



# System Librarian's Guide - General

Version 22

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## 1 Client Setup INI Files

In ALEPH, there are a number of files with an `ini` extension that contain settings which you can modify to control the appearance and behavior of GUI clients (PC). We refer to these files as `<module>.ini` files (`alephcom.ini`, `acq.ini`, and so on). They include settings that are mostly controlled from the actual `<module>.ini` file, and not from changes within GUIs. These settings include elements such as font sizes, colors, and the like, as well as module-dependent defaults.

Ini files are located in the tab directories in your ALEPH installation on your PC's local hard drive. For example, the ini file for the Acquisitions/Serials module on your PC might be located at `C:\AL500\ACQ\TAB` (where `C:` is your local hard drive, `AL500` is the directory of your ALEPH installation, `ACQ` is the module's directory, and `TAB` is where modular tables are stored). Note that there are two directories under the TAB directory that are considered masters; both include original files from Ex Libris. The `xxx` directory includes language files (`*.dat`) that are used for creating new interface languages and updating the synchronization of current languages. The `xxx_tab` directory is for future synchronization (used for re-installing the GUI).

The `alephcom.ini` file is comprised of setting definitions that are shared by two or more modules. Other `<module>.ini` files (`acq.ini`, `cat.ini`, `circ.ini`, and so on) contain settings that relate to a specific GUI client (Acquisitions/Serial, Cataloging, and so on).

Other GUI definitions are included in a set of files called `guisys.ini` files which are present in each of the tab directories in your ALEPH installation. You cannot customize `guisys.ini` files. The definitions they include are updated automatically when changes are made from the GUI, such as the splitter's position and the last tab selected from the Main tab. The dialog box location specifications are also in the `guisys.ini` files.

The following section presents and explains various aspects of the `alephcom.ini` file. The following is a list of settings divided into those found in `alephcom.ini` and those which are found in multiple `ini` files.

## 2 ALEPHCOM.INI Settings

The following settings are included in this section:

[ABaseWindow](#)

[ATabControl](#)

[\[AutoInput\]](#)

[BubbleMsg](#)

[Date Format](#)

[Edit](#)

[ExpandField](#)

[External](#)

[FirstTab](#)  
[General](#)  
[ItemForm](#)  
[ListBoxPrintout](#)  
[Mail](#)  
[Main](#)  
[OverviewTree](#)  
[Package](#)  
[PlainTextPrintout](#)  
[Print](#)  
[PrintDaemon](#)  
[PrintExecute](#)  
[RfidMedia](#)  
[SearchFind](#)  
[SearchTree](#)  
[Services](#)  
[Splitter](#)  
[TextListBox](#)  
[TextOrientation](#)  
[UserList](#)  
[Vendor](#)  
[VendorList](#)  
[VersionControl](#)  
[XslCreator](#)

Click on one of the listed names to go directly to the explanation for that setting.

---

## [Main]

```
[Main]
ActivateSplashWindow=N
ApplicationBgColor=190,240,215
Diagnostic=Y
AlwaysMaximized=N
Compression=3
Encryption=0
Version=22.01
CommunicationProtocol=0
DataBaseAutoSelect=Y
SavePassword=Y
DefaultPrintConfig=1
CtrlShiftReverseScreen=Y
ExternalILL=N
NeverClose=N
```

### **ActivateSplashWindow=N**

The "Splash window" displays a logo of Ex Libris Ltd., the developer of the ALEPH system. The System Librarian decides whether or not the Splash window pops ups when the application is started - **Y** displays the Splash window and **N** suppresses it. The bitmap of this logo is located in `\bmp\splash .bmp` from the `\alephcom` directory.

**ApplicationBgColor=190,240,215**

This field sets the background color of the application.

**Diagnostic=Y**

This line is used for debugging purposes and should **not** be changed.

**AlwaysMaximized=N**

If AlwaysMaximized is set to Y, the minimize button is disabled. The default is N, that is, enable the use of the minimize button.

This switch is helpful if some of your library's PCs are ALEPH-dedicated machines.

**Compression=3**

Compression is used when accessing server (the server must support suppression) values: "Compression type" or "N". Do not change this parameter.

**Encryption=0**

This field sets the type of communication encryption between the Aleph GUI client and the pc\_server.

**Version=22.01**

This field sets the type of the communication encryption between the Aleph GUI client and the pc\_server.

<b>Note:</b> The <b>Encryption</b> and <b>Version</b> fields must be configured also in the server tab_version table, in \$alephe_tab.
--

**CommunicationProtocol=0**

Do not change this line.

**DatabaseAutoSelect=Y**

Determines whether or not ALEPH clients automatically log in to the first library listed in the Connect Library window. The order of the libraries is set in the per\_lib.ini file or base.dat file.

**SavePassword=Y**

This is the default setting for the "Save Password" check box that appears on the ALEPH password window.

If the value "X" is used, the check box appears dimmed and there is no way to save the password. Use this option when you would like to disable the possibility of saving the GUI's password on the local drive.

**CtrlShiftReverseScreen=Y**

If the flag is set to Y, then while working on input fields where multiple languages can be inserted (such as the browse input string in the Browse windows), the Ctrl + Shift hot key can be used to reverse the position of the cursor and the text (left-to-right / right-to-left). In addition, if the flag was set to Y, then while working with a cataloging draft, Ctrl + Shift can be used to reverse the layout of the record (left-to-

right / right-to-left). This is useful when entering script that is written from right-to-left.

### **ExternalILL=N**

This flag indicates which ILL mode your ALEPH system uses. The values are N (NO, default value) or Y (Yes):

- N = your system uses the GUI ILL mode and the ILL is accessible and managed by the GUI.
- Y = your system uses the Web ILL mode (external ILL). This blocks the link to the ILL GUI module and disables the **Run ILL** command from the GUI menu bar/ALEPH/Switch Application.

### **NeverClose=Y**

Setting this variable to Y disables closing of the GUI with the ALEPH\Exit menu.

---

## **[General]**

[General]

Targets=printer01,printer02,photoslip,photowait,photofill

BibInfoFormat=999

SummaryBibInfoFormat=-1

### **Targets=printer01,printer02,photoslip,photowait,photofill**

Defines the list of print IDs available in the Print Daemon in the Task Manager utility.

---

## **[VersionControl]**

Library=XXXX01

Type=

RunAtStartup=

### **[Version Control]**

Can be set to access different distribution directories based on the alephcom.ini file. Additional parameters control how the application communicates with the server:

### **Library=XXXX**

The communication protocol requires this value. The default is USM01.

### **Type=xxxx**

This is the directory name under the `pc_exe` directory. The directory's name is limited to 10 characters. If it is not set, then the system looks for `pc_exe./version`. For example, `pc_exe.16/version`

Together with the additional parameters, **[Version Control]** allows a site to set up multiple distribution points for various GUI client configurations on the same server (for example, Circulation, Cataloging, Acquisitions/Serials, and even per person).

### **RunAtStartup= Y/N**



Controls whether the version control check will be run at start up. Selecting the *Run Version at Startup* option in the Update Version window automatically sets this value to Y. Clearing the *Run Version at Startup* option in the Update Version window automatically sets this value to N.

---

## [Print]

```
[Print]
SaveHistoryNumberOfDays=1
DefaultPrintConfig=1
TempDir=c:\temp\Aleph
TempFileCounter=1063
```

## [Print]

Every printout is saved in the GUI's history. The history is built for every module separately. For example, for the USM50 library, the history is built in `Alephcom\files\USM50\print...`

### **SaveHistoryNumberOfDays=1**

This setting determines how many days the print history should be stored. Cleanup of old history files takes place when the GUI is started.

### **DefaultPrintConfig=1**

Determines the default for the options on the printer icon on the bottom right of the GUI (0=normal, 1=preview, 2=view raw XML, 3=browse XML).

### **TempDir=c:\temp\Aleph**

This is the location where temporary files reside. The directory is cleaned up every time the ALEPH GUI application is loaded.

### **TempFileCounter=1063**

Do not change this line.

---

## [Mail]

```
MailServer=IL-EX01
FromAddress=library@exlibris.co.il
BccAddress=
MailerName=Exlibris Library Services
AuthMethod=
BccAddress=alephadmin@exlibris.com
DefaultSendMethod=
SecureConnection=SSL
```

### **MailServer=IL-EX01**

The `MailServer` is the machine that receives and sends e-mail messages. This must be adjusted to suit your environment. You can add the port number where a non-standard port is used, using a `<host>:<port>` format. For example:  
10.345.24.11:45

### **FromAddress=library@exlibris.co.il**

`FromAddress` is the e-mail address from which all library letters to patrons and vendors are sent from the mail server. This must be adjusted to suit your environment.

### **MailerName=Exlibris Library Services**

`MailerName` appears as the name of the sender in all library letters to patrons and vendors which are sent from the mail server. In the above example, "ALEPH 500 Administrator" appears as the sender in e-mail messages instead of the actual e-mail address, "webmaster@exlibris.co.il". If the recipient clicks the Reply button, the response is sent to the actual e-mail address (in our example, "webmaster@exlibris.co.il").

### **AuthMethod=**

Enter the required authentication method. The supported authentication methods can be LOGIN or PLAIN. If the parameter is left blank then no authentication is method is used. Note that the user name and password can only be set using the Configuration\E-Mail Settings menu option in the AlephADM module.

### **BccAddress=alephadmin@exlibris.com**

All e-mail messages that are sent to patrons and vendors will also be sent to the address that is specified in this variable. The address will be on the Bcc list of the sent e-mail message.

### **DefaultSendMethod= Possible values are H (attached file), P(plain), B(both attached file and plain), and L (HTML in mail body)**

Determines the default email method (attached HTML, both, plain) when there no value comes from server, such in cases when the email was generated via the Web OPAC.

**SecureConnection= Possible values are NONE** (communication between Aleph and the SMTP server is secured at the basic level only), SSL, and TLS. This determines the security method for communication between Aleph and the SMTP server.

---

## **[UserList]**

```
[UserList]
```

```
FilterType=0
```

### **FilterType=0**

The Users list can be sorted according to one of the following Filter types:

```
Name(Filter type)=0
```

```
ID Number=1
```

```
Barcode=2
```

The `UserList FilterType` can also be changed manually using the **Sort by** option on the Users List in the Circulation client.

---

## **[ExpandField]**

```
[ExpandField]
```

```
;
```

```

; Describe the Expand button Status of special fields :
; 1 - Regular (pc_tab_exp_field_extended.eng) (default)
; 2 - Non Visible
; 3 - Special (for location=close stack)
; 4 - Special (for location=location index list)
; 5 - Special (for location=852 form)
; 6 - Special (for location=852 form, including special method for
;     calculating Author Number and Chronology Number). Valid only
;     forItemLocation1Field and ItemLocation2Field.
;
ItemLocation1Field=4
ItemLocation2Field=5
SerialLocation1Field=5
SerialLocation2Field=5

```

This section defines the window that opens when the arrow next to the Call Number and 2nd Call Number fields that appear on the Item Form in the Cataloging and Acquisitions/Serials modules is clicked.

- 1 – Regular (pc\_tab\_exp\_field) (default)
- 2 – Non Visible
- 3 – Opens a secondary window which creates a 2 part location, the first part being a size identifier and the second part being a counter (from UTIL G/2) plus standard text from pc\_tab\_expand\_field.
- 4 – Opens a secondary window, which displays the list of call numbers in the system.
- 5 – Opens a form for entering call number in MARC21 852 field format.
- 6 – Opens 852 Special Form for calculating Author number and Chronology Number based on various methods. For example, for Latin material, Cutter Sanborn and Cutter Three Figure methods and for Korean material (Hangul and Hanja), Lee Jai Chul and Elrod methods. For more details, see the Item Call Number- Author Number and Chronology Number section of the *Aleph 20.01 System librarian's Guide – Items*.

```

ItemStatisticField=3
SerialItemStatisticField=3
ItemStatisticDelimiter=/

```

This section defines the window that opens when the arrow next to the Statistic field that appears on the second tab of the Item Form in the Cataloging and Acquisitions/Serials modules is clicked.

- 1 - No arrow on field.
- 2 - Opens pc\_tab\_expand\_field menu.
- 3 - Opens special four-part form, each part of which can have a pc\_tab\_expand\_field menu. The parts are separated by the delimiter defined in ItemStatisticDelimiter.

## [TextListBox]

```

[TextListBox]
ColorC01=000,000,000
ColorC02=128,000,000
.../...
CopyFromList=Y

```

This section defines the colors for the various lists in the system. The color identifier, defined as C01, C02, and so on, refers to the color defined in the window's section in `pc_tab_col.lng` on the server. The color value (red, green, and so on) is defined here, but can be individually changed on a specific client, using the Set Display Window.

### **CopyFromList=Y**

If set to *Y*, the user can copy and paste data from list boxes in all GUI modules.

---

## **[PrinterDeviceList]**

```
[PrinterDeviceList]
Device01=Digital DEClaser 3250
Device02=Compaq Laser Printer LN16
Device03=HP LaserJet 2100
```

This is a printer names record. This table translates real names into logical names. In the `print.ini` of each GUI module, you can define the print device number for each printout. This allows the user to divide printouts for different devices without online intervention.

---

## **[Username\_Format]**

```
[Username_Format]
FormatStyle=0
```

The settings chosen in the `pc_server_defaults` file are saved in this section.

---

## **[Date\_Format]**

```
[Date_Format]
DateSequence=dmy
; s or S is space in separator
HourSeparator=:
DateSeparator=/  

```

---

## **[OrderIndex]**

```
RefreshFilter=N
RefreshOnStart=Y
```

The `OrderIndex` section refers to various Order lists opened in the Acquisitions module from the Search Tab and Order Index opened from Item Form - Tab2. The Order Index is opened when the user clicks on the drop-down menu in the **Order No.** field.

### **RefreshFilter=N**

This indicates whether or not the search is performed automatically after the filter has been changed by the user without clicking the **Refresh Filter** button.

This is relevant for Order Index, OPAC Request List, Bulk Ordering List, and Bulk Arrival List.

### **RefreshOnStart=Y**

This indicates whether or not the Index List is refreshed when it is opened. This is relevant for Order Index and OPAC Request List.

---

## **[Edit]**

[Edit]

ExpandTextLength=100

Defines the minimum size of a field (as defined in the Oracle tables) that will trigger a small button next to the GUI edit field that will open a multi-line edit field.

