

BASIC ABLE LIBRARY TRAINING

Although the easiest way to figure out how to use ABLE Library is to just log on and experiment with the handbook as a guide, the majority of the customers request some type of training. Here is a numbered copy of the ABLE Title Screen as well as a basic explanation of what everything does.

*Items with this should have a checkmark in front of them in the customers actual account

#1 - FILE: When logging out of ABLE, it is important that you always go to file/ logout. Shutting down any other way will leave “open windows” on the server that will eventually prevent the customer from logging on.

#2 - SETUP: There are two types of setup parameters

a) **User Parameters:** used whenever the user logs onto a workstation

Search All Lots = will search all lots for a title record

***Enable List Search** = allows the search mode to be used on all queries

Enable A- link = NA

Enable Z- link = NA

A- link Table = NA

Z- link Table = NA

File Mapping Table = NA

Cover Image = Can be used only when there are measurements

***Cover Proof** = allows you to view title stamping setup

***Compose** = (default mode) when checked it causes all of the screen fields to be cleared after a title has been added to the database or lot.

Compose+ = does not clear the screen fields after a title has been added to the database or lot.

Format+ = keeps the format on the screen

Global Format = (no definition given)

***Flash Instructions** = Makes “Instruction” box flash when there are actual bindery instructions

b) **System Parameters:** users (where account logons are created)

#3 – **PRINT:**

Align UBS = Aligns the UBS forms in the printer

Reprint UBS = Reprints the UBS for that volume

***Auto UBS** = Set/cancel automatic UBS printing

Use UBS Forms = Set/cancel printing on UBS forms

Use Full Sheet = Will print all instructions on 8 ½ x11 paper

Print Library Instructions = Will print library

Instructions but only if “Full Sheet” has been selected

UBS Copies = Number of copies of the UBS to print

#4 – **UPDATE:**

Item:

Add Item (**Alt+I**) = adds item to current lot

Update Item (**Alt+U**) = updates an item in a lot

Remove Item (**Alt+R**)= removes an item from a lot

Title:

Add Title (**Alt+T**) = adds a title to the current account

Update Title (**Alt+U**) = updates a title in the database

Remove Title (**Alt+R**) = removes title from database

Format:

Add Format (**Alt+M**) = adds format to database

Update Format (**Alt+U**) updates format in database

Remove Format (**Alt+R**) removes format in database

#5 – **WINDOW**

Lot (**Alt+L**) = select the lot to process

History (**Alt+Y**) =displays the binding history for the volume selected

Collation (**Alt+C**) = displays the collation instructions for the volume selected

Bindery Transfer (**Alt+B**) = displays the bindery transfer screen

Reports (**Alt+P**) = displays the report screen

Lot Status (**Alt+A**) = Lists the status of each active lot.

Lots then may be selected & used for the Bindery Transfer.

A-link (Alt+Shift+Z) = displays import retrieval screen

Z-link (Alt+Z) = displays catalog screen

Cover Proof (Alt+S) displays image of spine stamping

File Maintenance = displays list of files and other services to be selected (Account, Bill, Bindery Parameters, A-link Mapping, Z-link Mapping, File Mapping, & ILS Configuration)

#6 – HELP – standard window help facilities.

Items 7-15 are called “Action Buttons” under the standard menu bar to facilitate activating commonly used services. These are also available from the menu bar & by using Alt key sequences. The action buttons are:

#7 – ADD ITEM = adds item/piece for bindery

#8 – UPDATE ITEM = updates item/piece for bindery

#9 – ADD TITLE = adds title to database

#10 – UPDATE TITLE = updates title record

#11 – HISTORY = displays the binding history for the volume selected

#12 – COLLATION = displays the collation information for the volume selected

#13 – LOT = select the lot process

#14 – COVER PROOF = displays image of spine stamping

#15 – CLEAR = clears all fields on the screen

#16 – INSTRUCTIONS = where special instructions are added to a title record or item. At this time, the only fields that work are Bindery & Library (Library instructions will only print if 8 ½ x 11 paper is used)

- #17 – **EXTRAS** = special requests or comments (i.e. tt=tattletapes, bp=brittle paper)
- #18 – **LOT ID** = identifies what lot you are currently in
- #19 – **FMT** = format / used to call up a template so that a new title may be added to the database or a lot
- #20 – **LEAF** = leaf attachment
- #21 – **COPIES** – desired number of copies that will be bound & stamped with exactly the same information
- #22 – **RULES** = automatic text fitting rules. All customers (unless specifically requested) should have the “c” for condensed on all title records and Lot items.

Rule	Abbreviation	Description
Condense	c	Condense
Vertical	v	Vertical
Title Area Vertical	a	Title area vertical rule
Title Panel Vertical	p	Title variable panel vertical rule
Front	f	Front-call
Switch	s	Switch-call
Title Area	t	Front-Title area
Unique Title Panel Variable	u	Front-Title variable
Imprint	i	Front-Imprint.
Call Panel Vertical	l	Call variable panel vertical rule
Imprint Panel Vertical	m	Imprint variable panel vertical rule
Substitute Pitch	b	Substitute pitch to bunch lines closer together

- #23 – **KEY** = retrieval keys
 - Title Record** = Text, Title ID, Call #, ISSN/ISBN, Private & Library Barcode
 - Lot Record** = Item, Text, Call #, & Library Barcode
 - Format Record** = Format