



## ABLE HOW TO INSTRUCTIONS

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## **HOW TO LOG ON TO ABLE LIBRARY**

- 1) Launch Internet Explorer
- 2) Type in the address <http://able.katercrafts.com> (IP #4.3.255.34) or double click the ABLE Icon on the main screen if you have created a shortcut.



ABLE™ Library 6.6

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Account ID: vaprho  
Operator ID: kcb  
Password:

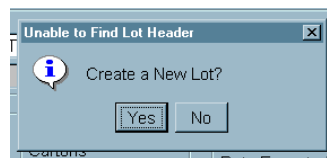
Log On

- 3) Enter your Account ID, Operator ID, & Password in the correct places (note: the password can be in either upper or lower case)
- 4) Click on **LOG ON**

\*\*To Log Out, select **FILE/LOG OUT** from the menu bar.

## HOW TO CREATE A LOT IN ABLE LIBRARY

- 1) Select **WINDOW:LOT**, **Alt+L**, or the **LOT** action button to display the Lot window. **\*\*New Lot ID's must be unique**. Use the date the lot was created (2 digit month & 2 digit year) , preceded by the lot area letters: i.e. JL1203
- 2) Type the new Lot ID in the **LOT ID** field and press enter.
- 3) The following box will then appear:



- 4) Click on **YES** in the confirmation box.
- 5) Click **CLOSE** to exit
- 6) The correct and current lot will then appear below the Account in the **LOT ID** box.

## **HOW TO ACCESS A LOT ALREADY CREATED**

- 1) Select **WINDOW:LOT**, **Alt+L**, or the **LOT** action button to display the Lot window.

The screenshot shows a software window titled "Lot" with the following fields and sections:

- Account Info:**
  - Account ID: VAPRHO
  - Binder ID: KATER
  - Title Count: [ ]
  - Last Title ID: [ ]
  - BINDING PRICE LIST: [ ]
- Lot Statistics:**
  - Lot ID: [ ]
  - Lot Status: [ ]
  - Last Item ID: [ ]
  - Item Count: [ ]
- Lot Information:**
  - Items:** Sent [ ], Returned [ ]
  - Cartons:** Sent [ ], Returned [ ]
  - Date Expected: [ ]
  - Truck Route: [ ]
  - Shipping Day: [ ]

At the bottom of the window, there are navigation arrows (left and right) and buttons for "Apply", "Close", "Cancel", and "Help".

- 2) Enter the LOT ID or use the arrows located in the bottom left corner of the window to find the desired Lot.
- 3) Click on CLOSE to exit
- 4) The correct Lot will then appear below the Account in the LOT ID box.

## **ADDING/UPDATING/DELETING ITEMS IN A LOT**

### Adding Items

Once a Lot has been created, you may begin adding items.

- 1) Make sure that the correct and current Lot appears in the **LOT ID** box.
- 2) Check, and change if necessary, the **KEY** function to one of the **TITLE** choices by using the drop down list. **TITLE TEXT** is usually the easiest way to retrieve a record from the database. This is done by entering the first two letters of each word up to four words excluding of, the, and, etc.
- 3) Call up the title you wish to process
- 4) Add all of the necessary information directly after the blue variables in capitals.
- 5) Add any Special/Collating Instructions or Extras
- 6) Once an item is complete, select **UPDATE/ITEM/ADD ITEM**, **Alt+L**, or the **ADD ITEM** action button. (to have a binding slip print out each time an item is added, see Printing/Auto UBS)
- 7) If **COMPOSE** is checked under the User Parameters, the screen will automatically clear once the item has been added to the Lot. If **COMPOSE+** is checked, then you must clear the screen after each item.
- 8) Repeat steps C-F until Lot is complete.

### Updating Items

- 1) Change the **KEY** function to either **LOT:ITEM** or **LOT:TEXT** by using the drop down list.
- 2) Call up the item by using the actual item number, the first two letters of the first four words excluding of, the, and, etc., or by using the search arrows located below the key boxes.
- 3) Once the desired item has been found and all of the necessary changes have been made, select

**UPDATE/ITEM/UPDATE ITEM**, **Alt+U**, or the **UPD ITEM** action button.

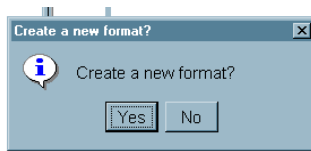
- 4) Once the item has been updated, go to **Print/Reprint UBS** so that the correct and updated form can be sent with the item.