---

## **[AutoInput]**

### **[AutoInputBulkCheckInItemBarcode]**

ILL > Lending tab > Bulk Operation node > [C] Check-in pane > Item Barcode

### **[AutoInputBulkReturnItemBarcode]**

ILL > Borrowing tab > Bulk Operation node > Return pane > Item Barcode

### **[AutoInputFastCircUserId]**

Circulation > Circulation menu > Fast Circulation > Patron ID

### **[AutoInputHoldItemUserId]**

Circulation > Item tab > Items List > Hold Request button > Create Hold Request window > Patron ID

### **[AutoInputHoldPhotoRequestUserId]**

Circulation > Requests menu > Hold Requests > Create Hold Request > Patron ID

Circulation > Requests menu > Photocopy Requests > Create photocopy request > Patron ID

### **[AutoInputILLItemBarcode]**

ILL > Item barcode

### **[AutoInputInHouseItemBarcode]**

Circulation > Circulation menu > In-House Use > Item Barcode

### **[AutoInputInventoryMarkingItemBarcode]**

Cataloging > Items menu > Inventory Marking > Item Barcode

### **[AutoInputItemBarcode]**

Cataloging > Item bar > Item Barcode

Cataloging > Items menu > Change Item Process Status > Item Barcode

Circulation > Circulation menu > Renew Loan by Barcode > Item Barcode  
 Circulation > Circulation menu > Fast Circulation > Item Barcode  
 Circulation > Circulation menu > Reserve Items (Advanced Booking) > Item Barcode  
 Circulation > Item bar (active in item tab, loan tab, return tab) > Item Barcode  
 Circulation > Items menu > Change Item Information > Item Barcode  
 Circulation > Items menu > Restore Item Information > Item Barcode  
 Circulation > Items menu > Change Item Process Status > Item Barcode  
 Circulation > Requests menu > Hold Requests > Create Hold Request > Item Barcode  
 Circulation > Requests menu > Hold Requests > Delete Single Hold Request by Barcode  
 Circulation > Requests menu > Hold Requests > Print Letter - Hold Request Filled > Item Barcode  
 Circulation > Requests menu > Hold Requests > Print Letter - Hold Request Not Filled > Item Barcode  
 Circulation > Requests menu > Photocopy Requests > Create photocopy request > Item Barcode  
 Circulation > Requests menu > Photocopy Requests > Print Photocopy Request Slips > Item Barcode

If this general `AutoInputItemBarcode` option is set, there is no need for a specific definition for each barcode edit field (such as `[AutoInputInventoryMarkingItemBarcode]`)

**[AutoInputNewUserBarcode]**

Circulation > Global Patron Information pane > Patron ID (update)  
 Circulation > Patrons menu > New Patron > Patron ID  
 Circulation > Patrons menu > Duplicate Patron > Patron ID

**[AutoInputOfflineCircItemBarcode]**

Circulation > Circulation menu > Offline Circulation > Item Barcode

**[AutoInputOfflineCircUserId]**

Circulation > Circulation menu > Offline Circulation > Patron ID

**[AutoInputPhotoItemUserId]**

Circulation > Item tab > Items List > Photocopy Request button > Create Photocopy Request window > Patron ID

**[AutoInputPrintLabelItemBarcode]**

Cataloging > Items Menu > Print Item Labels > Item Barcode

**[AutoInputReturnItemBarcode]**

ILL - OutILL\Return menu

**[AutoInputRoutReturnItemBarcode]**

Acquisitions > Utilities menu > Return Item from Routing Group  
> Item Barcode

**[AutoInputShipItemBarcode]**

ILL > Lending tab > Bulk Operation > Ship > Ship Returnable >  
Item Barcode

**[AutoInputShortLoanUserId]**

Circulation > Circulation menu > Reserve Items (Advanced  
Booking) > Patron ID

**[AutoInputUserId]**

Circulation > Patron bar (active in patron tab, loan tab) >  
Patron ID

**[AutoInputUserListUserBarcode]**

Circulation > Patron bar > Patron List > by Patron ID

**[AutoInputUserListUserId]**

Circulation > Patron bar > Patron List > by Patron ID

Configuration examples:

```
AutoInputMethod=1  
AutoInput1=10,9,22
```

or

```
AutoInputMethod=0  
AutoInput1=10,11,22
```

If a barcode contains several types of information but the library uses only part of the barcode, automatic input methods have to be applied. The automatic input setup enables the system to extract selective information from an input source. This setup is done with the AutoInput definitions above.

There can be several methods for automatic input. The AutoInputMethod indicates which method is used. The current values are:

AutoInputMethod=0 - No use

AutoInputMethod=1 - Smart card

AutoInputMethod=2 - Use call numbers instead of barcodes. This value is relevant only for the [AutoInputItemBarcode] section.

AutoInputMethod=3 - Use the AutoInp3.dat configuration table if it exists to determine the starting point and length; otherwise, use the parameters in AutoInput1 (e.g. 0,12) as the default.

AutoInputMethod=4 - Perform automatic left zero padding on codes read from a barcode reader, which are shorter than the fixed length.

AutoInputMethod=5 - This input method does the following manipulation on input barcodes:

If the barcode is 12 characters length or more, no manipulation is performed.

If it is less than 12 characters, it is processed according to the following algorithm before actual retrieval:

- (a) If the barcode starts with a digit, it is left-padded with zeros, e.g. "1234" --> "000000001234".
- (b) If the barcode starts with "C", "M" or "S" (see (c) below for "S" with specific prefixes) followed by digits, zeros are added between the alpha prefix and the digits, e.g. "M4567" --> "M00000004567".
- (c) If the barcode starts with one of the following prefixes - "S96", "S97", "S98" or "S99", zeros are added between the prefix and the remaining digits, e.g. "S981123" --> "S98000001123".
- (d) Otherwise, no manipulation is performed.

The `AutoInput1` entry sets parameters with which the input method will work, if it is set to 1. The notation of the entry is as follows:

```
AutoInput1=[a],[b],[c]
```

[a] stands for the number of characters which are skipped before reading the barcode number.

[b] instructs how many characters starting after [a] should be scanned in and identified as a barcode.

[c] stands for the total number of characters which are expected by the system. In other words, after [c] characters are read, `AutoInput` is invoked.

---

## [Services]

```
[Services]  
CtlHeight=25  
StaticWidth=110
```

### **CtlHeight=**

Indicates, in pixels, the height of the fields in the dialog for GUI Services.

### **StaticWidth=**

Indicates, in pixels, the width of the labels in the dialog for GUI Services.

---

## [FirstTab]

```
[FirstTab]  
CheckInListExpand=2
```

When a user changes the default first tab (this is only for forms which are comprised of several tabs, such as `CheckInListExpand`) via the Visual Properties window, the number entered is saved here. By default the first (the leftmost) tab is activated when a multi-tab window is opened. The second tab from the left is 2, the third tab from the left is 3, and so on.



This variable does not work for the SearchFind window; that is, it does not control the priority of the Search Tab tabs.

---

**Note**

The new default tab setting is in effect only after the user has closed the client and re-opened it, not during the same session (this is so for all .ini file changes).

---

## **[BubbleMsg]**

```
[BubbleMsg]
;in seconds !!!
;If Delay=0 the Bubble message stays till first keyboard stroke.
ErrorMsgTimeDelay=0
```

This relates to the callout bubble invoked by right-clicking on a line in a GUI list.

### **ErrorMsgTimeDelay=**

Indicates, in seconds, the time that elapses before an error message displays.

---

## **[XslCreator]**

```
[XslCreator]
SplitColor=255,000,000
AddressColor=192,192,110 )
```

This relates to the XSL Creator utility that enables menu-driven creation of additional formats for print forms. This utility, XSL Creator, is available from all modules.

---

## **[SearchTree]**

```
[SearchTree]
BkColor=255,255,255
```

This parameter defines the color of the Search tree.

---

## **[OverviewTree]**

```
[OverviewTree]
BkColor=255,255,255
```

This parameter defines the color of the Search tree in Overview mode.

---

## **[SearchFind]**

```
AutoShow=5
FindAdjacency=N
FindTypes=S,C,F
```

This section relates to the setup of the Find tab in the Search function.

### **AutoShow=**

The system automatically displays records in full view, if the number of records in the set does not exceed or equal the number set here.

**FindAdjacency=**

This is the default setting of the Words Adjacent option.

**FindTypes=**

This is the order, left-to-right, in which the various find tabs appear. S=Advanced Search, C=Multi-base CCL Search, F=Multi-field Search.

---

**[PrintDaemon]**

```
[PrintDaemon]
Position=Center
Iconize=Y
SleepTime=30
Libraries=USM12,USM50
Targets=printer01
LogFile=N
PrintdAutoActivate=N
PrintdAutoDeactivate=N
```

**Position=Center**

In this example, the Print Daemon application will be displayed in the center of the screen (not the center of the Task Manager application). Alternately, you can enter a pair of numbers, such as `Position=0,75` to define the offset (in pixels) of the Print Daemon application from the top left corner of the Task Manager application.

**Iconize=Y**

Determines if the Print Daemon application will be opened to its regular size or iconized when the Print Daemon is started. If you want the window to be iconized, enter Y. If you want the window to be opened to its regular size, enter N.

**SleepTime=30**

Defines the Look Up Interval which tells the system how often to check for files that need to be printed by the Print Daemon. Enter a number between 1 and 300 (seconds). For example, if you enter 120, the system checks for files every 120 seconds.

**Libraries=USM12,USM50**

Defines the libraries selected by default in the Print Daemon.

**Targets=printer01**

Determines the print IDs whose files will be directed to the PC's default printer.

**LogFile=N**

This variable controls creation and updating of the print daemon log file. Setting the variable to N prevents the log file from being created or updated.

**PrintdAutoActivate=N**

Determines whether or not the print daemon will be activated automatically when the GUI is activated. To launch the print daemon automatically whenever the GUI is activated, set this value to Y.

## **PrintdAutoDeactivate=N**

Determines whether or not the print daemon will be deactivated automatically when the GUI is closed down. To deactivate the print daemon automatically whenever the GUI is closed, set this value to Y.

---

## **[External]**

```
[External]
; PopupRunQuery -
;   is used to determine whether a dialog box should be displayed,
allowing the
;   user to change the execution parameters
;
; other lines are in the form
;
; <code>=<format> <import> <exe file>
;
; <code>   - is up to 3 characters and is server-dependent.
; <format> - should be 'A' for ASCII or 'B' for binary (for ftp).
: <import> - This flag is obsolete
;
; <exe file> - the file which should be executed
;               the first %s will be replaced by the file name
received from
;               the server
;
;
PopupRunQuery=N

;htm=A X C:\Program Files\Internet Explorer\IEXPLORE.EXE %s
htm=A X C:\Program Files\Internet Explorer\IEXPLORE.EXE %s
;htm=A X c:\Program Files\Netscape\Communicator\Program\netscape.exe
%s
;htm=A X C:\Program Files\Netscape\Netscape 6\netscp6.exe %s
xv=B X c:\lview\lview31.exe %s
ig=B X c:\lview\lview31.exe %s
txt=A X c:\windows\notepad.exe %s
doc=B X C:\Program Files\Microsoft Office\Office\WINWORD.EXE %s
tln=A X telnet.exe %s
pdf=B X C:\Program Files\Adobe\Acrobat 6.0\Reader\AcroRd32.exe %s
```

The External button on the [Full+Link](#) display of a record is available when the user highlights the 856 (External) field. In order for the system to activate the external program, you must first define various parameters.

### **PopupRunQuery**

Enables you to determine whether or not a dialog box should be displayed to the user, allowing him to change the execution parameters.

Other lines are in the following form:

```
; <code>=<format> <import> <exe file>
```

Each element is explained below.

### **<code>**

Enter the code for the type of file. Examples are xv, ig, txt, htm, doc, and tln. The code that is entered here should be one that is used in the Catalog record.

**<format>**

This indicates whether the file contains text or images. Enter A for ASCII (for text) or B for binary (for images).

**<import>**

You must always enter the letter X, which stands for a code that is not currently in use

**<exe file>**

This is the path of the program that should be run. An example is c:\windows\notepad.exe

**%s**

This is a code that the system will replace with the actual filename.

---

## [FirstTab]

```
[FirstTab]
SubscrListExpand=2
ItemExpand=2
```

This is an option which allows you to set the default open tab, that is, the tab that first appears when a multi-tab window is selected. This is defined as <window name>=n, for example, SubscrListExpand=2.

---

## [Package]

```
[Package]
AlwaysImportFiles=Y
```

In the Cataloging module, when you connect to a Home Library, the system checks that the module is using the most recent version of the database tables. If the AlwaysImportFiles flag is set to Y, the system automatically loads the updated tables without a load prompt being displayed. If the AlwaysImportFiles flag is set to N, the user is asked if she/he wants to load the library tables.

This flag also determines whether or not to load automatically the most recent printout templates from the server to the GUI client. If the AlwaysImportFiles flag is set to Y, the system loads the updated templates automatically. If the AlwaysImportFiles flag is set to N, the user will be asked if she/he wants to load the templates.

---

## [PrintExecute]

```
ERROR_EDITOR=notepad.exe
EDIT=notepad.exe $1
BROWSER=C:\Program Files\Plus!\Microsoft Internet\Iexplore.exe $1
EXE_COMMAND=C:\Program Files\Plus!\Microsoft Internet\Iexplore.exe $1
WORD=C:\Program Files\Plus!\Microsoft Internet\Iexplore.exe $1
SaxonVersion=saxon8.jar
```

This section defines which external program will be used to open an XML print file. This section works according to the setup of column 3 of XXX50/tab/form\_print\_method.

### **SaxonVersion**

This variable defines which utility will be used for printing. The available options are Saxon7.jar and Saxon8.jar. Note that both options require an installed Sun Java Virtual Machine. If no parameter is entered, the default is Saxon7.jar.

---

### **[ATabControl]**

```
[ATabControl]
FgColor=000,000,128
```

This setting defines the color of the text in the tab controls.

---

### **[ABaseWindow]**

```
[ABaseWindow]
ButtonHeightFactor=1.5
MaxButtonText=13
```

```
ButtonHeightFactor=1.5
```

The height of the buttons in the Base windows.

```
MaxButtonText=13
```

The maximum length of the text on the buttons in the Base windows. The length of the text can be from 5 to 40 characters. The default length is 12.

---

### **[PlainTextPrintout]**

```
[PlainTextPrintout]
CharsetL=iso-8859-1
CharsetU=utf-8
FontL01=16Courier New
FontL02=18Courier New
FontL03=20Courier New
FontL04=22Courier New
FontL05=24Courier New
FontU01=16Courier New
FontU02=18Courier New
FontU03=20Courier New
FontU04=22Courier New
FontU05=24Courier New
```

These are the font definitions for printing of lists and for PLAIN printouts.

---

### **[ListBoxPrintout]**

```
[ListBoxPrintout]
Font=16Bitstream Cyberbit
```

This line defines the size and the font used for printing lists from List Box windows.

---

## [ItemForm]

```
[ItemForm]  
DupCallNo=N  
DupCallNo2=N
```

The lines `DupCallNo` and `DupCallNo2` determine whether Call Number and Call Number 2 are duplicated when duplicating an item. If set to "Y", the call number is duplicated. Note: If your call number is assigned by the system counter, set to "N".

