparing the notification for individual library departments	5.9-3

5.10	Sending remarks.....	5.10-1
5.11	Refreshing the settings	5.11-1
5.12	Viewing server errors	5.12-1
5.13	Network test	5.13-1
5.14	Examination of personal data processing in accordance with PDPA (Personal Data Protection Act)	5.14-1
5.14.1	Library members' personal data processing by users	5.14-2
5.14.2	Library members' personal data processing by selected user – summary data	5.14-3
5.14.3	Library member's personal data processing by selected user.....	5.14-3
5.14.4	Personal data processing of the selected library member	5.14-4
5.14.5	Control procedure	5.14-4
6	TIPS FOR DATA ENTRY	6-1
6.1	Characters.....	6.1-1
6.1.1	Entering all characters	6.1-1
6.1.2	Entering COBISS characters	6.1-1
6.2	Types of data	6.2-1
6.2.1	Dates	6.2-1
6.2.2	Phone and FAX numbers	6.2-1
6.2.3	E-mail addresses	6.2-2
6.2.4	Decimal values.....	6.2-2
6.2.5	Amounts of money	6.2-2
6.2.6	Passwords	6.2-2
 Appendices		
A	BASIC INSTRUCTIONS ON USING THE WINDOWS ENVIRONMENT	A-1
A.1	Using a mouse.....	A.1-1
A.2	Moving windows and adjusting window size	A.2-1
A.3	Scroll bars	A.3-1
A.4	Selecting more objects simultaneously	A.4-1
A.5	Moving and copying text	A.5-1
B	LIST OF SHORTCUTS FOR SOME PROCEDURES AND METHODS	B-1
C	LIST OF SOFTWARE POINTS FOR PERSONAL DATA PROCESSING (PDPA).....	C-1
C.1	Software points for COBISS3 software modules.....	C.1-1
C.2	Software points for COBISS2 software modules.....	C.2-1
C.3	Data viewing format in lists of personal data processing.....	C.3-1
C.4	Report on the examination of personal data processing.....	C.4-1
 GLOSSARY		GLOSSARY-1

The operator EMPTY specifies that the search results do not include any records that contain the attribute by which you limited the selected search field.



Example:

In the search window of the Field 996/997 class select operator EMPTY in "Status (q)".

The search result are material units, which do not have a selected status.



Note:

If you select the operator EMPTY for an individual search field, entry of the search request into the entry field is disabled.

- NOT

The operator NOT specifies that the search results include objects that do not contain the values you enter into the entry field for the selected search field.



Example:

In the search window of the Field 996/997 class select the additional operator NOT in "Status (q)" and set the value to 9 – *de-accessioned*.

The search results contain material units, that are not de-accessioned.

- NOTEMPTY

The operator NOTEMPTY specifies that the search results include objects that definitely include the attribute by which you limited the selected search field.



Example:

In the search window of the Field 996/997 class select the additional operator NOTEMPTY in "Accession number (f)".

The search results contain all accessioned material units.



Note:

If you select the operator NOTEMPTY for an individual search field, entry of the search request into the entry field is disabled.



Note:

Logical operations are performed in a specifically defined sequence. When logical operations are performed, the operators NOT, EMPTY and NOTEMPTY are considered first, followed by the operator AND, and lastly, the operator OR.

**Example:**


In the search window of the **Field 996/997** class set the first and second range of accession numbers in "Accession number (f)" and select the additional operator OR between the search fields. For the next search field set the "Status (q)", where you select the additional operator NOT and set the value to 9 – *de-accessioned*. Between the search field for defining the second range of accession numbers and the search field for defining the status select the logical operator AND.

Accession number (f) From: 0000015 To: 0999999 **OR**
 Accession number (f) From: 1000000 To: 1999999 **AND**
 Status (q) **NOT** 9 – de-accessioned

The search results are material units, which are not de-accessioned and have a defined accession number in one of the selected ranges.

4.3.1.2.1 Entering search parameters using the code list

Procedure

1. Click  next to the entry field for search parameters.
2. To find and select the desired value in the list, point the mouse pointer to it and click (see chapter 4.2.1.5.1).


You can select multiple values from the list (see appendix A.4); the logical operator OR will be used after the search is launched (the result is the same as if you choose two or more identical search fields).

3. Click the **OK** button.

**Tip:**

The quickest way to select a value from the code list is to point the mouse pointer to the value and double-click.

**Note:**

In some cases, you can enter search parameters into entry fields, which are displayed as a code list, but only, if it is a local code list, and if this option is defined in the configuration file. In such a case, click  next to the entry field for search parameters, and then enter the desired value.

4.3.1.2.2 Deleting search parameters, entered using the code list

Procedure

1. Click  next to the entry field for search parameters.

4.3.1.2.3 Expand

When entering search parameters, you can use the **expand** function. It is used for searching by phrase, where you want to be certain that the phrase you entered is correct.

Procedure

1. Enter the beginning of the search parameter into the entry field (e.g. the beginning of a partner's name, address, particular coded data, etc.).

If you are not familiar with the beginning of the search term, you can leave the entry field blank.

2. Click  next to the entry field for search parameters.

The **Expand** window will open displaying a list of all terms starting with the entered (or first) search term. The list is sorted alphabetically; if the data is coded, the list is sorted by ascending code value. The number before each term tells you how many times that term occurs in the database. To move on to the next page of the list, click the **Forward** button, to move to the previous page, click the **Back** button.

3. Find and select the desired value from the list.

You can do this in two ways:

- select the value with your mouse pointer and confirm it by clicking the **OK** button
- select the value using the <up>, <down>, <PgUp> and <PgDn> keys, and press the <Enter> key

The selected value will be transferred to the entry field.

**Tip:**

The quickest way to select a value from the list of values is to point the mouse pointer to it and double-click.

