



Staff User's Guide – Aleph ADM

Version 24

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1 ALEPHADM Overview

The ALEPH integrated library system can be adapted to very different library policies and needs. Most of the configuration setup is made in ALEPH tables. The ALEPHADM module enables you to access and modify these tables through a Windows interface. Almost any parameter that can be set in ALEPH tables can be reset, controlled and changed by using ALEPHADM.

ALEPHADM lets you open, view, edit, save and print tables. The module will keep track of all versions of a table including the information about what was changed, by whom and when. You can make global and individual changes in the setup of the different available libraries and databases. It gives you the possibility of preparing reports and customizing INI files. You can use it for global changes when adapting the system from one language to another or from one terminology to another. You can also configure many other parameters for the various ALEPH modules, such as:

- Handling of tables
- Handling of libraries
- Handling of INI files
- Handling of languages
- Handling of error messages
- Configuration setup for printing, display, and so on.

1.1 Working Without a Mouse

The following table shows the default shortcut keys in the ALEPHADM GUI. These shortcut keys can be customized.

Function	Shortcut Key
Add new line	Ctrl+N
Application Configuration	Ctrl+I
Check In	Alt+I
Close Table Help	Alt+F4
Common Dictionary	Ctrl+D
Copy line	Ctrl+C
Cut line	Ctrl+X
Delete line	Delete
Find Next	F3
Find in table	Alt+3
Font Configuration	Ctrl+F
Insert empty line	Ctrl+I
Interface Languages	Ctrl+B
Language Manager	Ctrl+L
Language Report	Ctrl+G
Libraries Manager	Ctrl+M
Line Down	Ctrl+W
Line Up	Ctrl+U
New Tables Editor	Ctrl+E

Function	Shortcut Key
Open	Ctrl+O
Paste line	Ctrl+V
Print	Ctrl+P
Print Configuration	Ctrl+T
Profile Manager	Shift+M
Report	Ctrl+J
Restore	Ctrl+Z
Save	Ctrl+S
Select All Items	Ctrl+A
Table Help	Alt+P
Task Manager	Alt+T
Tables Navigator	Ctrl+Q
View Key	Ctrl+K
View Source	Ctrl+R

2 Handling of Server Tables

This chapter includes the following sections:

- Tables Navigator
- Display of Tables
- Tables History Management
- Error Tables Dictionary

In the ALEPH system, library parameter and configuration tables are housed mainly in library sub-directories on the server. Tables that function on a higher level than library or are shared by several libraries are in alephe and pop-up messages in \$aleph_root/error_lng.

These table files stored on the server cannot be directly modified by a user from his workstation. A user must load a file from the server to his PC in order to handle it. After editing the file, he sends it back to the server in order to save changes there. ALEPHADM is the appropriate interface for this task.


When opening a table, you must decide whether you want to save changes or just open the table for viewing without being able to make or save changes.

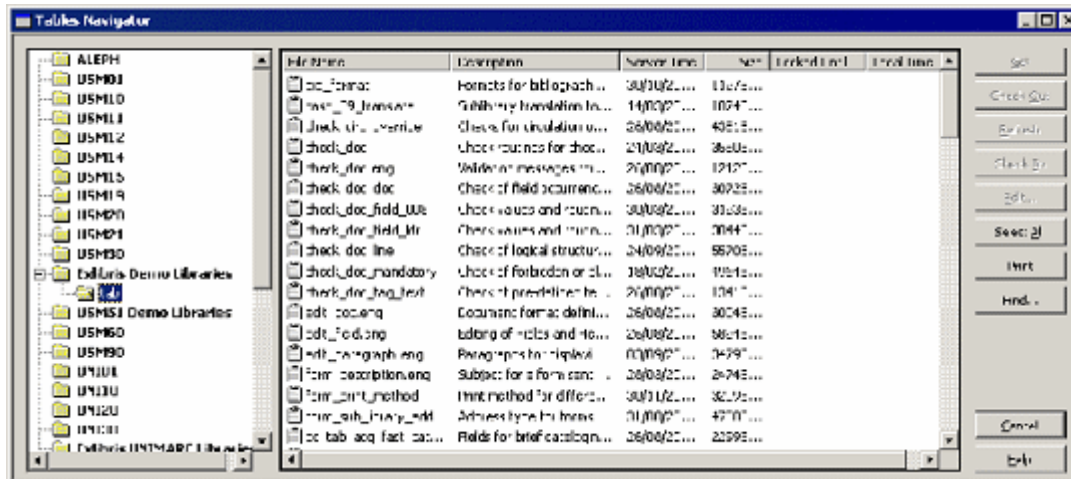
2.1 Tables Navigator

Use the Tables Navigator to load from, edit and save tables. The Tables Navigator offers you access to one table per open window. Several windows can be displayed simultaneously. You can choose between read-only and write mode and different display modes.

To access the Tables Navigator:

From the main menu, open by clicking the main menu at Tables> Tables Navigator

(Ctrl + Q) or click the  icon. The Tables Navigator window opens:



This window contains three work areas. Going from left-to-right, these areas are:

- Library selection
- Table selection
- Command buttons

Library Selection

In the Library selection section you choose the library and directory you want to work on.

Table Selection

In the Table selection section you choose the table you want to work on. The list in this section depends on the library and the directory chosen (see the ALEPHADM System Librarian chapter on `tab_alephadm.lng`).

Command Buttons

To update a table, follow these steps:

1. Double-click the name of the file containing the table you want to update. You are asked if you want to check out the file in order to be able to edit it. Click Yes to proceed to editing mode.
2. Edit the table.
3. After you have modified the table, go to the Tables Navigator and click Check In. This sends the table back to the server and overwrites the previous version of the table file.

Get

The **Get** button copies the most recent version of a file from the server to your workstation.

Check Out

Check Out takes a file and locks it on the server for all other users accessing the table through ALEPHADM. The table is not locked for users who access it directly on the server.

The lock is in force for a set amount of time. Lock info shows until the time the file is checked out and therefore locked. Lock time is set in `alephe/pc_server_defaults`. The variable is `file_lock_period`.

Refresh

You can extend the lock time by clicking Refresh as long as the light in the lower left corner of the Table window is green or yellow. The time counter begins a new countdown.

Check In

Once you have finished your editing you send the file back to the server by clicking **Check In**. This saves the file and replaces the old version of the file on the server. If you do not check in the file before the lock time runs out, the file status reverts to read-only mode. The light in the lower left corner turns red. All changes are lost.

Edit

Edit opens the table in a separate window. **Edit** is active only if you have previously used the **Get** or the **Check Out** command.

Select All

Clicking this button selects all tables from the subdirectory that you chose in the Library selection section.

Print

Clicking the **Print** button prints the list of files displayed in the Tables selection section on the Tables Navigator. If you want to print the contents of a file that was opened in a Tables window, use the Print icon on the icon bar at the top of the ALEPHADM window or the command File > Print.

Find

Find facilitates finding a table by a text string in the table name or the table description. After an initial hit, the button changes to **Find Next**.

Find Next

Find Next lets you search for more occurrences of the same string in all columns of the Tables Navigator.

2.1.1 Open Read-only from the Server

To open a table from the server and view it without effecting changes:

1. Highlight the table and click **Get**.
2. Click **Edit** (or double-click the table name). The system asks you if you want to check out the file.

3. Click **No** to open it in read-only mode. You can identify this mode by the red light in the lower left-hand corner of the window.

2.1.2 Open for Editing from the Server

To open a table from the server and save changes, highlight a table and click **Check Out**. **Check Out** takes the file and locks it on the server for other users for a fixed period of time. Lock info shows up to what time the file is checked out and therefore locked. Lock time is set in `pc_server_defaults: file_lock_period`. As long as the file is still checked out, it is marked with a check.

File Name	Server Time	Locked Until	Local Time
<input checked="" type="checkbox"/> edit_field.eng	26/08/2003 ...	17:12 14/10/2004	14/10/2004 14:25
<input type="checkbox"/> edit_paragraph.eng	03/09/2003 ...		