---

## [Vendor]

```
[Vendor]  
DuplicateAddress=N
```

### **DuplicateAddress**

Determines whether or not the Vendor Address (Z72) is duplicated when duplicating a Vendor/Supplier(Z70) using the Duplicate button on the Vendor List. The default value is Y. Note that in the ACQ and ILL ini files, the `DuplicateAddress` parameter does not exist and therefore the Vendor Address will always be duplicated (the same as value Y).

---

## [VendorList]

```
[VendorList]  
SaveVendorListStartPoint=Y  
VendorListStartPoint=SWETS  
VendorListSortOption=C
```

### **SaveVendorListStartPoint=Y**

Determine whether or not to save the 'Vendor List' starting point. The value Y activates the saving option in the Vendor List. The value N deactivates the saving option in the Vendor.

### **VendorListStartPoint=SWETS**

When the Vendor List window is opened and `SaveVendorListStartPoint` is set to Y, the starting point is stored in `VendorListStartPoint`.

### **VendorListSortOption=C**

When the Vendor List window is opened and `SaveVendorListStartPoint` is set to Y, the "Sort by..." parameter (Name or Code) is stored in `VendorListSortOption`. Possible values are: C (code) or N (name).

---

## [Splitter]

```
[Splitter]  
HighlightFocusedPane=Y  
FOCUS_HIGHLIGHT_COLOR_LTO=180,075,025  
FOCUS_HIGHLIGHT_COLOR_RBO=245,005,025  
FOCUS_HIGHLIGHT_COLOR_LTI=145,095,075  
FOCUS_HIGHLIGHT_COLOR_RBI=220,065,040  
FocusedPaneBrokenLine=Y
```

FOCUS\_HIGHLIGHT\_COLOR\_BROKEN=255,0,0

This refers to the mechanism for highlighting the current work area (pane). You can move from pane to pane in the GUI by clicking in a pane, or by pressing SHIFT + TAB.

---

**Note**

Do not adjust the color settings.

---

**HighlightFocusedPane=Y**

If set to Y, a colored border appears around a selected frame.

If set to N, borders do not appear around selected frames.

**FocusedPaneBrokenLine=Y**

If set to Y, the colored border that appears around a selected frame will be displayed as a broken line. This variable has no effect if the HighlightFocusedPane variable is set to N.

**FOCUS\_HIGHLIGHT\_COLOR\_BROKEN=255,0,0**

This variable sets the color of the broken line that is displayed around a selected frame if the FocusedPaneBrokenLine and HighlightFocusedPane variables are set to Y.

---

## [TextOrientation]

[TextOrientation]  
AlwaysLeft=N

This line controls the text direction of the lines in the full view of a record in the Show node of the Search tab.

If N is present, the text will be aligned according to the language direction. If Y is present, the direction of the text will always be left-aligned.

---

## [RfidMedia]

[RfidMedia]  
RfidReaderAddress=10.1.235.101  
Vendor=Bibliotheca

The [RfidMedia] section is required when library items are RFID-tagged. For more information on using RFID equipment, please refer to the How-to document in the Ex Libris Documentation Center that is relevant to your RFID vendor (for example, for Bibliotheca, you would refer to *How to set up a BiblioChip® interface in ALEPH® 500 - 18.01*).

### **RfidReaderAddress=10.1.235.101**

If the library uses NEDAP equipment for RFID, this variable is used to setup the IP address of the RFID Reader that is used by the client station.

### **Vendor=Bibliotheca**

This variable is used to determine the RFID vendor whose equipment is applied at the library. Supported values are Bibliotheca , which is the default value, and Nedap.

## **3 Font Definitions (font.ini)**

The font.ini file contains font definitions for Find, Browse and cataloging forms' edit fields (WindowControls); for list boxes and captions (ListBox and ListBoxCaption); for the Cataloging draft (EditorTag, EditorField and EditorDescription); and for the Cataloging floating keyboard (AlephKeyboard).

### **Note**

You can define different fonts for different Unicode ranges (columns 2 and 3 of the file).

Following is a sample of the font.ini file:

```
!      1              2  3              4              5 6 7
8      9
!-----+-----+-----+-----+-----+-----+-----+
-+-----+-----+-----+-----+-----+-----+-----+
UnicodeEdit          0000 00FF Courier              N N N
18 DEFAULT_CHARSET
UnicodeEdit          0000 FFFF Bitstream Cyberbit  N N N
18 DEFAULT_CHARSET
```

### **Key to the font.ini file:**

Column 1 – Context

Instance for which the fonts are being defined. Values are:

ListBox, ListBoxCaption (list boxes and list captions),  
WindowControls (Find, Browse and cataloging forms edit fields)  
EditorTag, EditorField and EditorDescription (cataloging draft).  
AlephKeyboard (cataloging floating keyboard)

Window Controls (buttons, edit fields, static fields and so on).

TabNormal (used for tab)

TabSelect (used for the current tab selected (Underline+bold))

Viewer

DefaultPrintout, PlainTextPrintout, ParagraphPrintout, TablePrintout,  
TextLbPrintout (printout definitions)

Column 2 - 'From' Unicode value

'From' Unicode value (hexadecimal). Use to define the starting point for the range definition.



Column 3 - 'To' Unicode value

'To' Unicode value (hexadecimal). Use to define the end of the range definition.

Column 4 - Facename of Font

Font (for example, Courier).

Column 5 - Bold

Values are Y and N. Determines if bold formatting should be applied.

Column 6 - Italic

Values are Y and N. Determines if italic formatting should be applied.

Column 7 - Underline

Values are Y and N. Determines if underline formatting should be applied.

Column 8 - Font size

Determines the size of the font.

Column 9 - Character Set

Defines the character set that is used. Possible character sets are:

```
ANSI_CHARSET  
DEFAULT_CHARSET  
SYMBOL_CHARSET  
SHIFTJIS_CHARSET  
HANGEUL_CHARSET  
GB2312_CHARSET  
CHINESEBIG5_CHARSET  
OEM_CHARSET  
JOHAB_CHARSET  
HEBREW_CHARSET  
ARABIC_CHARSET  
GREEK_CHARSET  
TURKISH_CHARSET  
THAI_CHARSET  
EASTEUROPE_CHARSET  
RUSSIAN_CHARSET  
MAC_CHARSET  
BALTIC_CHARSET
```

## 4 Working with ALEPH Services

In ALEPH, you can run services (batch jobs) to generate reports and to carry out file maintenance. All services are managed from the GUI modules. Each module has a menu named **Services** on the menu bar.

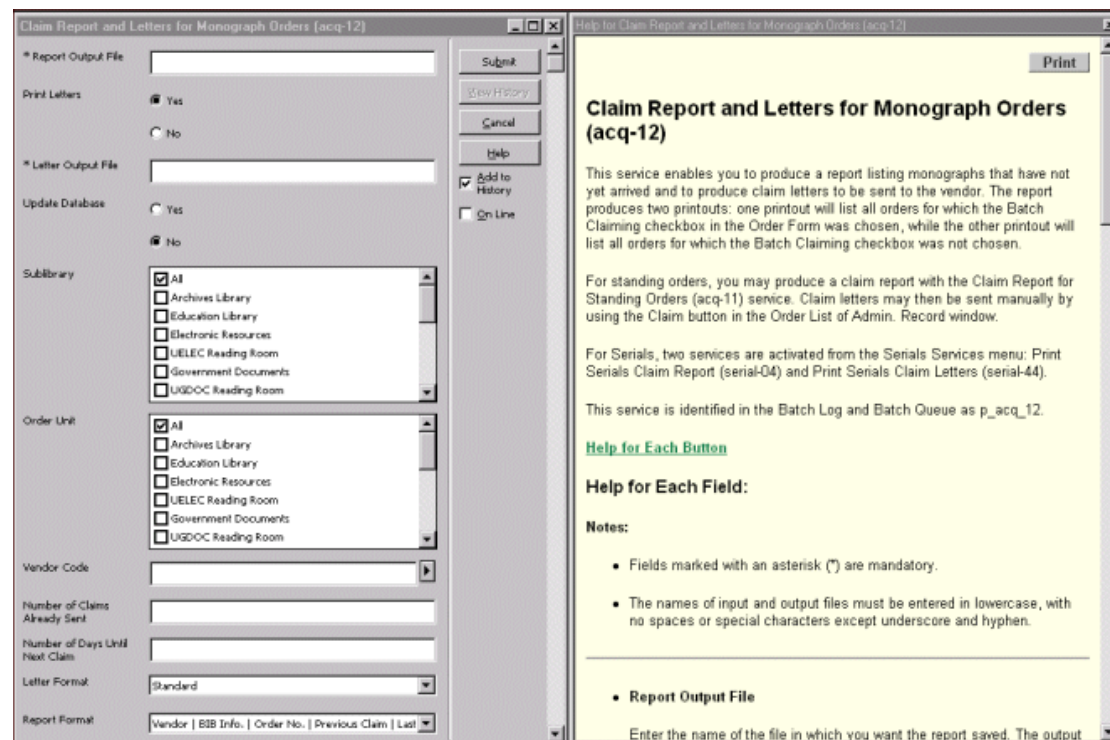
If a staff user does not have permission for `./alephe/tab/user_function.lng` WWW-B/MAIN, the Services menu appears dimmed in all GUI modules.

The services screens are in XML format and are stored in the `./alephe/pc_b_lng` directory, which you can access in vi by using the shortcut `pcb`. The Help screens are in HTML format and are stored in the `./aleph/pc_b_lng` directory. They should not be edited, as they will be replaced by version upgrade. The HTML help files for

custom services must be placed in the `./alephe/pc_b_lng` directory, where they will be retained.

The Services menu and submenus are built by menu files in the `./alephe/pc_b_lng` directory.

Here is an example of a service which is accessed from the Acquisitions GUI, Claim Reports and Letters for Monograph Orders (acq-12):



#### 4.1 Batch Service Sub-Library and Order Unit Sensitivity

Some of Aleph batch services can be run for all sub-libraries or specific sub-libraries, for all order units or specific order units. This is determined by the staff users, who choose the sub-libraries and order units for which they want the service to run.

To display list of sub-libraries on the service form, **SUB-LIBRARY** source type should be used in `./alephe/pc_b_lng/<service name>.xml`. For example:

```
<control>
  <expand_checkbox>
    <label>Sublibrary</label>
    <source>SUB-LIBRARY</source>
    <argname>F05</argname>
  </expand_checkbox>
</control>
```

In order to display only sub-libraries that the staff user is allowed in, **SUB-LIBRARY-AUT** use source type instead of **SUB-LIBRARY**.

To display list of order units on the service form, use **ORDER-UNIT** source type in `./alephe/pc_b_lng/<service name>.xml`. For example:

```
<control>
  <expand_checkbox>
    <label>Order Unit </label>
    <source>ORDER-UNIT</source>
    <argname>F05</argname>
  </expand_checkbox>
</control>
```

To display only order units that the staff user is allowed in, use **ORDER-UNIT-AUT** source type instead of **ORDER-UNIT**.

Matching permissions should be given to staff users (sub-library permissions are assigned for each service).

The "All" option includes also sub-libraries / order units that the staff user is not allowed in. To avoid the "All" option, the "`<empty_line>NO_USE</empty_line>`" should be defined in `./alephe/pc_b_lng/<service name>.xml`. For example:

```
<control>
  <expand_checkbox>
    <empty_line>NO_USE</empty_line>
    <label>Sublibrary</label>
    <source>SUB-LIBRARY-AUT</source>
  </expand_checkbox>
</control>
```

## 5 Setup for Expanded Information Display

Expand displays show complete information on a line in the GUI lists. The expand display is formatted in HTML templates. The files that control the display are stored in `xxx50/pc_display`. These files do not have an extension. One file is used for each expand display. The information from one file can be distributed among several tabs.

In addition to the HTML files, transformation files are used to change the data from database data to meaningful formatted data. These files have the `.trn` extension.

The files are stored in one subdirectory per language `pc_display_<lng>`. For a second language, the complete set of files must be present in this language's subdirectory. For example, `xxx50/pc_display_por` for the setup of Portuguese language display.

The following templates are used:

HTML Template	Module	Where	Tabs
budget-balance	Acquisitions/Serials		
ill-in-request	ILL		
ill-in-return	ILL		
ill-patron	ILL		
ill-requests	ILL		

HTML Template	Module	Where	Tabs
ill-return	ILL		
ill-supplier	ILL		
item-current-summary	Circulation, Cataloging	Item Tab / Circ Summary / 1. Current Summary	Item, Loan
item-expand	Circulation, Cataloging	Item Tab / Item	Item, Bib Info, Loan
item-history-expand	Circulation, Cataloging	Item Tab / History / 3. Item Changes / -> View button / Item Information	Item, Bib Info, Change Info
item-loan	Circulation	Item Tab / Loan	Loan, Item
item-return	Circulation	Return Tab / Session	Item, Bib Info
Item-summary	Circulation, Cataloging	Item Tab / Circ Summary / 2. History Summary	History
order-info	Acquisitions/Serials	Order Search Tab / Index List	Order Info, Bib Info, Invoice, Expenditure, Encumbrance
Record-bibliography	Cataloging		
Subscription-info			
user-cash	Circulation	Patron Tab / Cash	Cash Transaction, Bib Info, Item, Loan
user-details	Circulation	Patron Tab / Session / Patron Information / Patron Details	
user-details	Circulation	Loan Tab / Session / Patron Information	
user-loan	Circulation, Cataloging	Patron Tab / Loans / 1. Loan Expand	Loan, Bib Info, Item

To view the entire range of data that the system creates for a particular record:

1. On the server, from the command prompt, enter:

```
>> pc_display_off
```

2. Re-start `pc_server`. The "expanded display" displays in XML format, giving you all possible data. It is possible that there is more XML data than is mapped to the HTML.

In order to set the system back to HTML display:

1. On the server, from the command prompt, enter:

```
>> pc_display_on
```

2. Re-start pc\_server.

## 5.1 The HTML Template

### SECTION

The `SECTION` tag defines different parts of the HTML template. These parts are predetermined by Ex Libris and correspond to the sections used in the data files.

Each template is made up of at least one section. A section is defined by the opening and closing tags:

### SECTION-01

### END-SECTION-01

Sometimes `SECTION` tags (such as `SECTION-01 / END-SECTION-01`) will appear a few times in the template. This is because the `SECTION / END-SECTION` tags must be defined at the beginning and the end of each tab. The values are still from the same section.

For example, in the user-cash template, the `SECTION-01 / END-SECTION-01` tags appear a few times because there are four tabs.



