

Changes for staff (LibOnline admin site)

Most of the differences that you'll see in the Library Online admin site are pretty minor. Below are a few of the "bigger" changes you may notice when the servers are upgraded to version 3.9.

Average Booking Usage By Branch

To view the average amount of time used on workstations (as a % of the total time available) for all bookings, grouped by branches, run the Average Booking Usage by Branch report.

Note: You can include or exclude Special Workstation Bookings in the report.

To Run the Average Booking Usage By Branch Report

1. From **Reports** menu, select **Bookings**, then select **Available Booking Usage By Branch**.
2. To specify a date range, using the calendar buttons, select a **From Date** and **To Date**.
3. (Optional) To **Include Special Workstation Bookings** in the report, from the dropdown list, select **Yes**. To exclude Special Workstation Bookings, select **No**.
4. Click **Show Report**.

Example:

Printed On: May 13, 2010 3:03PM

Page: 1

Average Booking Usage

Feb 01, 2010 to Feb 28, 2010

Include Special Workstation Bookings

Adams County Public Library

Workstation Type	Min workstations	Max workstations	Total Time Available	Total Time Used	% Time Used
Internet Plus	10	10	2,046 hour(s), 40 minutes(s)	834 hour(s), 48 minutes(s), 19 seconds(s)	40.79%
Internet, Scanner, and More	1	1	204 hour(s), 40 minutes(s)	98 hour(s), 57 minutes(s), 55 seconds(s)	48.35%

Average for this library

Average Usage (Adams County Public Library) 41.48%

Average for all libraries that the logged-on user has access to (these totals will be the same for most SCLS libraries)

Average Usage System Wide 41.48%

Ability to delete Patron Infractions

In version 3.9, Branch Administrators (logon with <xxxadm> username) have the ability to delete patron infractions.

As in previous versions, the only way to remove a suspension is to set the begin and end dates to dates in the past.

Exporting Reports

In version 3.9, you may now export Library Online reports to a variety of formats:

- Crystal Reports (probably not very helpful to us)
- Acrobat Format – PDF (Very handy)
- MS Word
- MS Excel 97-2000
- MS Excel 97-2000 -Data only (Nice if you want to crunch numbers in spreadsheets)
- Rich Text Format

The screenshot shows two overlapping Internet Explorer windows. The top window, titled "Library Online Administration - Windows Internet Explorer", displays a report titled "Average Booking Usage" for the period "May 01, 2010 to May 12, 2010". The report includes a table with columns for "Workstation Type", "Language", "Min workstations", "Max workstations", and "Total". A red arrow points to an "Export" button in the top left corner of the report page.

The bottom window, titled "Export the Report - Windows Internet Explorer", shows the "Export Options" dialog box. It prompts the user to "Please select an Export format from the list." and provides a "Formats:" dropdown menu with the following options: Crystal Reports (RPT), Acrobat Format (PDF), MS Word, MS Excel 97-2000, MS Excel 97-2000 (Data Only), and Rich Text Format. The "All" radio button is selected under the "Enter the page range that you want to export" section. The "From:" field is set to "1" and the "To:" field is empty. An "OK" button is located at the bottom of the dialog box.

Workstation Type	Language	Min workstations	Max workstations	Total
		1	1	33 hour(s)