If the file has already been checked out, clicking **Edit** causes the table to be opened in the editing mode. You can identify this mode by the green light in the lower left corner of the window. Three minutes before the lock time runs out, the green light turns yellow. You can extend the time available by clicking **Refresh** as long as the light is green or yellow. The time counter starts a new countdown.

2.1.3 Save to Server

After having checked out a table, and after you have finished your editing, you should send the file back to the server by clicking **Check In**. This replaces the old version of the file on the server. If you do not check in the file and the check out time runs out, the file status reverts to read-only mode. The light in the lower left corner turns red. All changes are lost.

2.1.4 Save to Workstation

The process of saving a table to your workstation is governed by the same rules as saving to the server except that instead of using the "Check In"-function, you should use the command **File > Save**. The table is stored locally under the subdirectory containing your profile. (`..\alephadm\files\<<library>\tab`). A backup version is stored in a subdirectory below this one, (`..\alephadm\files\<<library>\tab\backup`), if the table is loaded from the server to the workstation for a second time or if it is saved locally. In this case, the latest version replaces the one in the tab sub-directory which is moved to the backup sub-directory.

2.1.5 Open Read-only from the Workstation

If you want to open a table that was saved locally and view it without effecting changes, use the command **File > New Tables Editor**. An empty window is opened and you can load a table from your workstation. Choose a table in the appropriate subdirectory by using **File > Open**. In this case, you do not need to start the Tables Navigator.

2.1.6 Open for Editing from the Workstation

If, in the Tables selection window, you double-click a table that has not been checked out yet, you are asked if you want to check it out. If you want to edit and be able to save afterwards, click **Yes**. If you only want to view it, click **No**.

2.2 Display of Tables

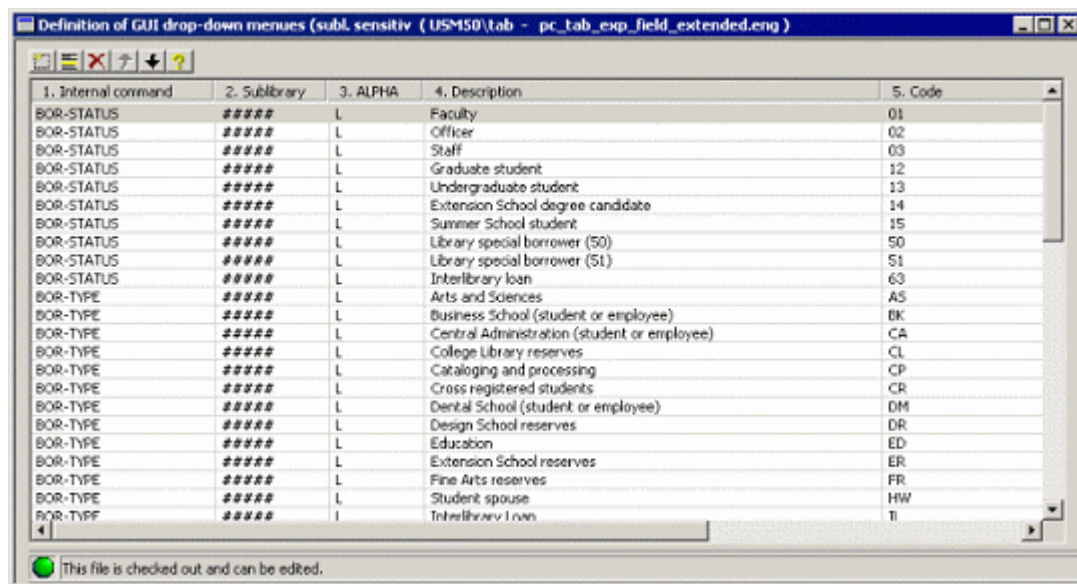
To display a table, you must open it in a Tables Window. You can choose between three table views:

- Table view
- Form view
- Source view

The first is a grid-only type, the second is a combination of grid and form and the third is a plain text, notepad view.

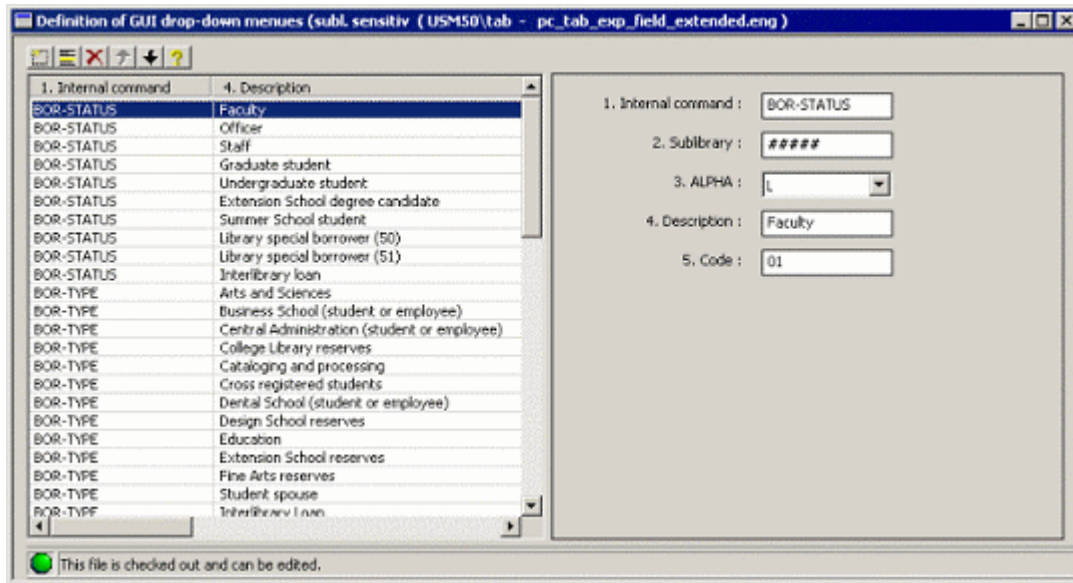
2.2.1 Table View / Form View

Table view shows all lines of a table in a spreadsheet layout. To see a table in Table view, go to **Edit > View Tables As** and choose **Table**.





1. Internal command	2. Sublibrary	3. ALPHA	4. Description	5. Code
BOR-STATUS	*****	L	Faculty	01
BOR-STATUS	*****	L	Officer	02
BOR-STATUS	*****	L	Staff	03
BOR-STATUS	*****	L	Graduate student	12
BOR-STATUS	*****	L	Undergraduate student	13
BOR-STATUS	*****	L	Extension School degree candidate	14
BOR-STATUS	*****	L	Summer School student	15
BOR-STATUS	*****	L	Library special borrower (50)	50
BOR-STATUS	*****	L	Library special borrower (51)	51
BOR-STATUS	*****	L	Interlibrary loan	63
BOR-TYPE	*****	L	Arts and Sciences	A5
BOR-TYPE	*****	L	Business School (student or employee)	BK
BOR-TYPE	*****	L	Central Administration (student or employee)	CA
BOR-TYPE	*****	L	College Library reserves	CL
BOR-TYPE	*****	L	Cataloging and processing	CP
BOR-TYPE	*****	L	Cross registered students	CR
BOR-TYPE	*****	L	Dental School (student or employee)	DM
BOR-TYPE	*****	L	Design School reserves	DR
BOR-TYPE	*****	L	Education	ED
BOR-TYPE	*****	L	Extension School reserves	ER
BOR-TYPE	*****	L	Fine Arts reserves	FR
BOR-TYPE	*****	L	Student spouse	HW
BOR-TYFF	*****	L	Interlibrary loan	TI

Form view divides the window into two parts. On the left side of the window, the first few columns (depending on their widths), are displayed in a grid view. On the right side of the window, all fields are listed with their respective descriptions. The value displayed for each field is according to the highlighted line on the left side of the window. To see a table in Form view, go to **Edit > View Tables As** and choose **Form**.










You can toggle between these two view modes by clicking their respective icons.

Click  for Table View and  for Form View.

In both these modes, there is a toolbar on the top of the window. If the table is not checked out, or if the locked time expires, all toolbar buttons are inactive.