Cash Transaction	Bib Info	Item	Loan
------------------	----------	------	------

Lodge, Rupert Clendon, 1886- The philosophy of Plato. London : Routledge & K. Paul, 1956. ix, 347 p. ; 22 cm.

Cash Transaction	Bib Info	Item	Loan
------------------	----------	------	------

<b>Doc Number / Item Sequence</b>	64 / 10
<b>Item Sublibrary</b>	Lincoln Library
<b>Item Collection</b>	General
<b>Item Description</b>	
<b>Item Status</b>	Four Week Loan
<b>Item Barcode</b>	64-10
<b>Item Copy No.</b>	0
<b>Item Material</b>	Book

Cash Transaction	Bib Info	Item	Loan
------------------	----------	------	------

<b>Circulation Type</b>	4 - Loan
<b>Loan Date</b>	06/03/2003
<b>Due Date</b>	16/04/2003 20:00
<b>Original Due Date</b>	07/04/2003
<b>Return Date</b>	16/03/2003 11:07
<b>Patron Status</b>	Graduate
<b>Loan Librarian</b>	YOHANAN
<b>Loan Time</b>	06/03/2003 17:19
<b>Due Time</b>	16/04/2003 20:00
<b>Original Due Date</b>	07/04/2003
<b>Return Librarian</b>	YOHANAN
<b>Return Time</b>	16/03/2003 11:07
<b>Renew Librarian</b>	YOHANAN
<b>Renew Mode</b>	GUI

## LABEL

The LABEL tag creates and defines a tab. The name in the LABEL definition is displayed as the name of the tab.

In the example above the tab definitions are:

```
#LABEL Cash Transaction#  
#LABEL Item#  
#LABEL Loan#
```

The LABEL tag does not have a closing tag. The tab begins after the LABEL tag and ends before the next LABEL tag or at the end of the file.

### Note

A tab will not be displayed if all fields in the tab are empty.

The CONDITION tag can be used together with the LABEL tag to define a tab that will only be displayed under certain conditions.

## INCLUDE

The INCLUDE tag is used to insert a predefined modular part to the display. This is useful when the same element is used by several files. The include files are in the `pc_display_<lng>` directory. The include files are:

```
html-head  
html-tail  
open-table-1  
open-table-2  
style-css  
bib-info
```

### html-head

```
<html>  
<head>  
<meta http-equiv="Content-Type" content="text/html; charset=UTF-8">  
<title>60;title>  
<include>style-css  
<head>  
<body>
```

Each tab display is opened with `html-head`. The INCLUDE must appear directly after the LABEL tag. For example:

```
##LABEL Item##  
<include>html-head
```

### html-tail

```
<body>  
<html>
```

Each tab display is closed by `html-tail`.

## open-table-1 and open-table-2

In most screens the display is a two-column table. `open-table-1` and `open-table-2` are used to open and define table definitions. Note that table definitions are closed with the `</table` tag.

## 5.2 style-css

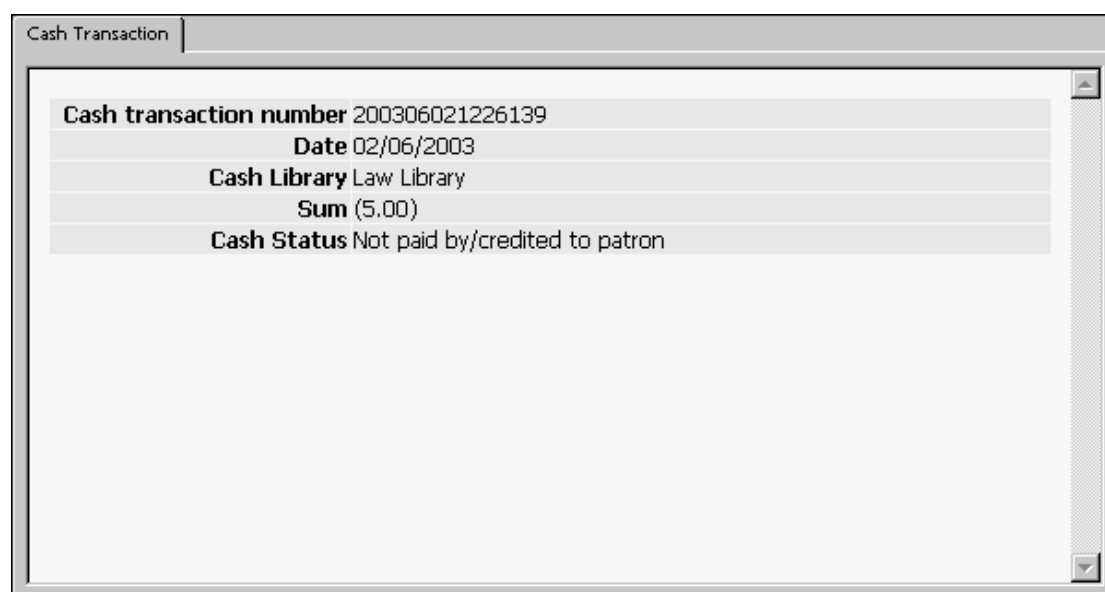
### bib-info

The information displayed in the Bib Info tab uses a special definition. In order to include the Bib Info tab in an HTML template insert the line:

```
<include>bib-info
```

The Bib Info tab will be displayed if there is bibliographic information. (For example the cash transaction Local Patron Registration does not involve an item, and therefore does not have any bibliographic information.)

No bib information.	Local Patron Registration	5.00	02/06/03	Not paid
---------------------	------------------------------	------	----------	----------



The following explanation is only relevant if you are going to modify the standard Bib Info display as provided by Ex Libris.

### The bib-info Include File

The `bib-info` include file uses the LABEL, CONDITION and SECTION labels, and the `html-head` and `html-tail` include files.

```
!  
! Bib information
```



```
! section-01 - dependent on existence of bib-info
!
```

```
SECTION-01
```

```
CONDITION bib-info
```

```
##LABEL Bib Info##
```

```
<include>html-head
```

```
<div class="table-bib-info">
```

```
  ./bib-info
```

```
<div>
```

```
<table>
```

```
</div>
```

```
<include>html-tail
```

```
END-CONDITION
```

```
END-SECTION-01
```

The actual bibliographic information is displayed in the `bib-info` field and is dependent on the setup of the `global.trn` and `xxxx.trn` tables in the `XXX50/form_<lng>` directory.

## CONDITION

The `CONDITION` tag is used to suppress the display of one or several defined fields under one of the following conditions:

- The field is not in the raw XML file that was generated.
- The field is empty.
- The field's value is zero or zeroes.

### Example:

```
CONDITION z36-recall-date
```

```
<tr>
```

```
  <th class="table-1" id="bold" align="right">
```

```
    Recall Due Date
```

```
  <th>
```

```
  <td class=table-1>
```

```
    ./z36-recall-due-date
```

```
  <td>
```

```
</tr>
```

```
<tr>
```

```
  <th class="table-1" id="bold" align="right">
```

```
    Recall Date
```

```
  <th>
```

```
  <td class=table-1>
```

```
    ./z36-recall-date
```

```
  <td>
```

```
</tr>
```

```
END-CONDITION
```

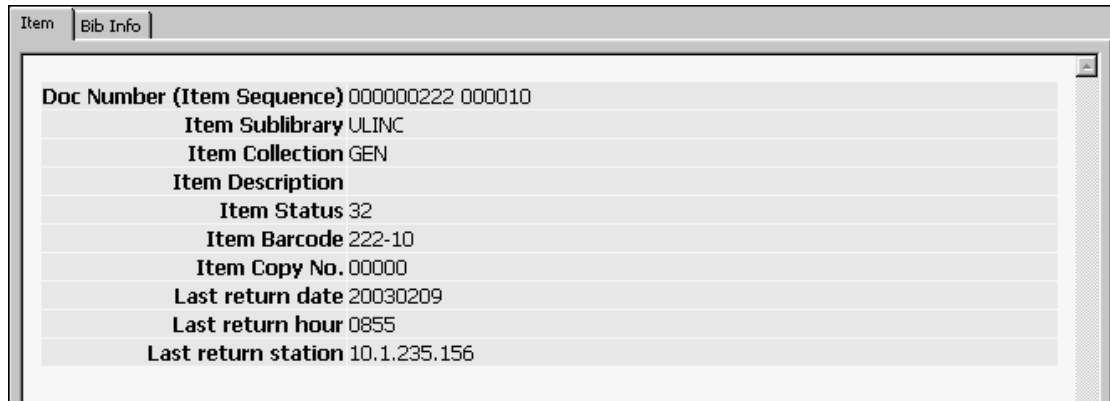
In this example, if `z36-recall-date` is empty, it means that the item was not recalled. Therefore, there is no Recall Date and no Recall Due Date to display.

**CONDITION <field>=<value>**

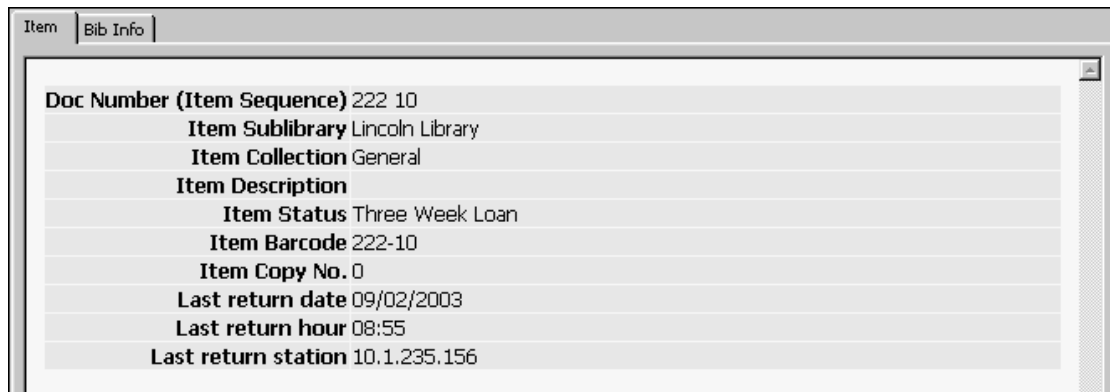
The **CONDITION <field>=<value>** tag is used to display of one or several defined fields when the condition is met.

### 5.3 Transformation

The ALEPH Transformation Mechanism changes the displayed data from database data:



to meaningful formatted data:



The transformation files are stored in `xxx50/pc_display` and if not found there - they are searched in `xxx50/form_<lng>`.

Note that a `path_convert` can be used to redirect from `XXX50/form_<lng>` to `XXX01/form_<lng>`.

There are two types of transformation files: `global.trn` and `xxxx.trn`, where `xxxx` = the HTML print templates. These are ALEPH tables which contain data relating to the ALEPH transformation rules. Here is an extract from the `global.trn` ALEPH table:

```

!                                     M
!                                     /
!Tag                                 Type   S Parameters
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!-!-
!!!!!!!!!!!!!!!!!!!!!!!!!!!!->
```

bib-info	SUPPRESS	S
z303-delinq-1-update-date	DATE	S
z303-delinq-2-update-date	DATE	S
z303-delinq-3-update-date	DATE	S
z305-delinq-1-update-date	DATE	S
z305-delinq-2-update-date	DATE	S
z305-delinq-3-update-date	DATE	S

Column 1 : field name - XML tag  
Column 2 : data type - ALEPH transformation method  
Column 3 : single / multiple - use either S or M  
Column 4 : (additional) parameters

M is used in column 3 when data is composed of several codes delimited by spaces, and each is less than 100 characters.

## 6 Setting up User Logons

When a user opens the first GUI module on your PC, if he is not already logged on, the software prompts him for a user name and password. It checks all the servers listed in the ..\ALEPHCOM\DAT\library.ini file. If this name/password is not valid on any of the servers it can connect to, he gets the message "Password not verified on connectable hosts". This indicates that:

- This name/password is not valid, or
- The address specified in the ..\ALEPHCOM\DAT\library.ini is wrong, or
- The pc\_server specified in the library.ini entry is down.

Column 3 of the library.ini file is limited to 30 characters. Thus, when the host name is long and, together with the port number, will be longer than 30 characters, use the numeric IP address. For example, instead of:

```
my_very_long_domain_name_1:6991
```

use

```
010.001.235.019:6991
```

Assuming that the password is verified, you then connect to a database (click **ALEPH** in the menu bar, then **Connect**). When you click Connect, the system displays the libraries listed in the module's per\_lib.ini file (for example, ..\CIRC\TAB\per\_lib.ini).

When you click on a particular library (or base), the client software goes to the ..\ALEPHCOM\DAT\library.ini file and tries to connect to the IP address specified for this library.

### Note

Since the ALEPHADM module does not require a connection to a particular library as with other modules, the ..\ALEPHCOM\DAT\library.ini file must contain a PCVER type of line with IP and port definitions for the ALEPHADM version compatibility. Following is a sample of the line:

```
PCVER                                PCVER 10.1.235.19:6997
```

For customers who use a single IP address for all PC workstations, it is possible to use the Windows logon name to identify a PC workstation instead of the IP address.

**To implement this functionality:**

1. Run `$alephe_root/aleph_shutdown` and make sure that no Aleph processes are running.
2. Run the following command:  

```
    csh -f $alephe_proc/clear_vir01 VIR01
```
3. Add the following line to the file `$alephe_root/aleph_start.private`:  

```
    setenv use_login_for_lock Y
```
4. Run the command `source $alephe_root/aleph_start` or log on again to the server.
5. Run `$alephe_root/aleph_startup`.

## 7 Setting Up the Date Format

In ALEPH GUIs and in the Web OPAC, you can set up the date format both for screen display and for forms. The default settings of the date format are set in `$alephe_root/aleph_start` and/or in `$alephe_root/pc_server_defaults`. If defined in both files, `pc_server_defaults` takes precedence.

You can choose whether ALEPH services use North American date style (mm/dd/yy) or European date style (dd/mm/yy). The line `aleph_date_time` defines the date style display (1 - US, 2 - European). For example:

```
setenv aleph_date_time 2
```

The line `setenv date_style_s nn` (s=screen) or `setenv date_style_f nn` (f=form) defines the date display.

Example:

```
setenv date_style_s 12
```

### Note

The first digit of the number denotes the separator style. The second digit denotes the date style.

### with separator

#### first digit

0	separator '-'
1	separator '/'
2	separator ''

### second digit

1	Dmy
2	Dmy with century
3	Dmy with century, long month
4	Dmy with century, short month
5	Mdy
6	Mdy with century
7	Mdy with century, long month
8	Mdy with century, short month

### without separator or with separator '/'

#### first digit

3	no separator
4	separator '/'

### second digit

1	ddmmyy
2	mmddyy
3	yymmdd
4	ddmmyyyy
5	mmddyyyy
6	yyyymmdd

### Date Range

The earliest possible date is 14/09/1752 (this is the date that the Gregorian calendar was introduced in the United Kingdom):

September 1752

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Today: 15/07/02

The latest possible date is 31/12/9999:

December 9999

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 15/07/02

## 8 Setting Up the Time Format

In ALEPH GUIs and in the Web OPAC, you can set up the time format both for screen display and for forms. The default settings of the time format are set in `$alephe_root/aleph_start` and/or in `$alephe_root/pc_server_defaults`. If defined in both files, `pc_server_defaults` takes precedence. The line `setenv time_style_s nn` (s=screen) or `setenv time_style_f nn` (f=form) defines the time display.

