

## COBISS3/Loan Version V6.2-00, March 2014

### List of changes No. 11, March 2015

<i>Title of manual part</i>	<i>Page with change</i>	<i>Type of change</i>
Title page	Title page/1–2	updated
CONTENTS	CONTENTS/1–5	updated
1 Introduction	1/1–3	updated
2.4 Electronic notification	2.4/1–4	updated
3 Members	3/1	updated
3.1 Registering a new member	3.1/9–15	updated
3.8 Batch deletion of data on inactive members	3.8/1–7	updated
3.10 Entering a visit	3.10/1–2	added
4.3 Outside loan	4.3/1–8	updated
4.4 Reading room loan	4.4/1–3	updated
4.6 Loan renewal	4.6/1–3	updated
4.7 Changing the due date	4.7/1–2	updated
7.2 Entering debts	7.2/1–9	updated
7.4 Overview of debts	7.4/1	updated
7.5 Deleting debts	7.5/1	updated
8.1 Creating overdue notices	8.1/1–4	updated
8.4 Deleting individual overdue notices	8.4/1	updated
Appendix A – Reports	Appendix A/1–2	updated
Appendix A.2 – Groups and reports description	Appendix A.2/3–7	updated
Appendix B – Loan statistics	Appendix B/1	updated
Appendix B.2 – Description of statistical reports	Appendix B.2/1–11	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.

## **COBISS3/Loan Version V6.2-00, March 2015**

### **Description of changes No. 11, March 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. *Chapter 2.4 Electronic notification***

The chapter was updated as the option of automatically sending e-notifications about outstanding debts to members and the option of selecting members when sending general notifications were added.

#### **2. *Chapter 3.1 Entering a member***

The chapter was updated due to the new attributes "University" and "Membership validity" for members, a new option of testing if SMS notifications were received by the member and an option of activating control to see if a member signed a statement when becoming a member.

#### **3. *Chapter 3.8 Batch deletion of data on inactive members***

The chapter was updated as the algorithm for deletion was updated to take into account the new attribute "Member validity" for the member.

#### **4. *Chapter 3.10 Entering a visit***

In the new chapter, the procedure of entering visits by members or non-members in the cases where otherwise the visit would not be automatically entered is described.

#### **5. *Chapter 4.3 Outside loan***

The chapter was updated due to additional loan restrictions (you can restrict outside loan for the last issue of a serial and you can restrict loan of material with the same COBISS.SI-ID in several departments at the same time), due to the possibility of putting material on outside loan directly from the reading room, the possibility of interdepartmental loan and return from department without computerised loan.

#### **6. *Chapter 4.4 Reading room loan***

The chapter was updated due to the possibility of entering transactions with material in the reading room.

## **7. Chapter 4.6 Loan renewal**

The chapter was updated due to the possibility of renewing reservation validity period.

## **8. Chapter 4.7 Changing the due date**

The chapter was updated due to the possibility of loan renewal for any period of time.

## **9. Chapter 7.2 Entering debts**

The chapter was updated due to the new option of automatically entering debts for individual membership fee, reservation of available material, uncollected reserved material and issuing a new membership card as well as writing off debts entered automatically.

## **10. Chapter 7.4 Overview of debts, 7.5 Deleting debts and 8.4 Deleting individual overdue notices**

Chapters were updated due to the possibility of entering a reason for deletion or writing off debts.

## **11. Chapter 8.1 Creation of overdue notices**

The chapter was updated due to the additional condition for the creation of overdue notices.

## **12. Appendix A Reports**

### **A.2 Groups and reports description**

The chapter was updated as the new report *LOAN-TR-04: List of cash register transactions* was added.

## **13. Appendix B Reports**

### **B.2 Description of statistical reports**

The chapter was updated due to expanded options of creating loan statistics. Two new input parameters, »Transaction« and «Username«, which enable the creation of loan statistics for specific loan transactions and individual user codes (e.g. *EbookService*, *self-checkout*), were added to most of the loan statistics. Employees with the special privilege RPT\_USER can access the expanded username code list. The following new statistics were included in the chapter: *LOAN-STA-Mt08: Loan/by UDC (detailed)/language/active months*, *LONA-STA-Mt09: Loan/by UDC (main)/intended purpose/language/active months*, *LOAN-STA-Mt010: Loan – by material ratio/member category*, *LOAN-STA-Mb07: Active members – by municipality/member category*, *LOAN-STA-Mb08: Visity by members – by municipality /member category*, *LOAN-STA-T03: Transaction – by municipality/member category*.