The toolbar buttons effect the following changes:

	Adds a new line at the end of the table
	Inserts a new line before the highlighted line
	Deletes a highlighted line
	Moves a highlighted line one line up
	Moves a highlighted line one line down
	Opens a general table help window (like F1)
	Extends lock time when a yellow light appears (like the Refresh button)

If the file has been opened in **View** mode, you cannot make changes. You can identify this mode by the red light in the lower left corner of the window. The yellow light icon is only displayed if the light in the lower left corner of the editing window is turning yellow.

Help and Hints for Tables:

There are three kinds of help available to explain details of an open table.

Hint

A hint pops up when the cursor rests for several seconds on the column heading in Table view and on the field label in Form view. The hint disappears after a few seconds.

Column-specific Help

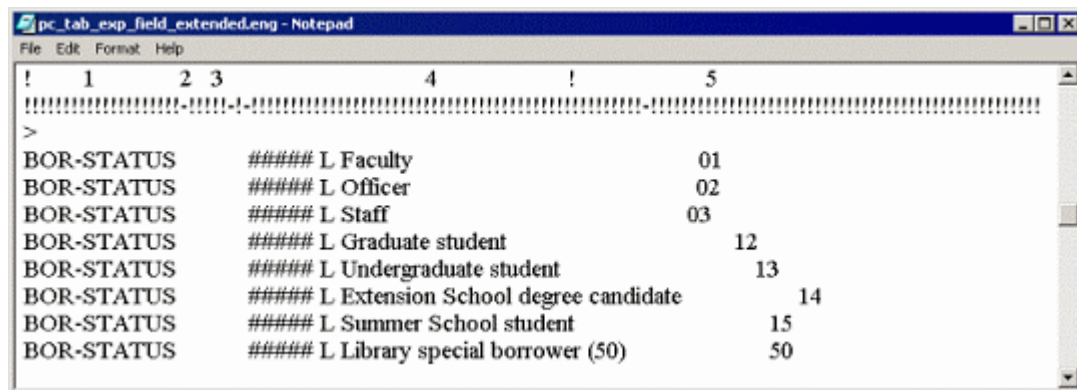
Right-click the column heading in table view and the field label in form view to open the column-specific help. The Escape key closes the column-specific help window.

General Help

General help for an open table will pop up in a window when pressing F1. The Escape key closes the general help window.

2.2.2 Source View

To view a table in plain text, open it with **Edit > View Tables As** and choose one of the aforementioned options. Then use the command **File/View Source**. This opens the table in a Notepad window:



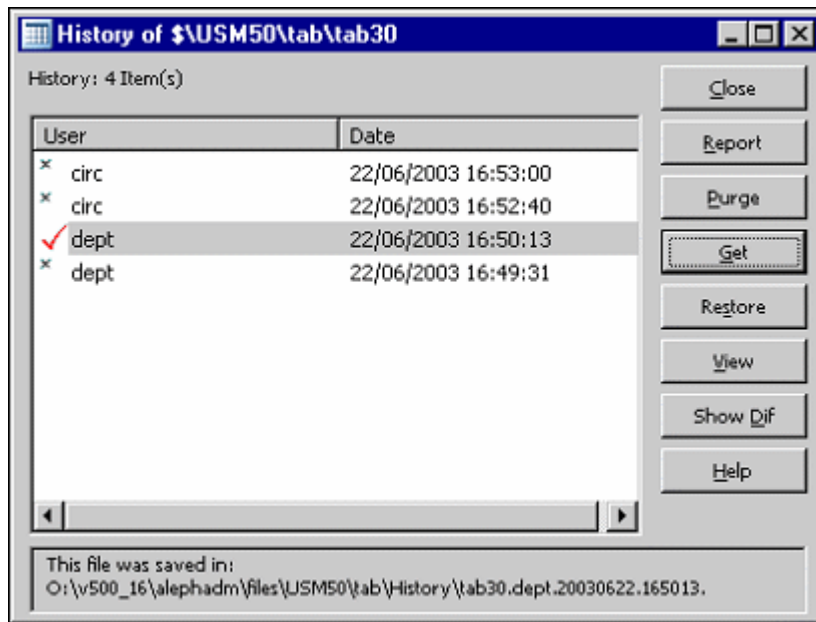
2.3 Tables History Management

Monitoring and tracking changes is facilitated by using the History and Diff Log functionalities.

To use the History and Diff Log functions, you must activate the History option. This is done from the main menu by clicking **Tables/Activate History**. This has to be done before effecting changes in tables so that ALEPH can keep track of them.

2.3.1 Tables History

The **Show History** command lets you access older versions of tables. You can use the From/To Date and/or the User filters to limit the range of versions you want to display. If you want unlimited range, that is, all versions of a table, click **OK**. You can see a list of all older versions of a table showing user names and time-stamps:



Report

The **Report** button allows you to decide where your report should be sent (printer, file or clipboard).

Purge

The **Purge** button lets you purge any number of older file versions on the server.

Get

The **Get** button loads the highlighted version of the file from the server to client.

Restore

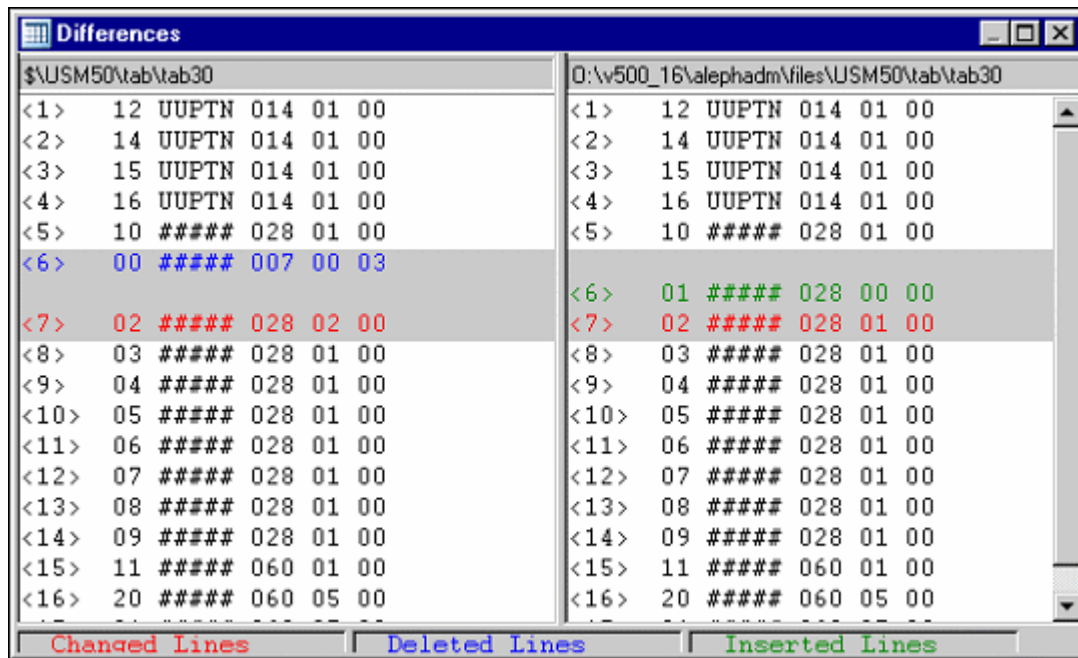
The **Restore** button replaces the current version of the table with the highlighted version. The replaced version will then appear in the history window.

View

The **View** button opens the highlighted table in a new window.