### Deleting Items

- 1) Change the KEY function to either **LOT:ITEM** or **LOT:TEXT** by using the drop down list.
- 2) Call up the item by using the actual item number, the first two letters of the first four words excluding of, the, and, etc., or by using the search arrows located below the key boxes.
- 3) Once the desired item has been found, select **UPDATE/ITEM/REMOVE ITEM** or **Alt+R**

## CREATING A FORMAT

- 1) Change the **KEY** function to **FORMAT:FORMAT ID** by using the drop down list.
- 2) Enter the Format name and press tab.
- 3) The following box will then appear.



- 4) Click **YES** in the confirmation box.
- 5) Fill in all of the necessary fields and text for the new format. (see sample)

Fnt	Spc	Plc	Lvl	Fmt	P1	Cover	Print	W/HT
A	1	C	X					
E	1	C	84	VOL				
E	1	C	48	YR				
B	1	C	32	CALL				

- 6) Once completed, select **UPDATE/FORMAT/ADD FORMAT** or **Alt+M** to save the new format.

## ADDING/UPDATING/DELETING TITLES IN THE DATABASE

### Adding Titles

- 1) Change, if necessary, the KEY function to one of the **TITLE** choices by using the drop down.
- 2) Fill in all of the necessary fields & text or choose an already existing format by using the **FMT** drop down. (see sample)

Fnt	Spc	Plc	Lvl	Fmt	Cover	Print
A	1	C	X	REGULATION	Y37	WHIT
E	1	C	84	VOL		
A	1	C	56	MOS		
E	1	C	48	YR		
B	1	C	32	CALLK\18\E6		

- 3) Once completed, select **UPDATE/TITLE/ADD TITLE**, **Alt+T**, or the **ADD TITLE** action button to actually add the title to the database.
- 4) If **COMPOSE** is checked under the User Parameters, the screen will automatically clear once the title has been added. If **COMPOSE+** is checked, then you must clear the screen after each title.

### Updating Titles

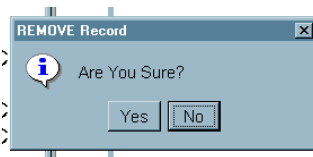
- 1) Change, if necessary, the KEY function to one of the **TITLE** choices by using the drop down. **TITLE:TEXT** is usually the easiest way to retrieve a record from the database.

This is done by entering the first two letters of the first four words excluding of, the, and, etc..

- 2) Call up the title you wish to correct.
- 3) Make all of the necessary changes where needed.
- 4) Once completed, select **UPDATE/TITLE/UPDATE TITLE**, **Alt+U**, or the **UPD TITLE** action button.
- 5) Click **CLEAR** when finished with title.

### Deleting Items

- 1) Change, if necessary, the KEY function to one of the **TITLE** choices by using the drop down. **TITLE:TEXT** is usually the easiest way to retrieve a record from the database. This is done by entering the first two letters of the first four words excluding of, the, and, etc..
- 2) Call up the title you wish to delete.
- 3) Once located, select **UPDATE/TITLE/REMOVE TITLE**, or **Alt+R**.
- 4) The following box will then appear:

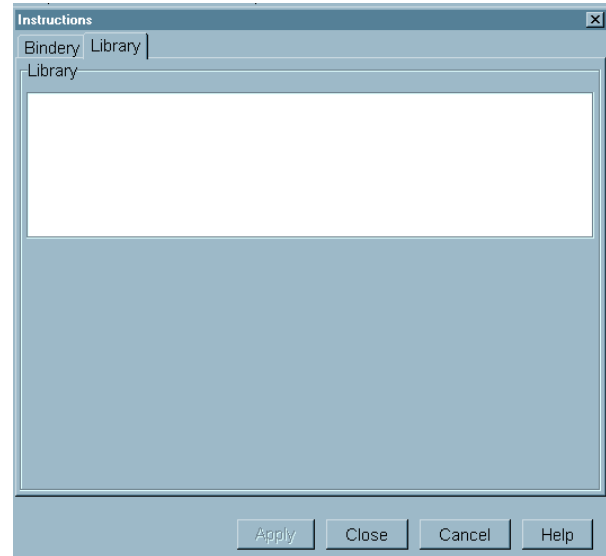


- 5) Click **YES** in the confirmation box.

