

## COBISS3/Loan Version V6.4-00, December 2015

### List of changes No. 13, December 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
3.7 Changing class or grade	3.7/1–2	updated
3.10 Entering a visit	3.10/1–2	updated
4.2 Home library material editor	4.2/1–7	updated
4.3 Outside loan	4.3/3–4	updated
4.5 Returning material	4.3/1–9	updated
4.6 Loan renewal	4.6/1–3	updated
4.7 Changing the due date	4.7/1–2	updated
4.13 Reserving material	4.13/1–4, 9–14	updated
7.1 Managing price list	7.1/1–6	updated
7.2 Entering debts	7.2/1–10	updated
7.3 Settling debts and printing invoices	7.3/1–4	updated
8 Overdue notices	8/1	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.2/1–16	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. *Chapter 3.7 Changing class or grade*

A description of an option to save a table to perform a procedure to batch change a class or grade for members was added.

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

A list of reports on visits was changed.

#### 3. *Chapter 4.2 Home library material editor*

A description of different options when displaying member details and outstanding debts in the **Home library material** window was added.

#### 4. *Chapter 4.3 Outside loan*

There was a change in sorting issues in the **Select issues** window.

#### 5. *Chapter 4.5 Returning material*

A description of additional notifications when returning material that was on interdepartmental loan and reserved in the parent department was added.

#### 6. *Chapter 4.6 Loan renewal*

A description of an option to renew loan in all departments simultaneously was updated.

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

A description of an option to change the due date in all departments simultaneously was added.

#### 8. *Chapter 4.13 Reserving material*

A description of an option to reserve material for an individual library department was added.

### **9. Chapter 4.13.3 Processing reservations**

A description of an option to process reservation of material by sublocations was added.

### **10. Chapter 7.1 Managing price list**

A notification regarding the change of price list validity in libraries with departments was added.

### **11. Chapter 7.2 Entering debts**

A description of a new option to automatically enter debts for costs of returning the material to another department was added.

### **12. Chapter 7.3 Settling debts and printing invoices**

A description of entering new types of transactions when settling debts was added, and the **Send** button to display invoices was removed.

### **13. Appendix A Reports**

Two new reports for loan purposes were added.

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

Two new report descriptions were added.

### **15. Appendix B Loan statistics**

Statistics are now sorted differently by groups. New loan statistics were added.

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

Description of loan statistics are now sorted by individual groups; for this reason, certain statistics are now labeled *changed*. Descriptions of new loan statistics were added.

### **17. Publisher data**

Technical support hours via telephone were changed.