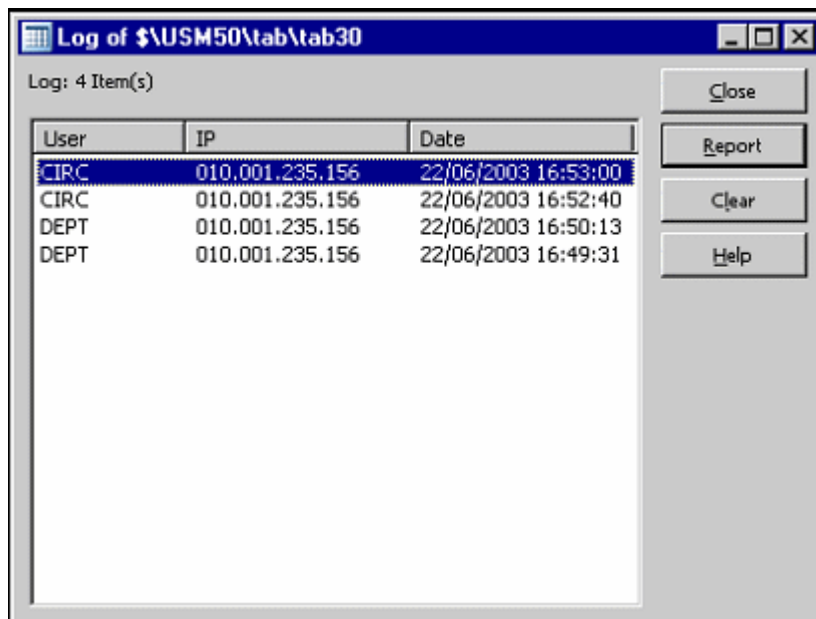
Show Dif

The **Show Dif** button shows you the differences between the current and the highlighted versions:



2.4 Tables Log

Show Log shows you the User name, IP address and time-stamp of every Check In action.



Close

The **Close** button closes the Log window.

Report

The **Report** button allows you to decide where your report should be sent (printer, file or clipboard). You can choose between Printer, File and Clipboard.

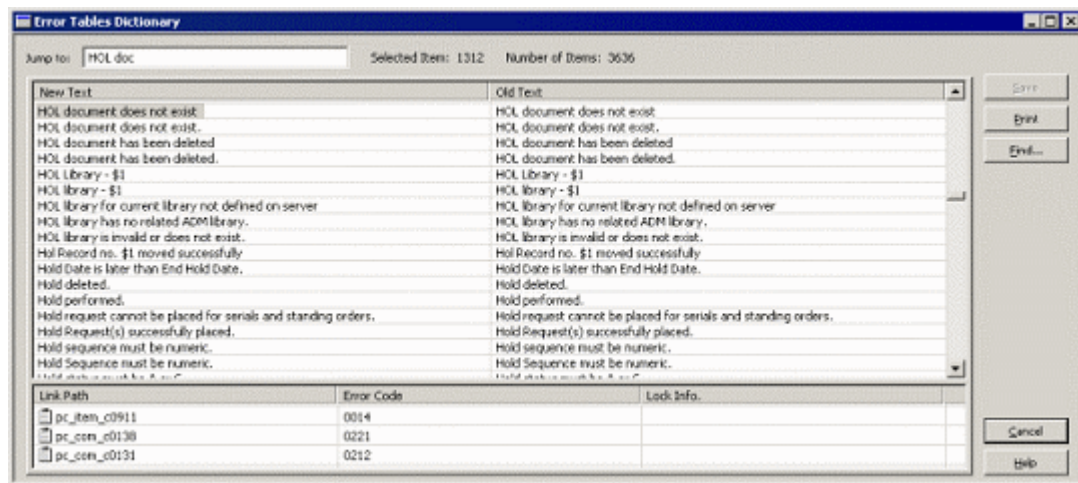
Clear

The **Clear** button lets you clear items from the Log list. You can choose how many items you want to delete.

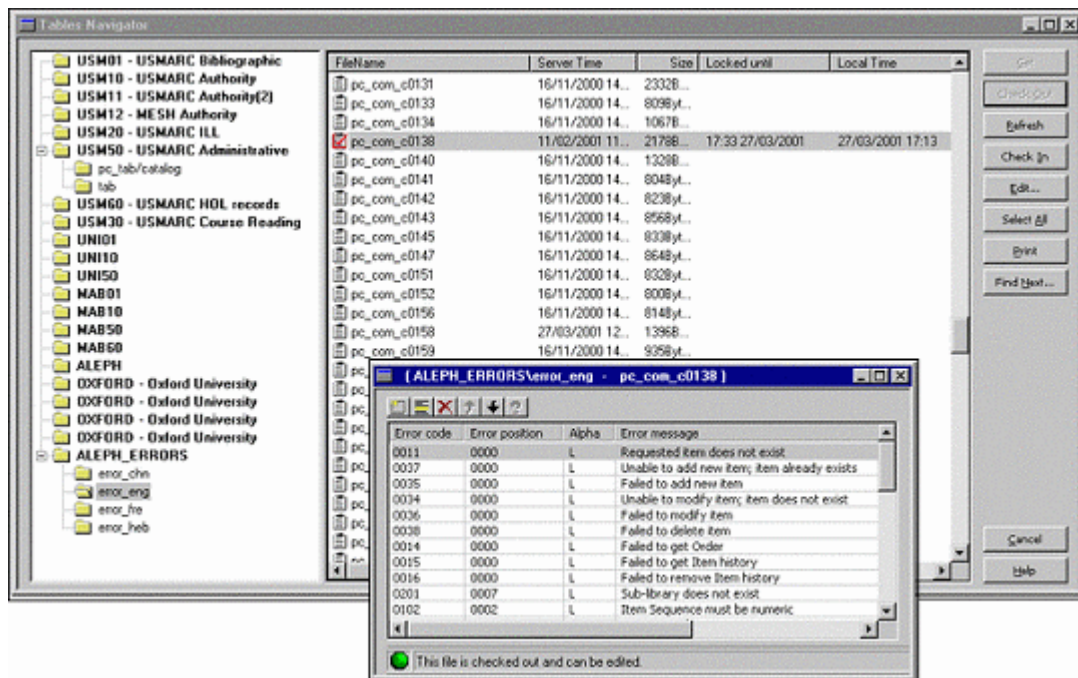
2.5 Error Tables Dictionary


This function is part of ALEPHADM language handling. Contrary to the other language handling functions which influence the client only, the Error Tables Dictionary function affects server tables.


The Error Tables Dictionary shows you all error messages from all modules together and lets you edit them. It also shows the filename where the message is written for each error message.



The error files are in the server's \$aleph_root/error_lng directory. They can be accessed one by one in individual windows by using the Tables Navigator.



If you have checked out a file and thereby locked it, you see this icon  next to the filename.

If another user has checked out this same file and thereby locked it, you will see this icon  next to the filename.

3 Handling of Client Tables

Every ALEPH client has a set of subdirectories with tables containing various definitions. Client tables from the files and tab subdirectories are accessible through the ALEPHADM module. They can be recognized by their .dat or .ini extensions. These tables are used to set different parameters pertaining to the client and can be adapted by each user when configuring his workstation.

3.1 Handling of Libraries

The Libraries Manager lets you handle the list of libraries that can be used in the client. It also lets you determine and view which libraries each ALEPH client module uses. You access it through the menu Configuration / Libraries Manager. Four tabs display the current permitted libraries, a list of all available libraries, Bases for Locate and Bases for Search.