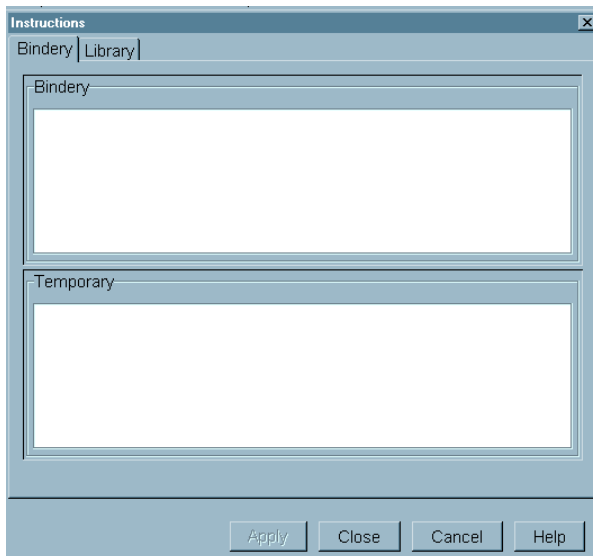
## ADDING SPECIAL INSTRUCTIONS

### Special Instructions

**Located at the bottom right of the ABL Library screen is a button labeled **INSTRUCTIONS**. This option is used when special instructions need to be added by either the bindery or library to an item or title record. When you click on this button, it will provide you with three different fields in which you can write**



### **instructions.**



**Bindery - This is used when either the bindery or the library wishes to add permanent instructions to an item or title record. Here are examples that are sometimes given by the library:**

**#1 - REMOVE ALL ADS**

**#2 - DO NOT SATMP TITLE VERTICAL**

Library - This field is used when a customer wishes to add special instructions for themselves. (i.e. yearly index found in June issue) These instructions will only print if **USE FULL SHEET** is checked under the printer settings.

Temporary - This field is used when a customer wishes to add "one time only" instructions to an item. These instructions will only print if **USE FULL SHEET** is checked under the printer settings

#1 - MARCH ISSUE IS MISSING BIND AS IS

#2 - FOLDS PLEASE WATCH TRIM

#3 - BRITTLE PAPER

#4 - BIND SUPPLEMENTS AT BACK WITH RED DIVIDER

## **PRINTING & REPRINTING BINDING SLIPS**

\*\*UBS stands for Universal Binding Slip

Under PRINT, the following options are available

**Align UBS** - Aligns UBS in printer

**Reprint UBS** - Reprints the UBS for that volume or item (see #1)

**Auto UBS** - set/cancel UBS forms (see #2)

**Use Full Sheet** - Prints all instructions on a full 8 ½ x 11 paper (see #3)

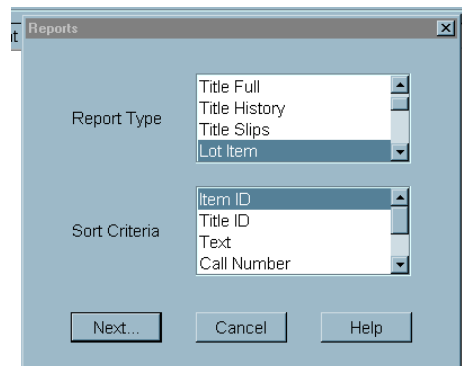
**Print Library Instructions** - If checked, library instructions are printed on the UBS slip (only if full sheet is selected)

