
1 INTRODUCTION

To have access to the COBISS3/Application Administration software module, you must obtain the privilege *ADM – Access to COBISS3/Application Administration, and data viewing and printing*.

Entering and editing home library data

Under home library data, enter data:

- that you use in the COBISS3 software
- that you use to update the COLIB database (these data is not used in the COBISS3 software)

The data that you use in the COBISS3 software is saved in the COBISS3 environment, some of this data is saved also to the COLIB database; the data that you use to update the COLIB database, however, is saved only to the COLIB database.

Some data in the home library is already entered (transferred from the COLIB database). Before you start working in the individual COBISS3 software module, edit or update it if necessary. Enter also the more detailed data, which is taken into account when performing certain procedures in the individual modules, and data on contact persons or contact departments. For every contact person or contact department, you can define whether the name and address will be displayed as the sender's address on the documents in the individual COBISS3 software modules. Define one contact person or contact department for each module only. If you do not define them, only the data on the head office address of the home library will be displayed.

Entering and editing partner data

During the process of acquisition of monographs and serials and in the case of interlibrary loans, you have to deal with partners, such as libraries, publishing houses, services, as well as other institutions and individuals.

Enter the general data on the partner first, i.e. name, head office address, VAT ID number or tax number, etc. If your partner is one of the libraries included in the COLIB database, the general data can also be downloaded from that database. If the partner is already included in the library members database, you can download the data from that database as well. The partners can have different roles in the process of acquisition of serials and monographs and in interlibrary loan (e.g. a partner can be both the supplier of materials for interlibrary loan and its customer, and can be the supplier of serials and

monographs in acquisition, as well as the financier, a donor and a sender of legal deposit copies, etc). Hence, you can specify several roles for each partner. Next, enter the data on the contact persons and contact departments. For each contact you can define whether the name and address of the contact will be used and displayed as the recipient's address on the documents in the individual COBISS3 software modules. For each module, you can specify several contact persons and departments. If you do not define them, only the data on the head office address will be displayed.

Editing user data

The data on the selected system user or on all system users can be reconciled with the data in the Central Register of Users (CRU). Also, you can set user settings back to default values for the selected user.

Appendices

Appendix A contains descriptions of the address structure within reports.