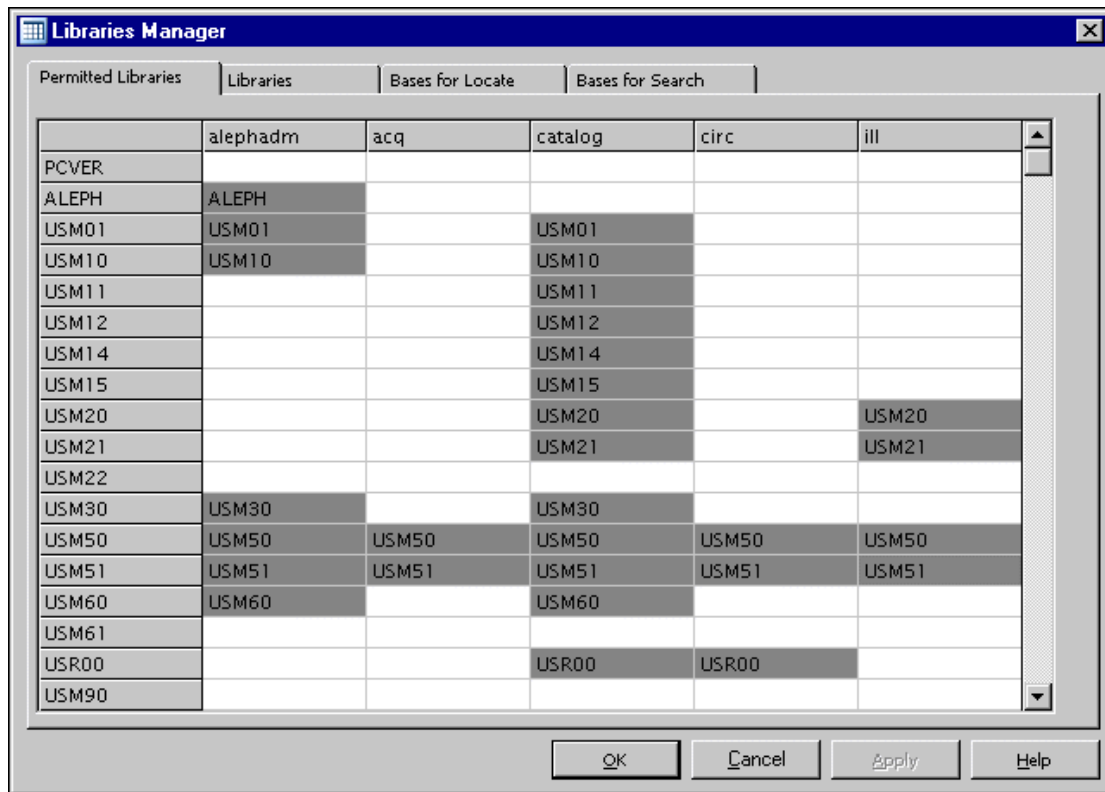
Note

In order to be able to handle libraries, you have to use the "default" profile when opening the ALEPHADM module.



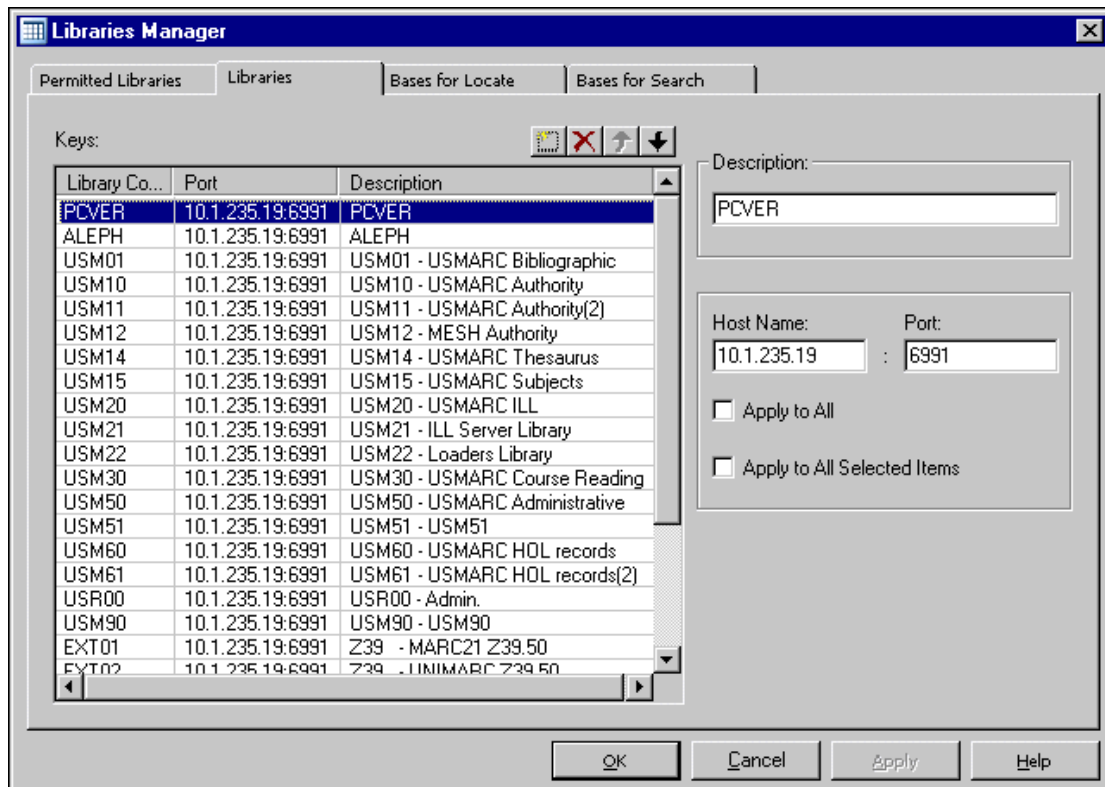
3.1.1 Permitted Libraries

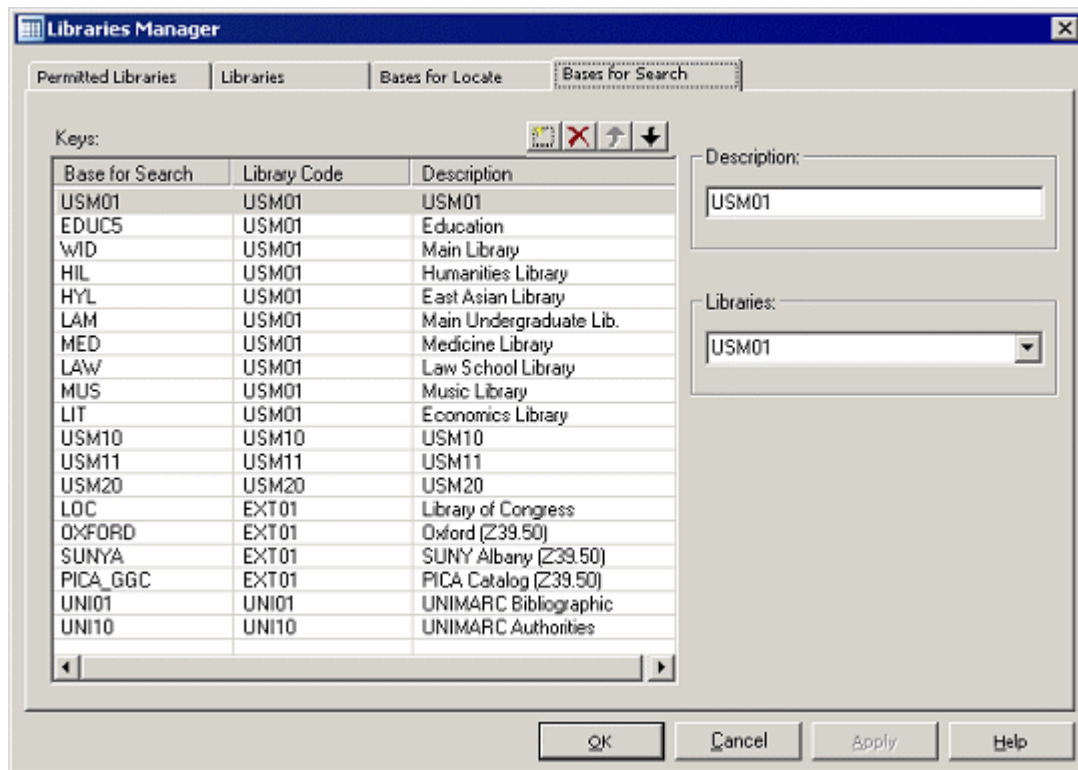
"Permitted Libraries for Client" defines which libraries can be accessed from each module. You can add or remove a library by double-clicking the appropriate cell:



3.1.2 Libraries

"Libraries" defines the location and PC server port for all the libraries that are accessible through the client. You can change an entry for one library and apply it to selected libraries or to all of them. You can add or delete a library or move it up or down by using the toolbar. The permitted libraries are listed in the order shown here:

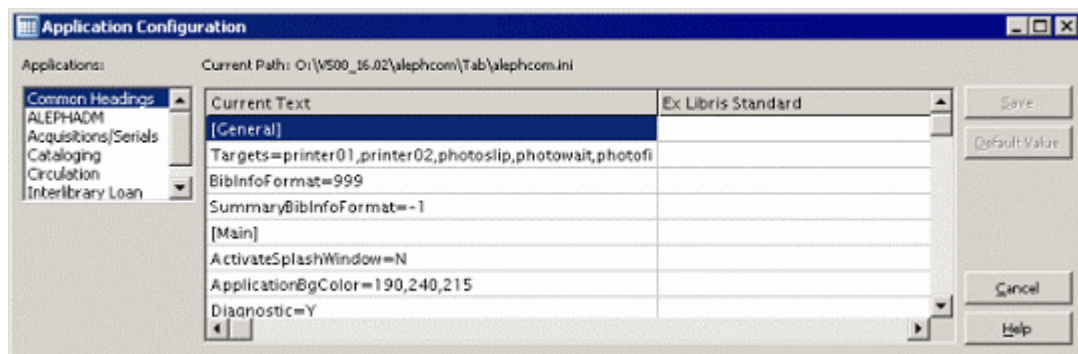




3.2 Handling of ini Files

3.2.1 Application Configuration

The Application Configuration shows you the standard values and the actual setup of INI files for each module.