Example:

```
setenv time_style_s 04
```

The numbers denote the format. The default is *hhmm*.

01	hh:mm
02	hh-mm
03	hh mm
04	hh:mm AM/PM
05	hh-mm AM/PM
06	hh mm AM/PM
07	hhmm AM/PM

## 9 Setting Up Navigation and Overview Trees

You can modify the following lines in `pc_server_defaults` in order to adjust the default display of the ITEM-HOL connection in the Cataloging navigation tree and overview trees:

```
setenv item_hol_tree_style 3
```

- 1 = Do not display the connection between the item and the HOL record.
- 2 = Display items under both the ADM record and under the linked HOL record.
- 3 = Display items only under the linked HOL record, and display HOL libraries before ADM libraries

```
setenv expand_tree_style 2
```

This line defines if nodes display open or closed in the Overview tree and in the Cataloging navigation tree:

- 1 = Do not open, only the selected record node will be visible.
- 2 = Open only the record nodes (ADM, BIB and HOL).
- 3 = Open all tree nodes (ADM, BIB, HOL, items, order, subscriptions, and so on).

```
setenv pc_tree_view_max_branch 10
setenv pc_filter_tree_view_max_branch 99
```

These lines define the number of leaf nodes (records) that display in the GUI Navigation Tree. Trees are limited to a maximum of 800 lines.

## 10 Setting Up Statistic Analysis of Server Use

Z34 records can be used for statistical analysis of server use. You can modify the following line in `pc_server_defaults` in order to control whether or not this option is available:

```
setenv create_statistics          Y
```

If set to *Y*, the `last-z34-sequence` counter must be defined in the Z52 table (UTIL G/2).

## 11 Setting Up Lock Periods

You can modify the following line in `pc_server_defaults` in order to define the period that Acquisitions, ILL, and Circulation records are locked for (that is, the length of time that other staff users are prevented from updating and deleting records):

```
setenv default_lock_period
```

Records are automatically unlocked after the period defined in this section . The period is defined in seconds. By default (if not otherwise defined), the variable has been set to lock records for 300 seconds:

## 12 Setting Up Form Information Display

You can modify the following line in `pc_server_defaults` in order to determine whether or not information about forms is displayed in the `pc_server_log` (`$TMPDIR`):

```
setenv form_load_display        Y
```

## 13 Setting Up Timeouts for Client's Link to Server

The following line in `pc_server_defaults` determines the maximum response time for getting a service from the server - after which time, *failed to read reply* or *failed to connect to host* messages are displayed:

```
setenv PC_SERVER_TIMEOUT      60
```

The defined time is in seconds.

The maximum value that can be defined is 600.

## 14 Setting up a Transactions Log

The following line in `pc_server_defaults` determines whether or not PC transactions are written in a log file:

```
setenv pc_transactions_log
```

If set to *Y*, a `pc_ser_<port>` file is created in `$LOGDIR` and transactions are written to this file.

If set to *N*, a `pc_ser_<port>` file is not created in `$LOGDIR`.

It is recommended to set this parameter to *N* in order to improve performance.

## 15 System Errors and Messages

The error and messages files in ALEPH are located under the `$aleph_root/error_lng` directory. Localization and translation can be performed under the `$alephe_root/error_lng` directory. The system will first search in `$alephe_root/error_lng` and if the error does not exist, it will then take the standard from `$aleph_root/error_lng`. The extension `lng` is the language code, e.g. `ger`, `eng` or `fre`.

## 16 Batch Queue

The library's batch queue is managed through the `que_batch` file in the library's `data_files` directory. All batch job requests are written to this file.

To start the library batch queue, use `UTIL C/2`. This invokes the `<lib>_batch` process (for example, `USM01_batch`) which checks the `que_batch` file and sends the earliest waiting job for execution. After `UTIL C/2` has been initiated, the process remains running until system shutdown, or until `UTIL C/3` is invoked.

If jobs are submitted to `batch_que` when the queue is not running, the jobs are held in a buffer, and will be executed in chronological order as soon as the queue is started. A log file of the `lib_batch` process, called `run_b.<nnnn>`, is written in the library's `data_scratch` directory. The number appended to the name indicates the process number, and a new log file is opened each time that the `lib_batch` process is started.

You must invoke `UTIL C/2` when:

- The system is activated. This can be set automatically in the system's startup procedures.
- The queue has been stopped using `UTIL C/3`.

You can run a single batch queue for a group of libraries. You can do this by using `tab_library_group` which defines a group of libraries to share the same batch. For example, according to the following line, the hosting library, in which the batch queue



will be running, is USM10. The batch queue will handle USM11 and USM12's batches too.

```
!!!!-!!!!-!!!!-!!!!-!!!!-!!!!  
USM10 USM11 USM12
```

The batch queue can be started and closed only from the library in the first column.

#### Note

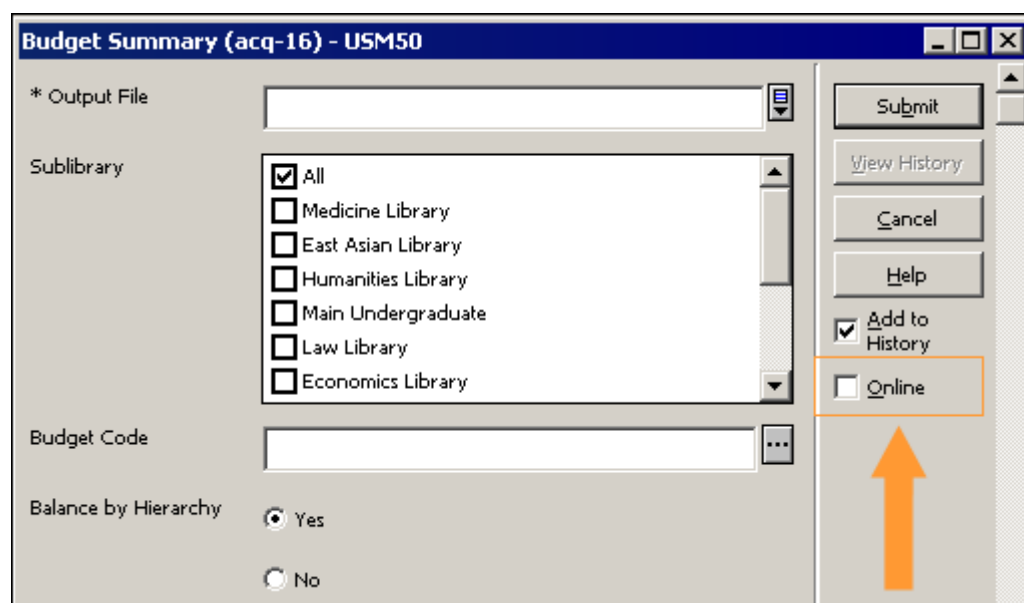
Staff users running a GUI service can select the Online option to run the service immediately without submitting it to the batch queue.

## 17 Setting Up Staff Privileges

Refer to the Staff Privileges module of the ALEPH User Guide for a complete description of the process of assigning privileges to staff users.

## 18 Setting the Online Check Box in Services

There is an option to add a check box named **Online** to services:



When this check box is selected, the job will be run immediately from the GUI in online mode, thereby circumventing the batch queue.

To add the Online check box to a service, enter the

```
<allow_online></allow_online>
```

tag in the service's XML file. For example, the opening lines of the p-acq-16 service might appear as follows:

```

<?xml version = "1.0"?>

<!DOCTYPE dialog SYSTEM "dialog.dtd">
<dialog>
<title>Budget Summary (acq-16)</title>
<proc>p_acq_16</proc>
<allow_online>
</allow_online>
<control>
    <edit>
        <argname>F01</argname>
        <label>* Output File</label>
        <size>100</size>
    </edit>

```

Do not add this option to services which lock the library (such as indexing).

## 19 Setting Up a Check for UTF-8 Support for Web Browser

Two tables, `no_utf_pc` (for PCs) and `no_utf_mac` (for Macintosh computers), are used in ALEPH to check whether or not the Web browser in use supports UTF-8 for the PC. They reside under the `$alephe_tab` directory. These tables contain a list of browsers/versions (user agents) that do not fully support UTF-8. For example:

```

Netscape 4
MSIE 4

```

The main server checks the user agent of each request against the values in this table. If the current user agent is found in the table, then the browser is considered as not supporting UTF-8. In this event, the browser uses the character set defined in the following line in `www_server.conf`:

```

setenv server_default_charset      "iso-8859-1"

```

You can configure the list of browsers to be considered as "not supporting UTF-8" by adding browsers and versions to this table.

## 20 Setting up External Services

The `www_base` variable must be defined in `aleph_start` and not in `www_server.conf` if the Catalog GUI's External Services are used.

### 20.1 ALEPH – SFX Integration

Since ALEPH supports two versions of OpenURL for connecting to SFX, a special parameter in the `aleph_start` file defines which version of OpenURL is currently used by the system.

```

setenv sfx_openurl_version      ver-0.1

```

stands for OpenURL version 0.1, and

```
setenv sfx_openurl_version    ver-1.0
```

stands for OpenURL version 1.0

Depending on the OpenURL version defined in the `aleph_start` file, the system loads Web files from `/alephe/www_f_eng/` with the corresponding suffix: `sfx-record-ver-1.0` or `sfx-record-ver-0.1`. These files control the building of the OpenURL according to the standards of the version it refers to. If the file with the corresponding suffix does not exist, or the parameter is not present in `aleph_start`, the system loads the `sfx-record` Web page.

The `tab_sfx_denied` configuration table defines when the SFX button is not displayed in the Web OPAC. The same table under `usm30/tab` controls the suppression of the SFX button in the Course Reading module.

The `ext_srv.ini` file under the `\Catalog\tab` or `\ACQ\tab` directories contains a list of URLs with their captions to appear in the dynamic menu of external services in general and in SFX in particular. The menu is only available when there is an active document / order in the module.

The system provides a link to the SFX Menu.

The URL contains placeholders for the active library, active doc number and cataloger and order-sequence (relevant only for ACQ module).

The field from which the ISSN component of the SFX link will be constructed is defined in the `aleph_start` `sfx_issn_routine` parameter. This parameter has the following configuration options:

00 – Extract the last 022 \$\$a

01 – Extract the last 022 \$\$y if the default routine does not find any ISSN.

## 21 Tomcat Server

The Apache Tomcat Application Server is supported in ALEPH.

## 22 Global System Status

You can enable or disable the various elements of the system including the GUI modules, the batch queue and the system daemons. This can be useful if there is a need to stop all or part of the system, for example for maintenance purposes.

This is controlled via the UTIL W/5 utility "View/Update Global System status". When invoked, it displays a list such as the following:

```
1. SYSTEM                UP
2. WWW-SERVER            UP
3. ACQ                   UP
4. CIRC                  UP
```

5. CAT	UP
6. ILL	UP
7. JOBD	UP
8. QUEUE-BATCH	UP
9. ALL-UE	UP
10. UE-01	UP
11. UE-03	UP
12. UE-06	UP
13. UE-08	UP
14. UE-11	UP
15. UE-13	UP

"UP" indicates that the system or the specified part of it is active; "DOWN" indicates that the system or the specified part of it is inactive.

The SYSTEM and the ALL-UE options are general options that control a few functions. The ALL-UE option disables or enables all of the UE daemons. If the ALL-UE function is DOWN, then all UE daemons, such as UE-06, will be disabled. It is still possible to disable only a specific UE by leaving the ALL-UE option on UP and toggling the specific UE daemon, such as UE-06, to DOWN. You can use the SYSTEM option to disable and enable all of the system's servers and daemons. WWW-SERVER and JOBD will enable or disable the www\_server and the job\_daemon. If set to "DOWN", the ACQ, CIRC, CAT and ILL options will block any operations originated by the Acquisitions, Circulation, Cataloging or ILL GUIs.

Note that the list that displays when UTIL W/5 is invoked is a global list and affects all the libraries that are defined in the system. It is possible to control some of the system elements (the UE procedures and batch queue) at the level of a specific library. This can be done by entering an L to "View Library System status". The list of the active library will be displayed. You will then see a list such as:

USM50 System Status

Process Name	Status
-----	-----
1. QUEUE-BATCH	UP
2. ALL-UE	UP
3. UE-01	UP
4. UE-03	UP
5. UE-06	UP
6. UE-08	UP
7. UE-11	UP
8. UE-13	UP

On this list you toggle only USM50 elements. For example, disabling UE-06 will disable only UE-06 of USM50.

The system status is saved in the \$alephe\_tab/tab\_system\_status table. This table should not be edited manually.

## 23 Customizing Shortcut Key Assignments

You can customize shortcut keys in ALEPH by assigning shortcut keys to commands that do not already have them or by removing shortcut keys that you do not want. If you do not like the changes you make, you can return to the default shortcut key settings at any time in the present session. However, once you close a session, any changes you have made in shortcut key assignments will be saved in `accel.dat`.

