

COBISS3/Loan Version V6.3-00, June 2015

List of changes No. 12, June 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/1–6	updated
2.4 Electronic notification	2.4/3–4	updated
4.2 Home library material editor	4.2/1–7	updated
4.3 Outside loan	4.3/1–4	updated
4.6 Loan renewal	4.6/1–3	updated
4.9 Printing lending forms	4.9/1–13	updated
4.13 Reserving material	4.13/1–13	updated
7.1 Managing price list	7.1/1–6	updated
7.2 Entering debts	7.2/5–9	updated
7.3 Settling debts and printing invoices	7.3/1–4	updated
7.4 Overview of debts	7.4/1	updated
7.8 Overview of cash register transactions	7.8/1	updated
8.1 Creating overdue notices	8.1/1–4	updated
8.4 Overview of overdue notices	8.4/1	updated
9.3 COBISS3/Reports	9.3/1–2	updated
Appendix A – Reports	Appendix A/1–2	updated
Appendix A.2 – Groups and reports description	Appendix A.2/1–9	updated
Appendix B – Loan statistics	Appendix B/1–2	updated
Appendix B.2 – Description of statistical reports	Appendix B.2/5–12	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. 12, June 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

A description of sending general notifications was updated.

2. Chapter 4.2 Home library editor

Descriptions of a new parameter that affects the calculation of a fine, a parameter that affects a display of data and a new note indicator (the indicator is displayed if a member has material entered in the department that you are currently not logged into) are added. A procedure of reserving material is added to the list of procedures that can be carried out in the Home library material window.

3. Chapter 4.9 Printing lending forms

A description of creating lending forms and invoices was added.

4. Chapter 4.13 Reserving material

A description of different options of reserving material in the **Home library material** window was added.

5. Chapter 7.1 Managing price list

A description of a change when defining price list validity in libraries with departments and selecting a type of service or debt when entering individual items to the price list was added.

6. Chapter 7.2 Entering debts

A description of options when calculating costs of fine and overdue notices was updated.

7. Chapter 7.3 Settling debts and printing invoices

A description of an option of a partial settling of debts and entering debts settlement for a person who is not a library member was added.

8. *Chapter 7.4 Overview of debts*

A description of an overview of debts when partially settling debts was added.

9. *Chapter 7.8 Overview of cash register transactions*

A description of an overview of cash register transaction was updated.

10. *Chapter 8.1 Creating overdue notices*

A description of options when calculating overdue notice costs was updated.

11. *Chapter 8.4 Overview of overdue notices*

A description of a function, which no longer enables deleting an overdue notice for the selected member but only an overview of overdue notices, was changed.

12. *Poglavje 9.3 COBISS3/Reports*

A list of reports and loan statistics was updated.

13. *Appendix A Reports*

A list of reports and loan statistics was updated.

14. *Appendix A.2 Groups and reports descriptions*

A description of new reports for loan purposes: LOAN-Mb-08: List of member with debts, LOAN-CRO-02: List of invoices incl. VAT, LOAN-CRO-03: Summary of list list of invoices incl. VAT, and LOAN-EXP-03: List of uncollected debts was added.

15. *Appendix B Loan statistics*

New loan statistics were added.

16. *B.2 Description of statistical reports*

A description of new statistics for loan purposes: LOAN-STA-Mt11: Loan – by mobile library stops/member category/active months, LOAN-STA-Mb09: Active members – by mobile library stops/member category, LOAN-STA-Mb10: Visits by members – by mobile library stops/member category was added.