The following INI files are viewed and edited in the Application Configuration.

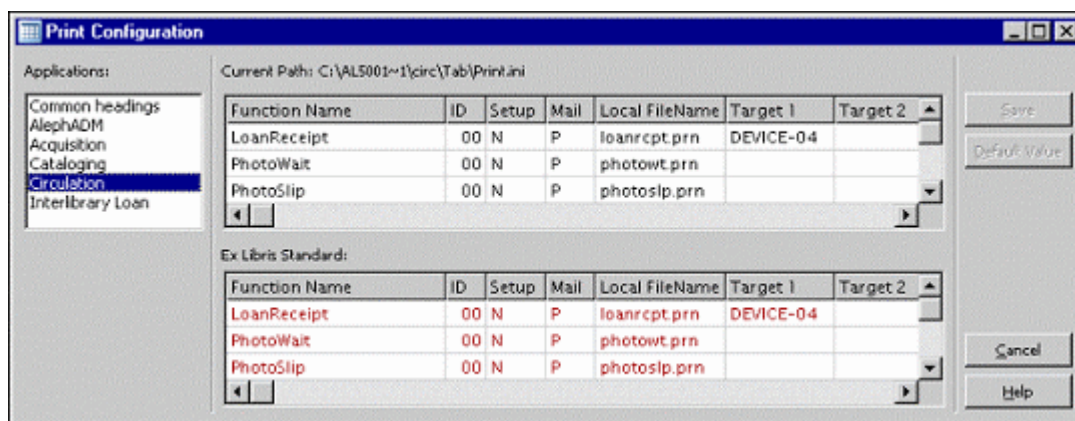
- alephcom.ini
- alephadm.ini
- acq.ini
- catalog.ini
- circ.ini

To edit a field, place the cursor on it and double-click. Lines with a field whose value was changed are highlighted in gray. The original is always retained in the right-hand

column. Clicking the "Default value" button brings back the original value of the highlighted line.

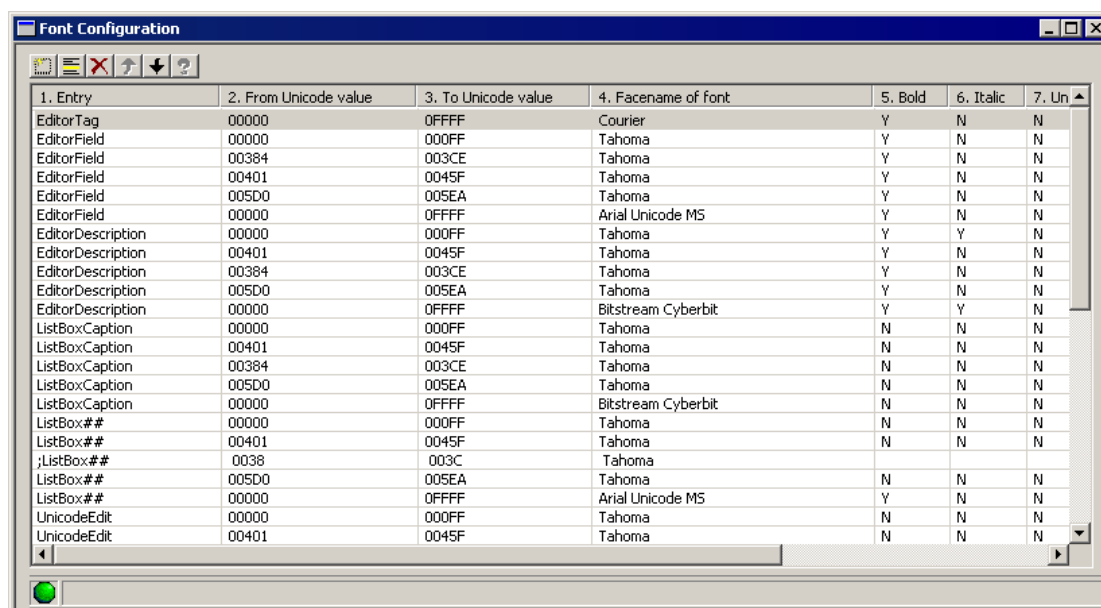
3.2.2 Print Configuration

In the Print Configuration, you determine the print settings for each module separately. To edit a field, place the cursor on it and double-click. Lines with a field whose value has been changed are highlighted in gray:



3.2.3 Font Configuration

The Font configuration options show you the file \alephcom\tab\font.ini in a table-view editing window:



Although this looks like a checked out server table, it is not. You can effect changes and save the file with the command **File / Save**.

3.2.4 Report

After the client installation is updated from the source, the Report shows the differences between the current and previous Application.INI and/or Print.INI.

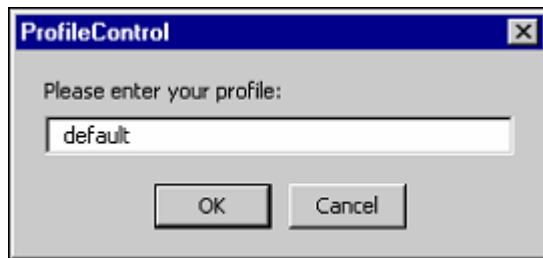
The files that are actually compared are:

X:\AL500 16\module\tab\module.ini and
X:\AL500 16\module.sav\tab\module.ini

If there were no changes the Report remains empty.

3.2.5 Profile Manager

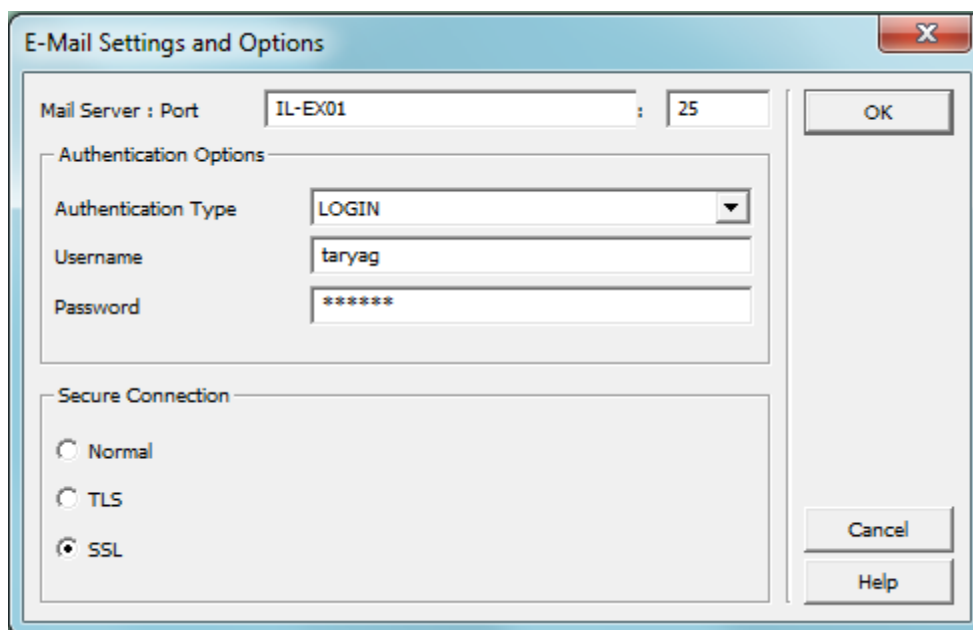
In a network installation, the Profile Manager lets you define users and their profile paths. You can add, delete and modify each entry. In order to be able to activate the Profile Manager before profiles have been defined, you have to access the system with the "default" profile:



3.2.6 E-Mail Settings

The E-Mail Settings and Options dialog box can be used to configure the following e-mail parameters:

- Mail Server address and port.
- Authentication method – The supported methods are PLAIN and LOGIN.
- User Name and Password – The user name and password that are to be used if an authentication method is defined.
- Secure Connection – The supported methods are TLS and SSL.