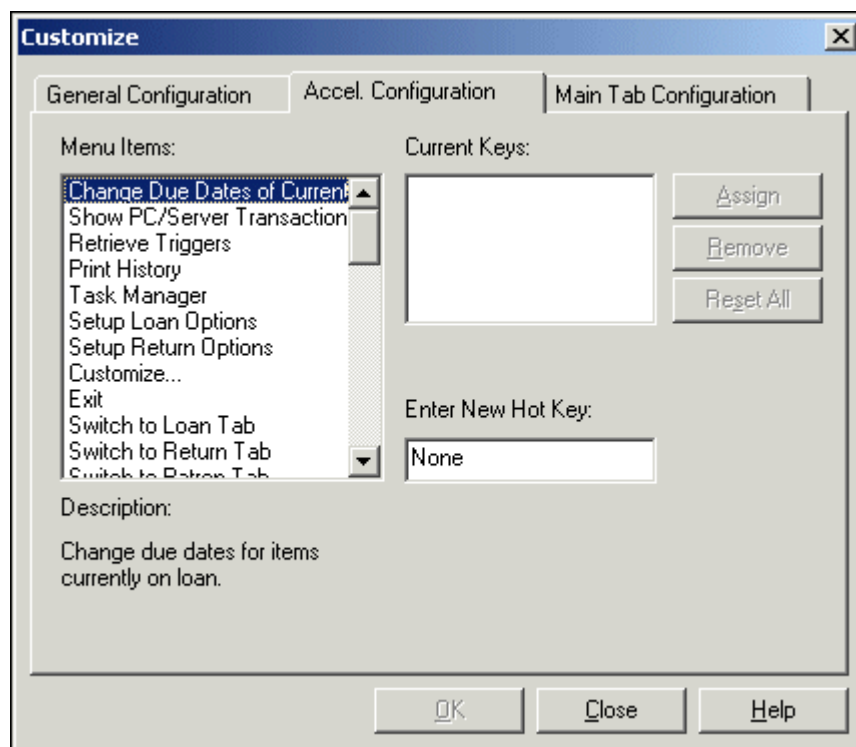
The following is true for all ALEPH GUIs:

**Do not use the following shortcut keys: Ctrl+H, Ctrl+I, Ctrl+J. These shortcut keys are reserved for Windows functions and cannot be reassigned.**

**The Shift key can only be used together with the virtual keys F1-F12.**

To customize the shortcuts available in the GUI:

From the ALEPH menu, point to Options, click **Customize**, and select the Accel. Configuration tab:



- To see which shortcut keys are currently assigned, highlight an item in the **Menu Items** list by clicking on it. The shortcut key currently assigned to the selected item is displayed in the **Current Keys** field.
- To assign a new shortcut key, after selecting a menu item, press a combination of keys (for example, Ctrl+F3) and click **Assign**.

- To remove a shortcut key, select the shortcut key from the **Current Keys** field and click **Remove**.
- To reset all of the shortcut key assignments to the settings present at the beginning of the current session, click **Reset All**.

Any changes you make via the Accel. Configuration tab are automatically saved in a text file, **accel.dat**, located in the module's tab/<lng> directory on the client, and vice versa. All menu options that are listed in the menu.dat file can be listed in the accel.dat file along with the keys (or key combinations) to be used to activate the menu option.

The key combinations must follow these rules:

- If the Ctrl, Alt or Shift key is to be used, type it first. (You can also type any combination of these keys, for example, **Ctrl+Alt**.)
- To indicate that these keys must be held down while pressing another key, type a plus sign (+), then type the ASCII character (in square brackets []) or the virtual key that must be pressed. A virtual key is of the type VK\_\* (for example, VK\_F3).

Examples:

**Ctrl+VK\_F3** (this is displayed in the GUI menu as **Ctrl+F3**)

**Alt+[V]** (this is displayed in the GUI menu as **Alt+V**)

The following examples show key definitions in accel.dat in the Circulation module, together with the name of the function as assigned by the programmer.

```

!                               Accel Texts
!
!                               ID                               Data
!                               40                               255
!-----!-----
----->
SWITCH_APPLICATION              Ctrl+[A]
NEW_USER                        Ctrl+VK_F7
USER_LIST                       Alt+VK_F7
LOCATE                          Alt+VK_F8

```

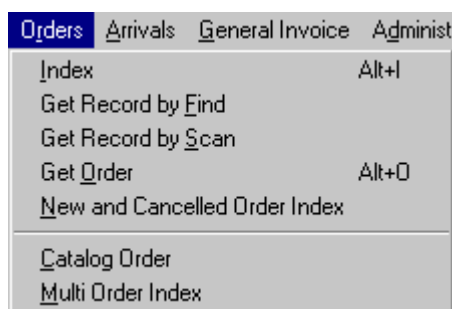
The menu.dat file contains the name of the function as assigned by the programmer and the text that appears in the menu. For example:

```

!                               Menu Texts
!
!                               ID                               Data
!                               40                               255
!-----!-----
----->
ALEPH                           &ALEPH
DATE                            &Dates
LOAN_RENEW                      Renew &Loan by Barcode
LOAN                            &Circulation
.../...

```

In the application, the system displays the menu text as defined in `menu.dat` together with the shortcut key definition defined in `accel.dat`:



## 24 Setting up Column Headings in GUI Lists

`pc_tab_col.lng` defines the columns of information that are displayed in list windows in the GUI clients.

Each list is assigned a unique identifier (column 1), and each column is assigned a column number (column 4). These two elements (column 1 and column 4) must NOT be changed. The display order of the columns is set by the order of the lines in this table.

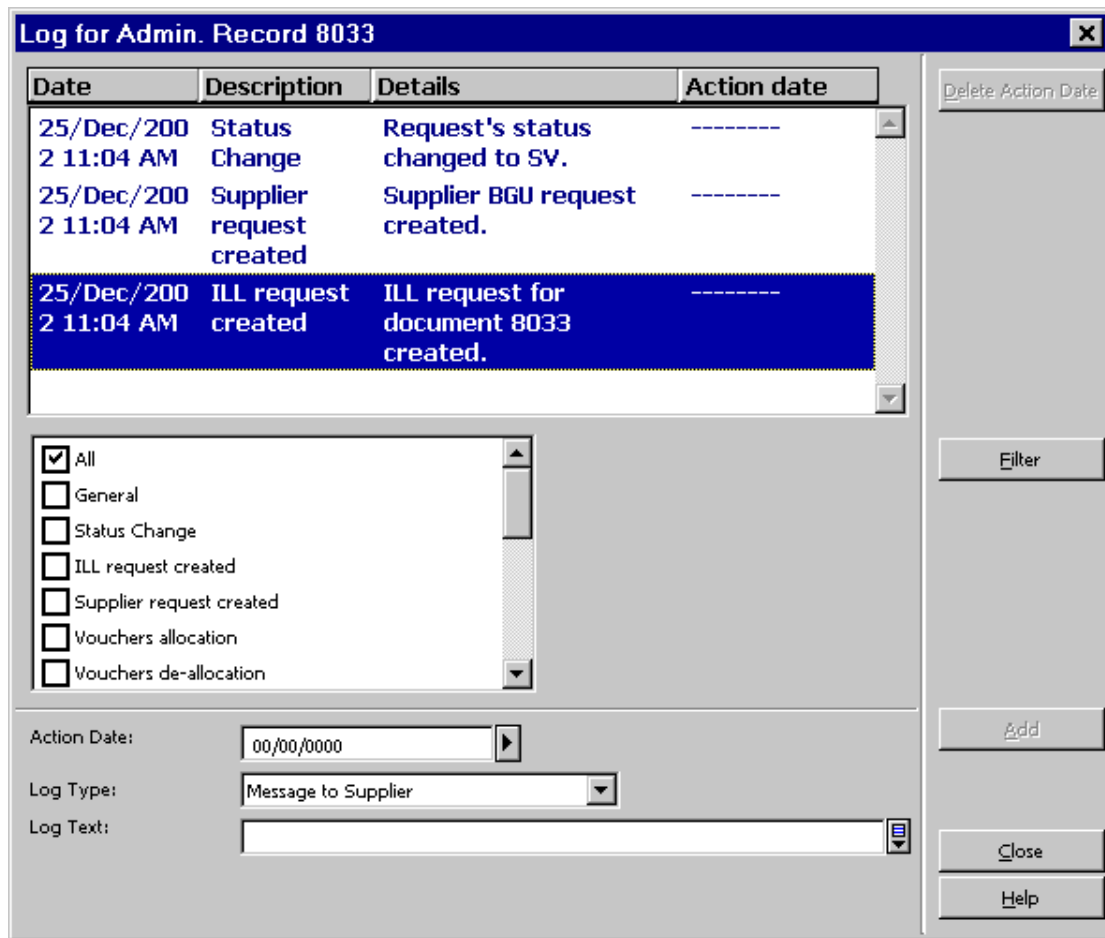
The default width of the column is defined as a percentage of the line length (column 5). The percentages of the displayed columns should not exceed 100. A column is set for non-display by setting its percentage to 000.

### Note

Some list window columns are not controlled by this table. They are controlled by the `\alephcom\tab\lng\tab_col.lng` table on the GUI client.

Following is an example set of column definitions in `pc_tab_col.lng` for the Log for Admin Record List in ILL, and the corresponding GUI display:

1	2	3	4	5	6	7	8	9	10
PC_ILL_LOGGER	L	Date		01	025	01	C04		Date+time
PC_ILL_LOGGER	L	Description		02	025	01	C04		Z45-TEXT
PC_ILL_LOGGER	L	Details		03	050	01	C04		Z45-DATA



**Column 1** is the unique code by which the system identifies the set of column headings.

For a list of each module's identifiers and corresponding windows, see the "Column Headings (pc\_tab\_col.lng)" section of the module's System Librarian chapter.

**Column 2** is the code for the character set of the column heading. The standard is L, which stands for Latin.

**Column 3** is the text of the column heading that is displayed in the GUI.

**Column 4** is the column number (from left to right).

**Column 5** is the percentage of the page width that you want the column to take up. The number must be 3 digits. For numbers less than 100, enter leading zeros. For example, 025. You may remove a column heading from the table by entering 000. Do not delete any line from the table.

**Column 6** is the font code. The value of the font code is set in the client's Alephcom\tab\font.ini file, in the last two characters of the "ListBox" definition. For example, ListBox01. The client can be forced to ignore the pc\_tab\_col.lng setup, by using ListBox##. When a bitmap is used (for example, a checkmark) the characters *it* should be entered here.

**Column 7** is the color code. The color value is defined in the client's



Alephcom\tab\alephcom.ini file, in the [TextListBox] section. When a bitmap is used (for example, a checkmark) the characters *map* should be entered here.

**Column 8** is font 2 for font differentiation. This is only relevant in instances where the line has a system differentiation, for example, arrived/non-arrived issue.

**Column 9** is color 2 for color differentiation. This is only relevant in instances where the line has a system differentiation, for example, arrived/non-arrived issue.

**Column 10** is a note that is NOT displayed on the screen.

## 24.1 GUI Lists - Addition of Columns Missing from pc\_tab\_col.lng

When a GUI list contains more columns than those listed under the appropriate section in `pc_tab_col.lng` (including those with 000 percentage in column 5 of `pc_tab_col.lng`), the missing columns are all headed "Not in Table"; they can be activated by right-clicking on the list header and selecting their check boxes. In any event, these columns are always included in the callout bubble displayed by right-clicking on a line in the list.

This solution is useful for cases in which the program responsible for creating a GUI list generates columns which are not listed in `pc_tab_col.lng` for some reason. Thus, the "Not in Table" columns, created on the fly, provide instant indication of a mismatch between the program and `pc_tab_col.lng`, which can be resolved forthwith.

## 25 Customizing Shortcut Buttons

Each toolbar has a left side and a right side. The left side contains buttons that represent the toolbar's operational context (for example, Items, Patron, Loan, Return). The right side contains buttons that can be used as shortcuts instead of menu commands. You can customize this bar to:

- Add icons - add a definition to `tbarbmp.dat`
- Delete icons - delete a definition from `tbarbmp.dat`
- Modify icons - enter a different bmp file name, or update an existing BMP file.

These icons are Bitmap files that are stored under `alephcom/tbarbmp`. The file that describes each bar is `alephcom/tab/tbarbmp.dat`

The toolbar context strings bars are:

```
Acquisitions
-----
"OrderBar"
"InvoiceBar"
"SerialBar"
```

```
"OrderBarCommands"  
"InvoiceBarCommands"  
"SerialBarCommands"
```

Circulation

-----

```
"UserBar"  
"ItemBar"  
"UserBarCommands"  
"CircItemBarCommands"
```

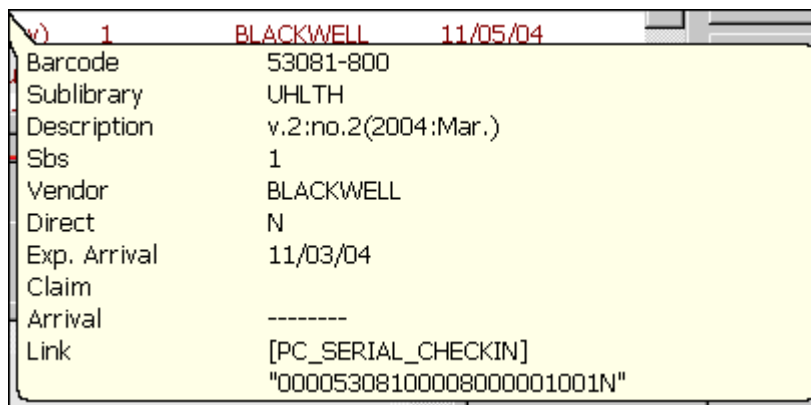
Cataloging

-----

```
"RecordBar"  
"RecordBarCommands"  
"CatalogItemBar"  
"CatalogItemBarCommands"
```

## 26 Displaying the "Link" Field in the Callout Bubble in GUI Lists

You can display the "Link" field at the bottom of the callout bubble invoked by right-clicking on a line in a GUI list.



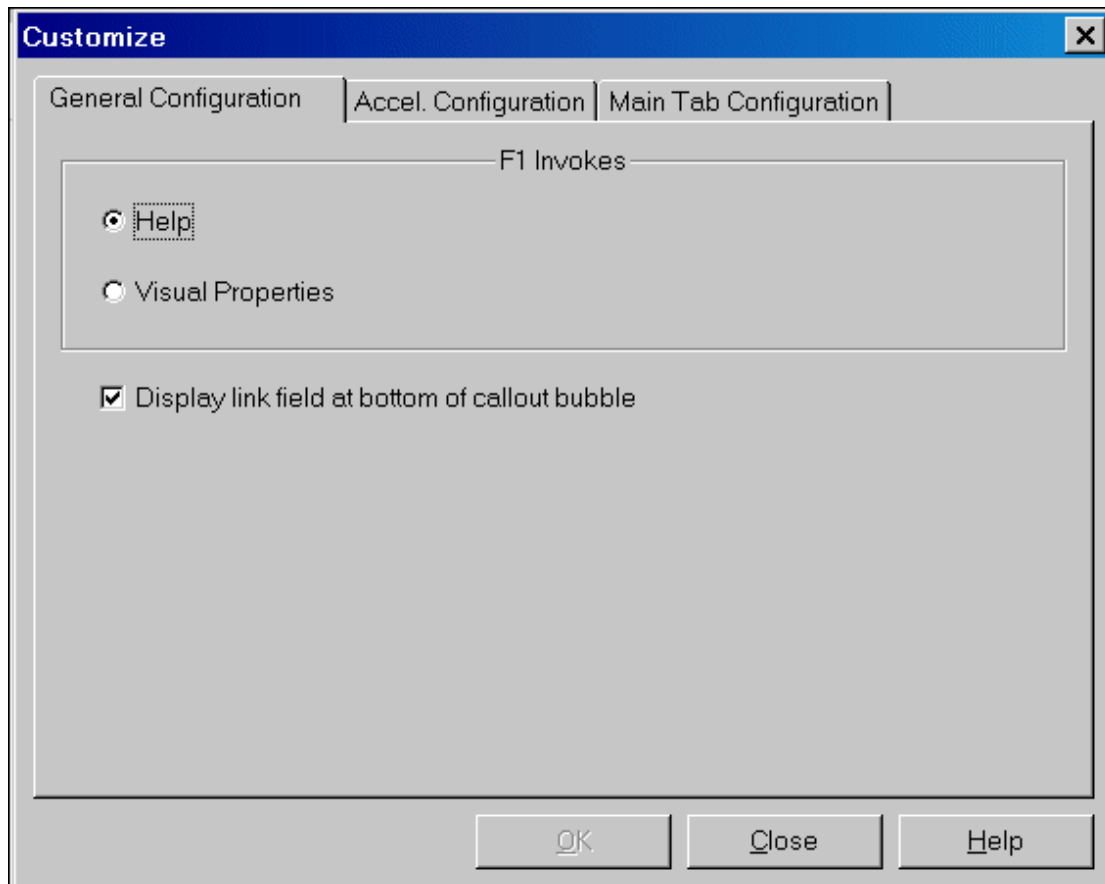
In the majority of GUI lists, the "Link" field is always attached to the end of a line.