4.3.1.3 Saving queries

You can save search terms within one search in the form of a query and use it later. Queries are saved in the search window.

Procedure

1. Enter the search terms (see chapter 4.3.1.2).
2. Click the **Save query** button.

The **Query** window will open.

3. Enter the name of the query.
4. Click the **OK** button.

The query will be added to the search window next to “Queries” and to the browser in the part of the window containing queries.

4.3.1.4 Selecting the hit list format

In the search window, the hit list can be displayed in the default format or one of the formats you have defined yourself (see chapter 4.3.4).

Procedure

1. Under "Hit list format", select the desired format. You can do this before or after a search is performed.

The lastly selected hit list format will be saved and taken into account for the next search (until it is changed).

4.3.2 Searching by key

The quickest way to search for an object within a selected class is to search by key. You can search by key if you know the exact value of the attribute, which uniformly identifies the object (object ID).

Procedure

1. In the part of the window containing modules and classes, select the class.
2. Select the **Class / Search by key** method.

The window for entering the object key will open.

**Tip:**

The quickest way to open the window to enter the object key is to press <F4> after you have selected a class.

3. Enter the data which uniformly identifies the object.
4. Click the **OK** button.

The object is loaded to the workspace.

**Note:**

*If searching by key is not possible, the search window for the selected class will open after you select the method **Class / Search by key**.*

4.3.3 Searching through queries

Procedure

1. In the part of the window containing modules and classes, select the class.
2. In the part of the window containing queries, select the query.
3. Select the **Queries / Find** method.

In the last hit list format you selected, the number of hits and the list of found objects that correspond to the search parameters saved in the query will be displayed. You can edit the list, view the objects or transfer them to the workspace (see chapter 4.3.1, steps 8–12).

Options

You can also activate a query by double-clicking the graphic symbol or the name of the query in the part of the window containing queries.

A query can also be activated in the search window (see chapter 4.3.1, step 4).

4.3.4 Editing hit list formats

To display the hit list in the search window, you can define different hit list formats for different classes.

Procedure

1. In the part of the window containing modules and classes, select the class.
2. Select the **Class / Hit list formats** method.

The **Editing hit list formats** window will open with a list of formats that were previously defined. In the beginning, the list is empty.

3. Add a new hit list format or edit the existing one (see chapter 4.3.4.1).
4. Delete the hit list format (see chapter 4.3.4.2).
5. Click the **OK** button.



Note:

As the hit list formats are bound to your username, each user must define the selected format themselves and add it to the hit list format.

4.3.4.1 Adding and changing hit list formats

You can add new hit list formats or change already defined hit list formats in the list of hit list formats, which were defined for the selected class.

The hit list formats are changed in the **Editing hit list formats** window.

Procedure

1. To **add** a new format, click the **Add** button. To **change** an already defined format in the list, click on it to select it, and then click the **Edit** button.

The **Hit list format** window will open.

2. Under "Name", enter or change the name of the hit list format.
3. Define the hit list format attributes.

To **add** an attribute to the hit list format attributes, highlight it under "Attributes", and then click the **Add** button.

To **remove** an attribute from the hit list format attributes, highlight it under "Hit list format attributes", and then click the **Remove** button.



Note:

Attributes defined by the user can be added to or removed from the hit list format for the classes with records in MARC format. Editing attributes defined

by the user is described in the COBISS3/Cataloguing User Manual (see chapter 11.1.3).

4. If necessary, sort the hit list format attributes. You can move an attribute one line up or down by selecting the desired attribute and then clicking the **Up** or **Down** button.
5. Click the **OK** button.

4.3.4.2 Deleting hit list formats

Hit list formats can be deleted in the **Editing hit list format** window.

Procedure

1. Click on the desired hit list format in the list of defined formats. The name of the selected format will become highlighted.
2. Click the **Delete** button.
The **Confirm** window will open with the question "Are you sure you want to delete?"
3. Click the **Yes** button.

4.8 EDITING JOBS

In the COBISS3/Reports software module you can specify jobs that can be performed later (even outside the library's opening hours). The procedure is described in the *COBISS3/Cataloguing* User Manual (see appendix *I.1.2*), *COBISS3/Acquisitions* User Manual (see appendix *B.1.2*), the *COBISS3/Serials* User Manual (see appendix *B.1.2*) the *COBISS3/Holdings* User Manual (see appendix *A.1.2*), the *COBISS3/Loan* User Manual (see appendix *A.1.1*) and the *COBISS3/Interlibrary Loan* User Manual (see appendix *B.1.2*).

For stored jobs which have not been performed yet you can re-set the date and time of when they are performed as well as their frequency. All stored jobs can also be deleted. The list of stored jobs is accessible from the **Job editor** window you open in the browser.

Procedure

1. Select the **System / Job editor** method.
The **Job editor** window will open, which shows the list of stored jobs.
2. Click a job name to select a job.
3. You can edit a job (see chapter 4.8.1).
4. You can delete a job (see chapter 4.8.2).
5. To exit the **Job editor** window click the **Exit** button.

4.8.1 Editing a job

In saved jobs, which haven't been performed yet, you can reset the date and time of when they are performed as well as their frequency.

Precondition

The job does not have the status *completed*.

Procedure

1. In the **Job editor** window, click on the job to highlight it.
2. Click the **Edit** button.
The **Edit job** window will open.
3. You can change the time and date of when the job will be performed as well as its frequency.
4. Click the **OK** button.

4.8.2 Deleting a job

You can delete any job from the list of stored jobs.

Procedure

1. In the **Job editor** window, click on the job to highlight it.
2. Click the **Delete** button.

The **Delete job** window will open with the question: "Do you want to delete job?"

3. Click the **Yes** button.