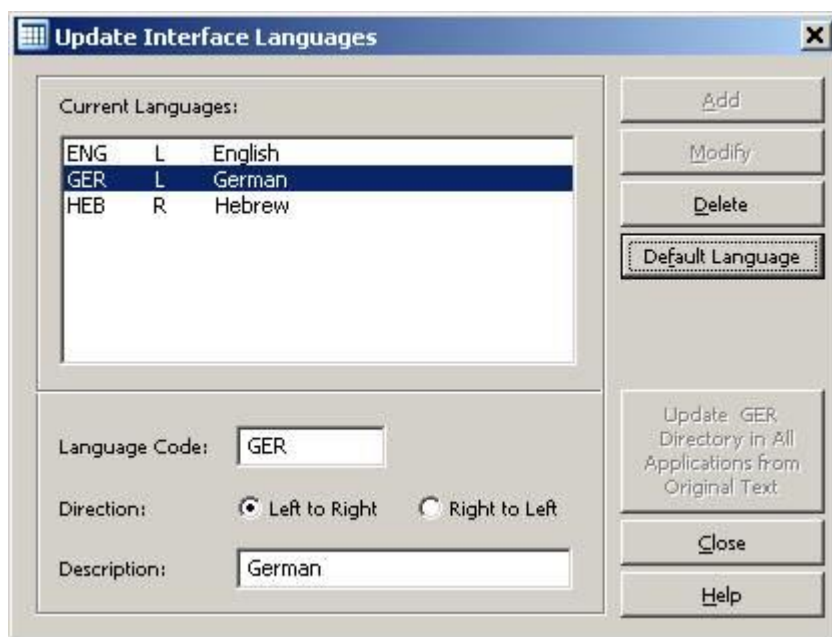
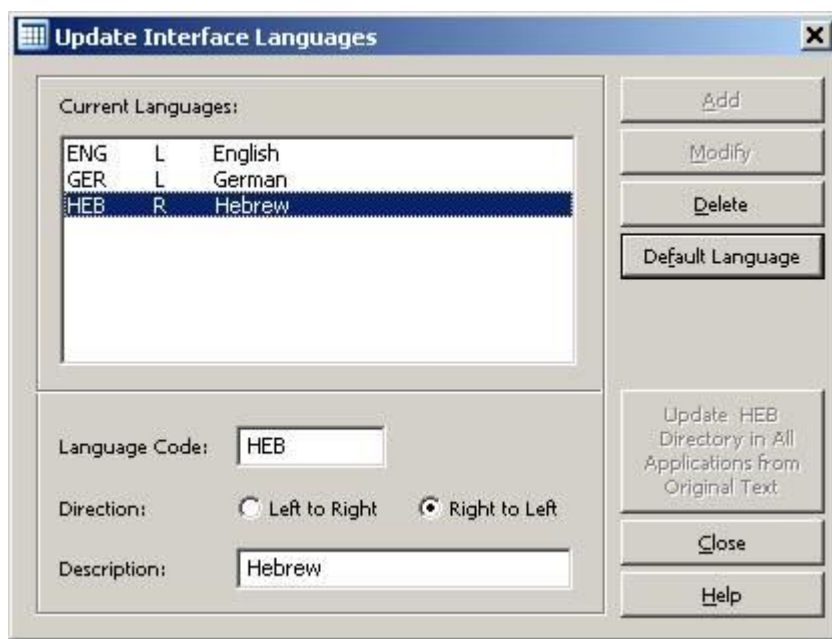
3.3 Handling of Languages

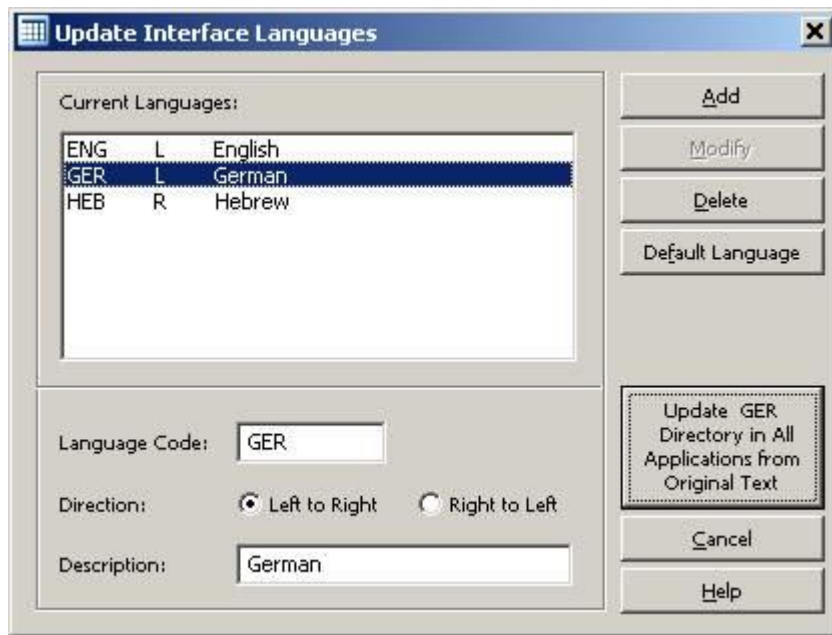
The ALEPHADM client is used to configure settings for appearance and functionality for the various ALEPH client modules.

3.3.1 Interface Languages

Setting the Interface Language

The Conversation Languages command lets you set the interface languages that are available in Aleph. You can add, modify or delete a language or set any language as the default:





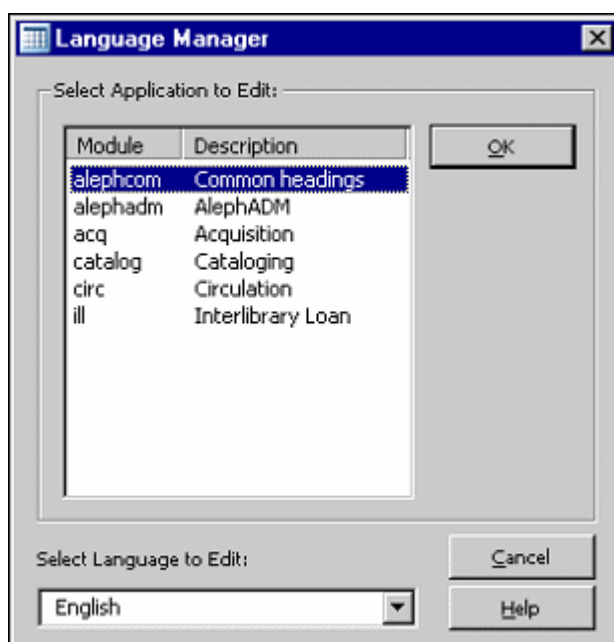
When choosing the 'Update GER Directory in All Applications from Original Text' option, the German files are synchronized with xxx_ger master directories. All other languages are synchronized with xxx master directories.