The "Link" field contains the name of the section in `./usm01/tab/pc_tab_col.lng` which represents the list (for example, `PC_CASH_SUMMARY`), together with various record keys and other pieces of information which are used by programs to identify a line uniquely and to process its data.

A flag in `.\Alephcom\Tab\Alephcom.ini` (under the `[TextListBox]` section) determines whether or not the "Link" field will be displayed at the bottom of the callout bubble or not:

```
ShowLineLinkInBubble=Y
```

The flag's value can be easily changed online via a check box entitled "Display link field at bottom of callout bubble"; it is located in the "General Configuration" tab (ALEPH menu/Options/Customize...)



Here is an example of a "Link" definition in `.\Alephcom\Tab\Eng>window.dat`:

```
GeneralConfigDlg.Check.ShowLinkInBubble  Display link field at bottom
of callout bubble
```

The following is an example of the text that might appear in a "Link" field:

```
Link          [PC_ACQ_LIST] "00000165000015OMRI
010          NNNM00005"
```

In the example above, the section in `pc_tab_col.lng` is enclosed in square brackets, and the rest of the data is enclosed in double quotes. In this case, the data is composed of the following parts:

```
Z68-REC-KEY:          00000165000015
Z68-ORDER-NUMBER:    OMRI
Z68-VENDOR-CODE:     010
Z68-INVOICE-STATUS = "D" ? (Y/N) : N
Z68-ARRIVAL-STATUS = "C" ? (Y/N) : N
Z68-ORDER-STATUS = "CLS" ? (Y/N) : N
Z68-ORDER-TYPE:      M
Z68-NO-UNITS:        00005
```

Displaying the "Link" field enables librarians to identify the list in `pc_tab_col.lng`; it is also useful to programmers for debugging purposes.

## 27 Setting up GUI Toolbars

*Toolbar* is the standard term for the various rows in the GUI below the menu bar that contain fields and icons for commonly performed tasks.

### 27.1 Display Text

You can determine the content and formatting of the text that displays in the toolbars in the client by setting up lines in the following files:

- `$salephe_root/error_lng/pc_acq_c0506` - used for the Order Bar in the Acquisitions/Serials client
- `$salephe_root/error_lng/pc_serial_c0339` - used for the Serials Bar in the Acquisitions/Serials client
- `$salephe_root/error_lng/pc_cir_c0461` - used for the Items Bar in the Circulation client
- `$salephe_root/error_lng/pc_com_c0174` - used for the Items in the Cataloging client
- `$salephe_root/error_lng/pc_cir_c0463` - used for the Patron Bar in the Circulation client

The first four toolbars above share the same convention: \$1=title, \$2=author, \$3=BIB number, \$4=ADM number, \$5=Year.

For example, let us assume that the following setup appears in `$salephe_root/error_lng/pc_acq_c0506`:

```
2001 0000 L BIB=$3;ADM=$4 - $1 ($2). Year: $5
```

This configuration produces the following display in the Order bar in the Acquisitions/Serials client:



The Patron Bar in the Circulation client follows a different convention: \$1=name, \$2=title, \$3=ID and \$4=barcode

For example, let us assume that the following setup appears in `$salephe_root/error_lng/pc_cir_c0463`

```
2001 0000 L $1 ($3/$4)
```

This configuration produces the following display in the Patron Bar in the Circulation client:



The maximum number of characters that can be displayed for each placeholder is 40.

Note that the color of the text is set under the Toolbar name in \*.ini files and is

always called `FgColorDescript`. For example, in `circ.ini`, the following line defines the Patron Information that displays in the Patron Bar:

```
[UserBar]
FgColorDescript=000,000,255
```

## 27.2 Editing Toolbar Tooltips

In the Acquisitions/Serials, Cataloging and Circulation modules, a ToolTip appears when you point to the icon on the left of a toolbar:

You can edit the ToolTip's text in `.\<module>\Tab\ENG>window.dat`:


```
<BarName>.ToolTip.Info
```

For example, in `C:\ALEPH 500\Catalog\Tab\Eng>window.dat`, the line:

```
RecordBar.ToolTip.Info                                Record Bar
```

supports the following ToolTip:



The ToolTip that appears when you point to the  button in the above toolbar is determined by:

```
RecordBar.ToolTip.Go                                Load Record from Server
```

## 27.3 Identifying Icons

There are non-clickable icons on the far left of each toolbar. These are used to indicate the toolbars functionality (Serials, Items, and so on). These icons are not customizable.

## 28 Cash Amounts - Suppress the Display of Decimal Point and the Digits Afterwards

When setting up system variables, Aleph enables the reporting and displaying of currency in any other pre-defined currency without a decimal point and the digits afterwards.

Two variables determine the format in which Aleph displays or prints amounts from the GUI, the OPAC, and printed forms.

This feature influences only the way the user interface displays the amount of the currency, the actual amount of currency in the Aleph database contains the decimal point and the digits afterwards.

The suppress decimal point feature affects most of the times that currency amounts are reported in the GUI and OPAC, printed in online and batch reports, slips, and letters, and displayed in exported Aleph data X-services and DLF-API.

It is not available in GUI forms (in which the user enters an amount and the system calculates and displays a result). See **Example 1: GUI – Acquisitions - General Invoice – List of Invoiced Line Items** on page 55.

In addition to the GUI forms, there are other examples in which the suppress decimal point feature is not available.

### **Aleph System Variables for Suppress Decimal Point**

In order to activate this feature; configure the following two variables:

- **SUPPRESS-DECIMAL-DISP** variable in `./alephe/tab/tab100`  
This `tab100` flag defines the currencies for which the suppress decimal display feature is activated.
- Translate routine to be set in `*,trn` files: **SP-DECIMAL**.  
This variable works in conjunction with `tab100 SUPPRESS-DECIMAL-DISP`. The **SP-DECIMAL** translate routine determines the amount displayed in:
  - Reports, slips, and letters (online and batch)
  - GUI read-only information screens (HTML view via GUI).
  - Exported Aleph data (X-services, DLF-API)

## **28.1 Suppress Decimal in GUI and OPAC Screens – Set Up and Functionality**

The `tab100` variable, **SUPPRESS-DECIMAL-DISP**, defines the currencies for which the suppress decimal point feature is activated in the GUI and OPAC.

This variable is also consulted when **SP-DECIMAL** translate routine is activated.

### **28.1.1 Setting Up - `tab100: SUPPRESS-DECIMAL-DISP`:**

**SUPPRESS-DECIMAL-DISP** flag is set in `tab100`.

Set this variable for all currencies (separated by a comma) for which you want the decimal point and the two digits after it to be dropped when displaying their amounts.

For example:

```
./alephe/tab/tab100:  
SUPPRESS-DECIMAL-DISP=JPY, KRW, VND
```

The above example supports the suppress decimal point feature for currency in **JPY** (Japanese Yen), **KRW** (Korean Won), and **VND** (Vietnamese Dong).

Amounts that represent other currencies that are not defined in SUPPRESS-DECIMAL-DISP (for example, USD or EUR) are displayed with a decimal point and the two digits after it.

Up to 10 different currencies can be set in SUPPRESS-DECIMAL-DISP, delimited by a single space. The currency codes must match the codes defined in the Aleph Currency table that are set via GUI-ACQ-Administration tab-Currency.

In case SUPPRESS-DECIMAL-DISP is not set (or no currencies are listed), the suppress decimal point feature is not activated.

### 28.1.2 Functionality - 'Suppress Decimal' in GUI and OPAC Screen

When activating tab100 SUPPRESS-DECIMAL-DISP the amount displayed for the defined currencies in various GUI and OPAC pages are without a decimal point and the digits afterwards.

GUI forms (in which user enters an amount and the system calculates and displays a result) are not included in this feature. The amounts are always displayed with a decimal point and the digits afterwards.

The following are examples of an Aleph UI amount display with SUPPRESS-DECIMAL-DISP activated.

#### Example 1: GUI – Acquisitions - General Invoice – List of Invoiced Line Items

The screenshot shows the Aleph GUI for an invoice. The window title is "11th International Clay Confere - (11ICC/9874123)". The interface is divided into three panes:

- Left Pane:** A navigation tree showing "Invoice" with sub-items: "[G] General Invoice", "[I] Invoice Payment Log (04/11/0)", and "[L] Line Items (3 -1000/-1000)".
- Upper Pane:** A table titled "Invoice Line Items" showing a list of line items. The table has columns: No., Order Number, Net amount, VAT amount, Total amount, and Local. The data is as follows:
 

No.	Order Number	Net amount	VAT amount	Total amount	Local
1	51506	- 300	0	- 300	- 300
2	51522	- 450	0	- 450	- 450
3	51522	- 250	0	- 250	- 250
- Lower Pane:** A form titled "Walker, Kevin, 1965- / Drawing and painting fantasy beasts : bring to life the creatures and monsters of other realms / Kevin Walker. : Newton A". It contains fields for:
  - Vendor Code: 11ICC
  - Invoice Number: 9874123
  - Net Amount: 250.00
  - Estimated Price: 10.00
  - Added Amount: 0.00
  - Currency: JPY
  - Total Amount: 250.00
  - Object Code: 7020
  - Total, Incl. VAT: 250.00
  - VAT Percent: 0.00
  - Local Amount: 250.00
  - VAT Amount: 0.00
  - Number of Units: 0
  - Add VAT to Amount
  - Radio buttons for Debit (selected) and Credit.
  - Note field.

The figure above displays a line item list of a general invoice whose currency is in JPY - Japanese Yen.

**Left-Pane** – The left pane displays a summary of three invoice line item sum and the total general invoice sum. The amount display format is determined by SUPPRESS-DECIMAL-DISP so that the sum is displayed as 1000 rather than 1000.25 or 1000.00.

For a USD (US Dollar) invoice (or any other currency not listed in SUPPRESS-DECIMAL-DISP), the amounts are displayed with a decimal point and two digits afterwards.

**Upper pane** – The upper pane lists each of the debited line items. The amount display format is determined by SUPPRESS-DECIMAL-DISP so that the sum in the first line is displayed as 300 and not 300.00 or 300.15.

The suppress decimal point feature does not handle the sums displayed at the upper bar of the upper pane (the Total amount Gen. Inv and Total Amount Line Items read-only fields).

For a USD (US Dollar) invoice (or any other currency that is not defined in SUPPRESS-DECIMAL-DISP), the amounts, except for that of the Local Amount, are displayed with a decimal point and the two digits afterwards.

The Local Amount display consults the local currency code (`local_currency` variable of `aleph_start`). When the local currency is JPY (or any other currency listed in SUPPRESS-DECIMAL-DISP), the amount is displayed without a decimal point and the two digits afterwards (for USD Invoice as well as for JPY Invoice).

**Lower-pane** – The lower-pane shows the GUI Line Item Invoice form (details of the third line that is focused on the upper pane). The amounts data in this form are editable and are not handled by SUPPRESS-DECIMAL-DISP. All amounts are displayed with a decimal point and the two digits afterwards.

The same principles for displaying amounts are applied in the GUI module, this includes:

- GUI-Circulation – Patron Cash List
- GUI – Acquisitions – Order List
- GUI-Acquisitions – Order Encumber window
- GUI Acquisitions – Budgets transaction List
- GUI- Order/Subscription/Circulation/ILL Log



**Example 2: OPAC – Library Card – Summary of Patron Activities and Cash Transaction List**

**USMARC ADM (USM50) – Library Card – Aaberg, Oscar**

**Change library** [USMARC ADM \(USM50\)](#) [USMARC ADM \(USM51\)](#) [MAB ADM \(MAB50\)](#)

**There are 2 Messages for you.**

**Activities** (click to view more info, renew, delete, etc.)

	USM50	USM51	MAB50	DUP50	AMP50	Summary
Loans	<u>26</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	26
Loan History List	<u>101</u>	<u>13</u>	<u>0</u>	<u>0</u>	<u>0</u>	114
Hold Requests	<u>10</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	11
Booking Requests	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	3
Photo Requests	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	2
Cash Transactions	<u>-14695</u>	<u>-1</u>	<u>0</u>	<u>-2</u>	<u>0</u>	-14698

[USMARC ADM \(USM50\)](#) **-1851** [USMARC ADM \(USM51\)](#) **-1688** [MAB ADM \(MAB50\)](#) **0** [MAB ADM \(MAB50\)](#) **-1** [MAB ADM \(MAB50\)](#) **-1**

The accrued fine for overdue items is: 0.00

Sublibrary	Balance	Transferred to Accounts Receivable
The YLK Library Network	- 5	0
East Asian Library	- 2	0
Economics Library	- 147	-12
Humanities Library and Reading	- 17	0
Humanities Library and Reading	- 73	-4
Law Library	- 53	-3

For details about a transaction, click on the underlined number. (All transactions are **UNPAID** transactions)

No.	Author	Bibliographic Info	Year	Description	Credit	Debit
<u>1</u>		No bib information		Issuing Library Card	10	2
<u>2</u>		No bib information		sample yft	206	0
<u>3</u>		No bib information		Issuing Library Card	10	0

Taking into account the local currency code and SUPPRESS-DECIMAL-DISP; the amounts are displayed without a decimal point and the two digits afterwards.

The amount is displayed as -14695 and not -14695.00.or -14695.35.

## 28.2 Suppress Decimal in Aleph Printouts - Set Up and Functionality

This section includes a description of the setup and functionality for the suppress decimal point feature in Aleph printouts. In this section, the term Aleph Printouts refers to:

- Reports, slips, and letter (online and batch)
- GUI read-only information screens (HTML view via GUI)
- Exported Aleph data (X-services, DLF-API)

The Aleph translate mechanism allows the editing of Aleph data for display purposes. This includes the data shown in the above examples.

