

Athenaeum Pro 8 Ultra-Quick Setup

You are new to Athenaeum Pro - Now what?

Your library software has been upgraded - you have just come in to the library but the training isn't scheduled for a few weeks. Here are some quick tips to get going

Starting Athenaeum

There are 3 main accounts you and your patrons will use day to day. "Library", "Issue", "Guest".

The default passwords for these are

Library:	lib
Issue:	i
Guest	(no password)

When logged into any account, you can click the re-login button to switch accounts.

Options password

If you need to authorise certain actions (overriding a declined issue, for example) you

Re-login

will be prompted for the Options password. This is set, by default to

fred7

Preferences

Click the Admin button on the main menu to get to the preferences.

Admin

Ensure Athenaeum is registered. If you don't have your code, please e-mail SumWare Consulting.

Click the Dates tab and enter your "Latest Due Date" - items issued will never be due past this date (unless you take special actions).

Types

Check the different borrower types and adjust # of days and # of items to suit your library.

Types

Check Borrowers

Go to your borrowers and ensure they all have been allocated a borrower type. This is how they pick up their borrower privileges.

Borrower

```
borrower type (privileges)
Year12
Maximums:
issues for 21 days
11 items
11 fiction
11 senior fiction
1 audio visual items
1 other items
5 reserves
Latest date for borrower type (if set):
11 non-fiction
11 senior non-fiction
0 resources
```

Catalogue

The minimum cataloging required besides the basic cataloging detail (title, author, etc) is bar code, borrower privilege (how Athenaeum treats each item during issue),

Catalogue

location (so patrons can find the books on the shelves) and Not for issue.

Keyboard Shortcuts

Windows or Mac use either either the Control key (Windows) or Command key (Mac) with the following keys

- 1 - Main menu
- 2 - Search
- 3 - Issue
- 4 - Return

In the catalogue, borrowers and circulation, you can use Control-left arrow and Control-right arrow to move between records.

Overdue list

Main Menu → Circulation → Filter then click Recent (overdues) or less-recent overdues. ("Recent" is a setting you can adjust)

filter Print
find all omitted constrain extend due today recent less recent

Click the Print button and choose your report, such as overdue listings by room or individual letters.

Concepts

Colours

The different modules of Athenaeum are themed with colours to give a quick indication of where you are at any time.

Views

Normally, there are two views in most modules—a list view and a detail view.

Navigating to the module will take you to the list view, showing the last “found set”. Clicking any item in a list view will show the detail view. Clicking a heading will generally sort the list view.

Utility buttons take you to a utility screen with less used functions and reports.

Found Set

The “found set” is important. It is the set of results from a find or search. The found set might be some, all or none of the “records” in the module you are working on.

You can print, sort, export, adjust, e-mail, delete (depending upon your privilege), archive the found set of data - it's a useful tool.

Command/Filter/Print

The tops of many screens have buttons labelled Command, Filter, Print.

command	filter	Print			
1 (111)	Issue	Return	Extend	Check	List Issues

Clicking these buttons reveal menus of buttons appropriate to the current module. You can generate quite a number of reports from these.

Reports

Go to the module you wish to report upon. Find the data you wish to report. Choose the report from the print menu or the utility screen.

Maintenance

Occasionally, you will need to “set internal IDs”. For example, the **first** time after Kamar has run its Daily script, or if you imported data from a particular script.

Main Menu⇒Admin⇒Utility Tab⇒Maintenance

Click it now!

More Information

Manual

The latest version is always available on the Athenaeum downloads page

<http://www.sumware.net/athdownload.php>

Tech notes

Technical and topical notes can be found on the Athenaeum Notes web site, which is also accessible from the Athenaeum Main Menu. Many notes are published as screen-casts.

Movies

“[What's New](#)” and “[Configuring Guests](#)” are two technical notes you should view at least once.

Newsletters

Skim the headings of our back catalogue of newsletters here:

<http://www.sumware.net/ath/taxonomy/term/6>

Forum

Join the Athenaeum forum and join in discussion on how to do things with Athenaeum.

Support e-mail

E-mail is free, so please use it.

Support@sumware.co.nz

Phone support & remote log in

[Support web page](#)

0900 LIBRARY is the normal support phone number. You also have access to software that will allow us to log into your computer and help you do things.

Support Contracts

- 1, 2 or 5 hour pre-paid
- remote login - hourly or pre-paid
- On-site - hourly + travel (if applicable)