Retaining Customized Text When Updating

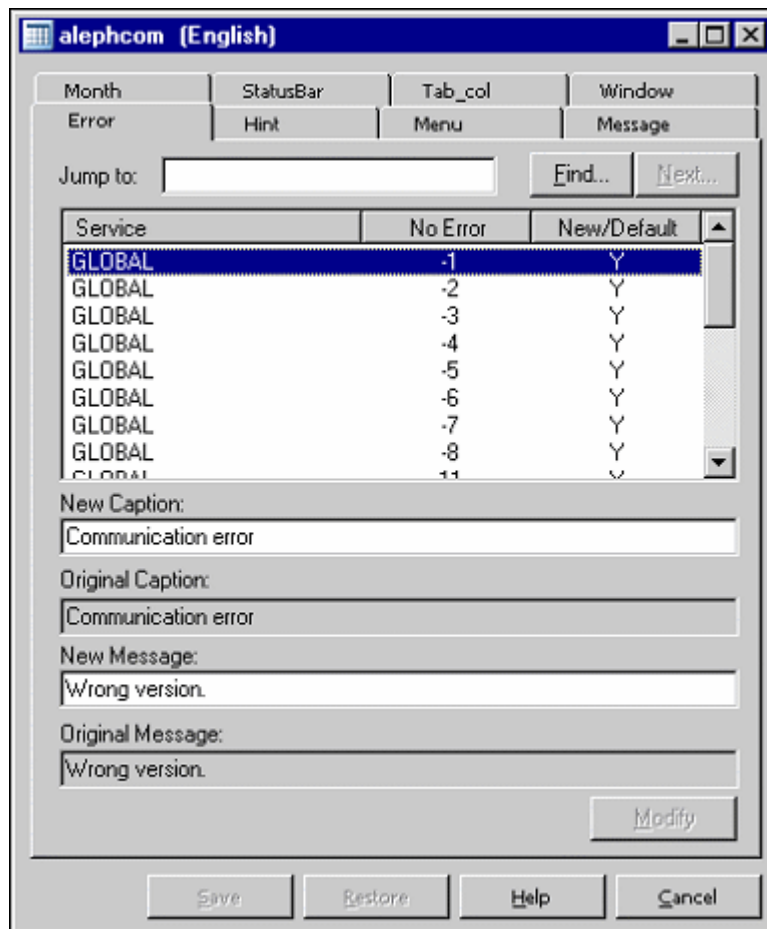
When you update from an older to a newer version of ALEPH, you may want to keep those parts of your text that you customized. Old lines (shown without hashes) in tables are retained and new lines are added (in English, as default):

3.3.13.3.2 Language Manager

The Language Manager lets you choose the module and the language files that you want to work with. You can also change all text entries in each of the modules according to the language you choose:



The Language Manager shows you which module, which language, and which part of the text you are working on. You always see the original and the new text:



Modifying

Changes in each line of the text are retained by clicking **Modify**.

Saving

After making changes in the text and clicking **Modify**, you can save all changes by clicking **Save**.

Restoring

If you want to undo your saved changes, you can go back to the situation before saving by clicking **Restore**.

If you want to use new terminology for a specific expression, you can change the terms globally using the Language Manager.

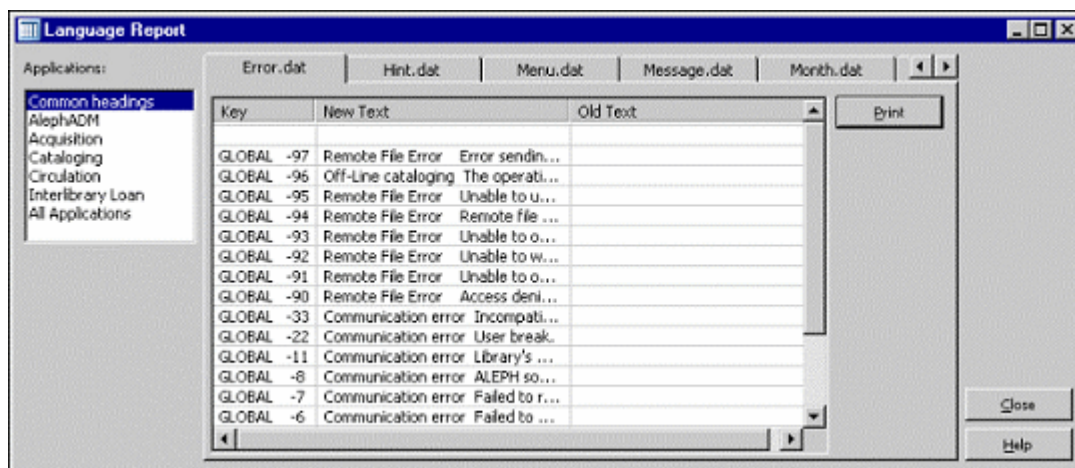
3.3.23.3 Language Report

After the client installation is updated from source, the Language Report shows the differences between the current and previous version's Ex Libris standard. Changes that were made with the Language Manager are not included in the Language Report.

- error.dat

- hint.dat
- menu.dat
- message.dat
- month.dat
- statusbr.dat
- tab_col.dat
- window.dat

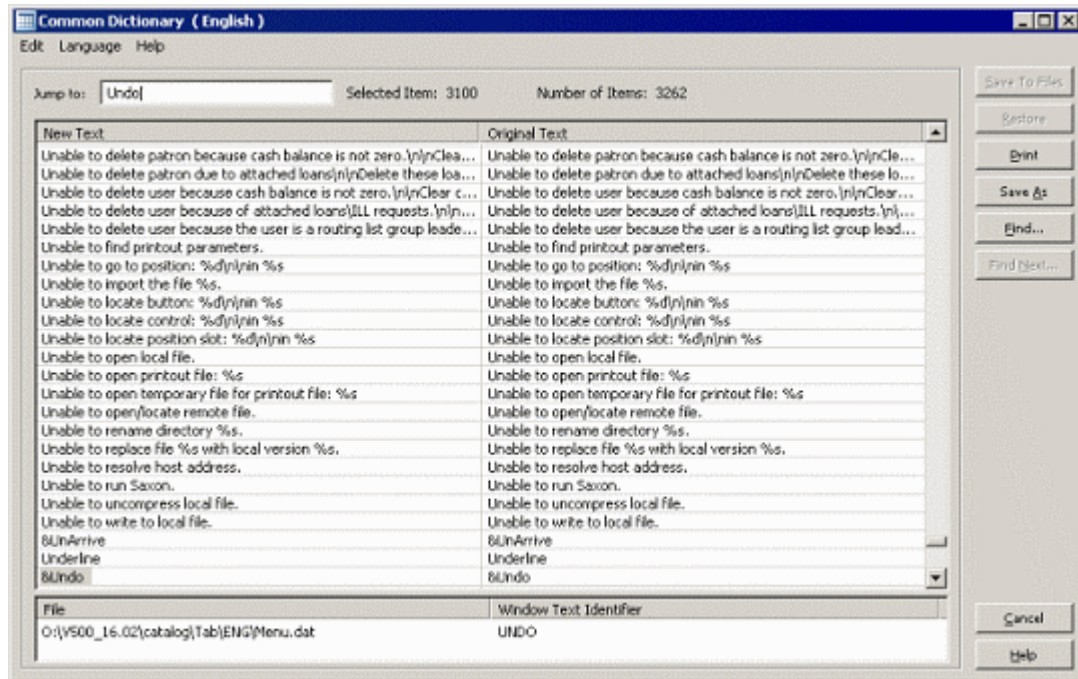
They can be found in: \<module>\Tab\xxx*.dat and \<module.sav>\Tab\xxx*.dat.



You can view and print text for each module separately or for all the modules together. If there were no changes, the Report remains empty.

3.3.33.3.4 Common Dictionary

The Common Dictionary displays all text strings of all modules in alphabetical order. There is one Common Dictionary per language. You can look for any letter string. You can change all entries and save your changes. The Common Dictionary also shows you the filenames with their paths where the text string is to be found.



- To save your changes, click **Save To Files**.
- To undo the last save, click **Restore** to go back to the former version of the text.
- To save the New Text column to a *.TXT file, click **Save As**. The default path and filename is Alephadm\Bin\CommonDictionary.TXT.
- To send the list to a printer, click **Print**.
- To search for a letter string in the New Text column, click **Find**. After you find the first match, **Find Next...** becomes active.