Libraries may set the required translate routines in the Aleph configuration tables.

To support the suppress decimal point feature in the above Aleph printouts, the SP-DECIMAL routine must be set in the `.trn` files.

The SP-DECIMAL routine works in conjunction with the `tab100 SUPPRESS-DECIMAL-DISP` variable.

Upon setting up the currencies in `SUPPRESS-DECIMAL-DISP` and defining the SP-DECIMAL translate routine, the printed amount of the predefined currencies is displayed without a decimal point and the two digits afterwards.

All other translate mechanisms that can be set for numeric data (for example, `INTEGER`, `ADD-SIGN`, and `SIGN1`) stays as is and may be activated as well (for more details see `./usm01/form_eng/translate_readme.txt`).

### 28.2.1 Setting Up - Translate Routines for Aleph Printouts

The following is a brief explanation of the translate routine mechanism. The SP-DECIMAL is applied similarly for all the translate routines:

#### Translate Routines for Online and Batch Reports/Slips/Letters

The translate routines for online and batch reports, slips, and letters (XSL files) are set in the library's `./form_<lng>` directory.

Libraries may set translate routines for a specific XSL printout file (for example, `cash-user-letter.trn` for `cash-user-letter.xsl`) or for all XSL printouts in the `global.trn` file. Translate routines that are set in `global.trn` file activate the translate routines for all printouts.

#### Translate Routines for GUI HTML

The translate routines for GUI HTML screens are set in the library's `./pc_display_<lng>` directory.

Libraries may set translate routines for a specific HTML file (for example, `user-cash.trn` for `user-cash`) or for all GUI HTML screens in the `global.trn` file. Translate routines that are set in the `global.trn` file activate the translate routines for all GUI HTML view screens.

If no translate routines are set in library's `./pc_display_<lng>`, the system looks for translate routines in library's `./form_<lng>` directory.

### Translate Routines for X-Services

The translate routines for X-Services data are set in the directory `./alephe/www_x_<lng>`. Libraries may set translate routines for a specific X-services or define translate routines in the `global.trn` file.

### Translate Routines for DLF Services

The translate routines for DLF services are set in the directory `./alephe/dlf_<lng>`. Libraries may set translate routines for a specific DLF service or define translate routines in the `dlf-global.trn` file.

### Implementing SP-DECIMAL in trn Files

Set the SP-DECIMAL translates routine in all relevant `.trn` files, as described below:

For the relevant tag (column 1 of the `.trn` file) libraries must define DECIMAL-SP translate type (column 2) and a parameter (column 4) that indicate the data element of the currency code.

For example:

```

./usm01/form_eng/global.trn
Col 1. - tag
Col.2 - translate type
Col.3 - S/M (Single or Multi occurrence)
Col. 4 - Parameter
      1                2      3      4
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!-!-
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!->
z68-e-listed-price          SP-DECIMAL S  z68-e-currency
z68-e-local-price          SP-DECIMAL S  z68-e-currency
z68-e-price                 SP-DECIMAL S  z68-e-currency
z75-i-total-amount         SP-DECIMAL S  line-item-currency
z75-i-vat-amount           SP-DECIMAL S  line-item-currency
z77-i-total-amount         SP-DECIMAL S  z77-i-currency
z77-vat-amount             SP-DECIMAL S  z77-i-currency
z31-sum                    SP-DECIMAL S  LOCAL
z31-net-sum                SP-DECIMAL S  LOCAL
z31-vat-sum                SP-DECIMAL S  LOCAL
z601-active-sum           SP-DECIMAL S  z601-currency
z601-local-sum             SP-DECIMAL S  LOCAL
z601-original-sum         SP-DECIMAL S  z601-currency
z416-price                 SP-DECIMAL S  z416-currency
z416-local-price           SP-DECIMAL S  LOCAL
Z411-e-price               SP-DECIMAL S  z411-e-currency

```

z411-e-local-price	SP-DECIMAL S LOCAL
Z411-s-price	SP-DECIMAL S z411-s-currency
z411-s-local-price	SP-DECIMAL S LOCAL

Column 2 is set with SP-DECIMAL for tags (column 1) that represents amounts of:

- Acquisition Order (Z68)
- Budget Transaction (z601)
- Patron's Cash Transaction sums (Z31)
- General Invoice (Z77)
- Invoice Line items (Z75)
- ILL Borrowing and lending requests (Z411 and Z416)

Column 4 is set with the data tags that point to the currency code. This parameter is essential in order to ensure that the suppress decimal point feature is activated only for currencies defined in tab100 SUPPRESS-DECIMAL-DISP.

In this way, USD amounts are displayed with a decimal point and the two digits afterwards and JPY amounts are displayed without a decimal point and the two digits afterwards. Therefore, for currencies that are not defined in SUPPRESS-DECIMAL-DISP, the SP-DECIMAL works as a regular DECIMAL translate routine (amounts are displayed with a decimal point and the two digits afterwards).

Column 4 must be set for all for DECIMAL-SP tags.

For Z31 tags – use ‘LOCAL’ in col.4. The system always consults the local currency code (the `local_currency` variable of `aleph_start`). If the local currency is JPY (or any other currency listed in SUPPRESS-DECIMAL-DISP), the amount are displayed without a decimal point and the two digits afterwards. Otherwise, the SP-DECIMAL works as regular DECIMAL translate routine (amounts are displayed with a decimal point and the two digits afterwards).

Set LOCAL in column 4 for other tags that represent local amount (for example, z601-local-sum, z416-local-price, and z411-e-local-price).

For Z68, Z77, and other entities that contain the currency element, use z68-e-currency, z77-i-currency, etc.

For the line item invoice tag, Z75 (which does not contain currency within the Z75 entity) set the line item currency in col. 4. (This is a special tag that generates the line item currency from the related general invoice Z77 entity).

If a user mistakenly leaves column 4 empty, the suppress decimal point feature works as a regular DECIMAL translate routine (amounts are displayed with a decimal point and the two digits afterwards).

Do not define DECIMAL and SP-DECIMAL for the same tag. If a user mistakenly sets both routines to the same tag, the system applies the first routine that comes up.

If SP-DECIMAL is set in the .trn files but tab100 SUPPRESS-DECIMAL-DISP is left empty (no currencies are defined for the suppress decimal point feature), SP-DECIMAL works like a regular DECIMAL translate routine (amounts are displayed with a decimal point and the two digits afterwards).

## 28.2.2 Functionality - Suppress Decimal in Data Printouts

Upon setting up .trn files with SP-DECIMAL, the amounts reported in data printouts for the currencies listed in tab100: SUPPRESS-DECIMAL-DISP are displayed without a decimal point and the two digits afterwards.

### Example 1: GUI Online Printout – Cash Summary

05/11/2009  
cash-summary-00

---

**Cash Summary**

Ex Libris University Libraries  
222 Aleph Causeway  
Chicago, IL 60614  
thechoice@exlibris.co.il  
Tel# 773.404.5527

Oscar Aaberg  
Garden St.  
Boston MA 90917 909 17

julias@exlibris.co.il

**Patron ID:** 00000012

Date	Sum	Type of Transaction	Status	Payment Mode
15/05/2007	(105)	Local Patron Renewal	Not paid	
17/05/2007	(133)	ILL material arrival	Not paid	
20/10/2009	(98)	Issuing Library Card	Not paid	

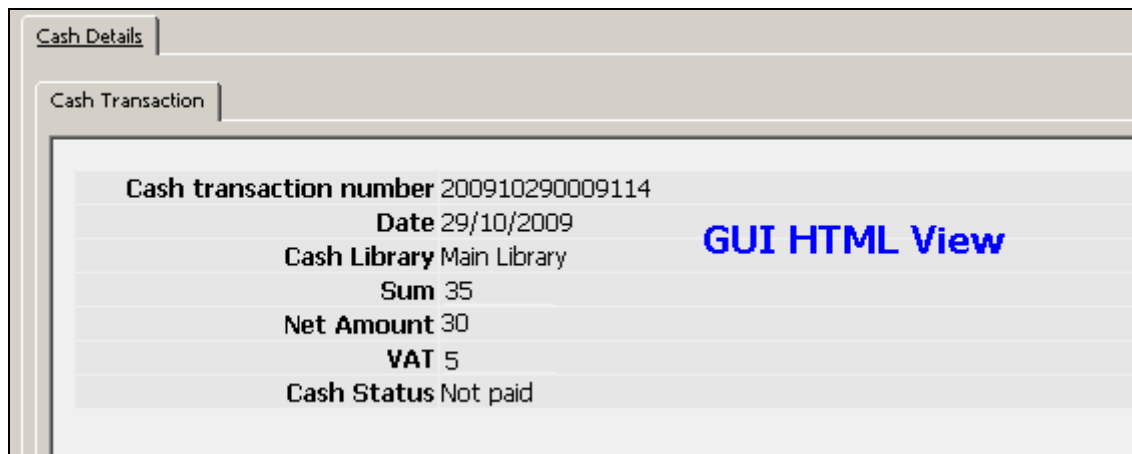
Print      Close      Close All

The sum amounts are displayed without a decimal point and the digits afterwards.

The same format of the amount display is applied to other printouts, this includes:

- Online reports produced by the user via the GUI
- Slips and letters produced by the user via the GUI (can be sent by e-mail or print)
- Batch services reports, slips, and letters

## Example 2: GUI –Circulation - HTML View – Cash Transaction Details



Cash transaction number	200910290009114
Date	29/10/2009
Cash Library	Main Library
Sum	35
Net Amount	30
VAT	5
Cash Status	Not paid

The sum amounts are displayed without a decimal point and the digits afterwards.

The same format of the amount display is applied in other GUI HTML views, this includes:

- GUI-Acquisitions-Order Details
- GUI-Acquisitions-Budget Balance
- GUI-Acquisitions-Order's Invoice and Encumber details

## Example 3: Exporting Aleph Data - DLF – Patron's Information - Cash sum

```
- <action type="Cash" href="http://il-aleph02:1891/rest-  
dlf/patron/00000012/circulationActions/cash?institution=USM50">  
  <sum>-634</sum>  
</action>
```

The sum amounts are displayed without a decimal point and the digits afterwards.

The same format of the amount display is applied for other DLF services that export amount data.

## Example 4: Exporting Aleph Data – X-Services – Patron's information - Cash Sum

```
<z31-type>4</z31-type>  
<z31-credit-debit>D</z31-credit-debit>  
<z31-sum>(550)</z31-sum>  
<z31-vat-sum>0</z31-vat-sum>  
<z31-net-sum>550</z31-net-sum>  
<z31-payment-date>12/10/2008</z31-payment-date>  
<z31-payment-hour>11:43</z31-payment-hour>  
<z31-payment-cataloger>DON</z31-payment-cataloger>  
<z31-payment-target>Main Library</z31-payment-target>
```

The sum amounts are displayed without a decimal point and the digits afterwards.

The same format of the amount display is applied for other X-Services that export amount data.

## 29 Preservation of the www\_server and pc\_server Log Files

The \$KEEP\_LOGDIR value in aleph\_startup is set to automatically remove www\_server and pc\_server log files that are more than 7 days old. This is necessary because the www\_server and pc\_server log files can increase in size quickly and take up all of the available disk space.

Most of the information you need for OPAC statistics is recorded in the Z69 OPAC Events table, which is kept indefinitely. However, some information is not saved in the z69 table, for example, the number of times a 856 field is clicked in the Web OPAC leading to an external resource. Therefore, if you have room on your server, you might want to keep the the www\_server and pc\_server log files for more than 7 days. To do so, change the value of the \$KEEP\_LOGDIR variable in the Cleanup TMPDIR/LOGDIR section of \$alephe\_root/aleph\_startup. Another solution is to tar or gzip the www\_server and pc\_server log files rather than deleting them, so that they are available to you in the future.

## 30 Clearing the VIR01 Library

The VIR01 library (included as part of the standard ALEPH setup) is a library that contains temporary records in temporary Oracle tables. These records are required for ongoing work of the Web OPAC and PC server.

Clean this library periodically by using the \$aleph\_proc/clear\_vir01 script.

The clear\_vir01 process cleans the data in the database tables of the VIR01 library in Cold or Hot mode.

The tables that are involved in the clear\_vir01 process in Hot mode are: Z05, Z60, Z63, Z64, and Z65.

In Cold mode, all tables and sequences in the VIR01 library (Z05, Z60, Z63, Z64, Z65, Z52, Z00, Z01, Z02, Z11, Z13, Z13u, Z51, Z56, Z1xx, and Z200) are recreated and the Z52 table is initialized.

The process is invoked from the utility menu (util X 8 - Clean Virtual Library), from the prompt in the VIR01 environment (\$aleph\_proc/clear\_vir01), or by entering a line, such as the following, in the \$alephe\_tab/job\_list:

```
00 03:00:00 N clear_vir01.log csh -f
/exlibris/aleph/a20_3/aleph/proc/clear_vir01 VIR01,hot,2,1000
```

The mode of the run must be specified. If no mode is specified, the default is Cold mode. (Online is considered Cold mode).

The parameters that the process accepts are the following:

```
VIR01[run mode, [no. days to retain],[count]]
```

The following is an explanation of the parameters:

- VIR01 – The library in which the process runs
- Mode – Hot or Cold (online)
- No. days to retain (Only applicable in Hot mode) – data that was set in the VIR01 tables earlier than the number of days to retain is deleted.
- Count (Only applicable in Hot mode) – the number of records to be deleted

Hot mode enables the clear\_vir01 script to run without shutting down the ALEPH process. In this mode, the script deletes data that is set in the VIR01 tables earlier than the number of days to retain as indicated in the third parameter and deletes the number of records as indicated in the fourth parameter.

Cold mode deletes all VIR01 tables without reference to any parameters and then recreates them and resets the VIR01 counters (Z52) to 0 or to predefined counters located in the \$data\_tab/z52.init file.

In Cold mode, all ALEPH processes need to be shutdown; otherwise, some tables might be locked by the running processes and VIR01 might not be synchronized.

Before running clear\_vir01 in Cold mode, run aleph\_shutdown. After it finishes, run aleph\_startup.

Sometimes, when VIR01 is not synchronized, a run of clear\_vir01 in Cold mode can reset the values in the VIR01 tables and synchronize the Web OPAC activity.

Some signs that VIR01 is not synchronized are unavailable Web OPAC pages (Page cannot be displayed error) or getting unpredictable results to queries sent from the browser.

It is recommend to run clear\_vir01 in Hot mode every day while retaining records from the previous two days and in Cold mode once a week when the system is down (along with a cold backup or other maintenance procedures that requires you to shut down ALEPH).

If the run of clear\_vir01 in Hot mode is done regularly, the run of clear\_vir01 in Cold mode need only be done periodically in order to synchronize records that are not synchronized.