**UBS Copies** - Number of copies of the UBS to print (see #4)

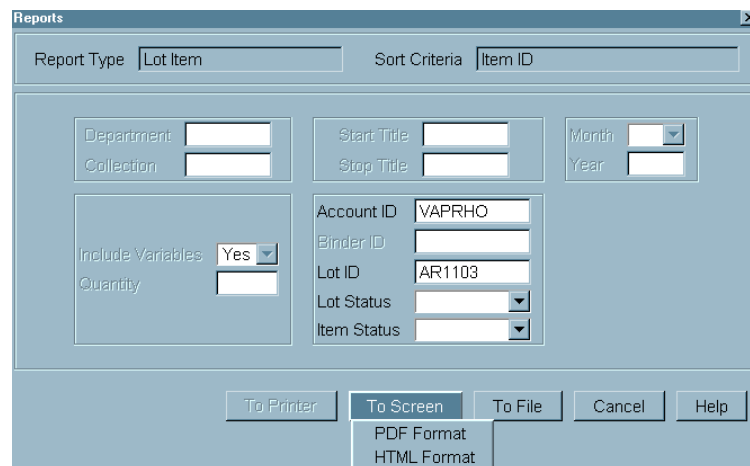
- 1) If a change is made to an item in a lot, the customer must print a corrected copy of the binding slip by simply calling up that item and then going to **PRINT/REPRINT UBS**.
- 2) When adding items to a lot, it is recommended that the customer first place a check mark in front of **AUTO UBS** by simply clicking on it. This is so that every time an item is added to a lot, a binding slip will automatically print.
- 3) If a customer is adding instructions to an item under the **TEMPORARY** or **LIBRARY** fields that needs to print on the binding slip, **USE FULL SHEET** must be checked.
- 4) If a customer would like a copy of their binding slip returned to them with each volume, they must print out and send to the bindery two copies. Rather than going back and reprinting the binding slips, they can simply go to **PRINT/UBS COPIES** and set it to the number of copies they would like.

## PRINTING REPORTS

- 1) Go to **WINDOW/REPORTS** or **Alt+P**
- 2) Select **REPORT TYPE & SORT CRITERIA**  
(for list of Items Report Type = Lot Item Sort Criteria = Item ID)



- 3) Click on **NEXT**
- 4) Make sure that the correct **ACCOUNT ID & LOT ID** appear
- 5) Click on **TO SCREEN/PDF FORMAT** (PDF Format uses Acrobat Reader - If a customer cannot print a report using this format, we will print the report here)



- 6) The report will then appear on the screen. Print to local printer.
- 7) At the top of each page of the report appears the date & time the list was generated, Lot ID, Operator ID, Account ID,

& type of report printed. The last page of the report is a LOT SUMMARY where the totals for the items given. These are the codes for the **CATEGORIES** & **CLASSES**

CATEGORIES

- 01 = Periodicals
- 02 = Books
- 03 = Theses
- 04 = Music
- 05 = Kater-Bound
- 06 = Registrations
- 07 = Microfilm
- 08 = Newspapers
- 09 = Textbooks
- 10 = Reports
- 11 = Reference Books
- 99 = Special Handling

CLASSES

- 1A = Custom
- 1B = Standard Periodical
- 1C = Econ Periodical
- 2A = Book
- 2B = Reference Book
- 3A = Theses
- 4A = Music
- 5A = Kater-Bound
- 5B = Academy
- 5C = Academy MT/CV
- 6A = Registration F/L
- 6B = Registration ½ L
- 6C = Registration IM/L
- 7A = Microfilm H/C
- 7B = Microfilm S/C
- 8A = Newspapers
- 9A = Textbooks

## **BINDERY TRANSFERS**

**Select WINDOW/BINDERY TRANSFER or Alt+B to display the Bindery Transfer Window**

### Transfer To Bindery

- 1) Select the lot to be transferred by entering the **LOT ID**
- 2) Make sure that the **DRIVE/DESTINATION** has **INTERNET** selected
- 3) Click on **TRANSFER TO BINDERY**
- 4) When the transfer is complete, the **LOT STATUS** will change from **CREATED** to **PRODUCED** and the **TRANSFER STATISTICS** will appear.
- 5) After all desired lots have been transferred, click on **CLEAR** to clear the screen and then **CLOSE** to close window

### Receive From Bindery

- 1) Select the lot to be transferred by entering the **LOT ID**
- 2) Make sure that the **DRIVE/DESTINATION** has **INTERNET** selected
- 3) Click on **RECEIVE FROM BINDERY**
- 4) When the transfer is complete, the **LOT STATUS** will change from **PRODUCED** to **RESTORED** and the **TRANSFER STATISTICS** will appear.
- 5) After all desired lots have been received, click on **CLEAR** to clear the screen and then **CLOSE** to close window