

Atrium[®]

Atrium Inventory Resource

Introduction

Book Systems, Inc. provides the **Atrium Inventory Resource™ (AIR)** application for Android™ devices so that librarians can quickly and easily perform inventory from anywhere in the library without cumbersome cords or the need to be near outlets.

The app allows you to open any active inventory that you have already created in Atrium proper and mark those items seen.

This document lists the requirements for your mobile device(s) to work correctly with **AIR** and provides steps for installing and using the app.

AIR for Android

Review the following requirements to see if your device is compatible:

- Android version 4.0.4 or higher
- Most current version of Atrium
- Internet connection
- Built-in camera or scanner with auto-focus

Open the **Google Play™** store app. (You can also visit <https://play.google.com/store>.) Search for **Atrium Inventory Resource**, and then tap the app from the results to view a page with images from the app, install options, overview information, requirements, etc.



Tap **INSTALL**. You may be prompted to give the app permission to access certain areas of your device; tap **ACCEPT**. You will see a **Downloading...** and **Installing...** message; when the process is finished, tap **OPEN**.



Configuration

To use **AIR**, you need to configure settings for the app to communicate with your Atrium database. If you plan to use a Bluetooth® scanner to capture item barcodes, you also need to be sure it is set up to work with your device. Both tasks are covered in the next sections.

AIR Settings

When you initially open the app using any device, a message displays letting you know you cannot log on until you configure settings. Tap the **SERVER SETTINGS** button, and then add the information on the next page.

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- **Server:** – Enter the main DNS or IP address for your Atrium. This is the first part of the address between the double slashes and the first single slash:
http://samplelibrary.booksys.net/libs/SampleLibrary/LibrarianLogOn
- **Port:** – The default is 80; enter a different number if needed.
- **Library:** – Enter the prefix for your library URL. This is the part of the address after the “/libs/” mention:
http://samplelibrary.booksys.net/libs/SampleLibrary/LibrarianLogOn
- **SSL** – This setting is disabled by default. If you need to protect your information by using a secure connection, enable this by tapping the option or selecting it in the left pane and then tapping the check box (depending on your device). If this is selected, the default port changes to 443.
- **Bluetooth** – This setting is disabled by default. If you will use a Bluetooth scanner, enable this by tapping the option or selecting it in the left pane and then tapping the check box (depending on your device). When enabled, **AIR** will automatically focus on each field, allowing you to quickly scan barcodes without additional steps.



You might also choose to enable this if you prefer to have the keyboard displayed initially during manual entry.

- **Play Sounds** – By default, this setting is enabled so you can hear sounds for successful/unsuccessful circulation transactions. If you prefer to disable this setting, either tap the option or select it in the left pane and then tap the check box (depending on your device).

When you are finished, tap your device’s back button, and do the following to log on:

- Enter your username and password in the first two fields. This is the same information you use to log on to Atrium proper.



Your worker record must have the following permissions enabled: **Log On, Perform Inventory, and Upload Data And Sync From Supplemental Tools.**

- Tap **Lookup Location** to set your location. If you have a **Centralized** database, a list of Branches displays; tap the location where you need to log on. If you have a **Distributed** database, the location is automatically set.
- If needed, tap **Log On**.

Bluetooth Scanner

The Bluetooth capability allows you to use a scanner to input barcodes and mark items seen in the inventory. To use this feature, pair the device where **AIR** is installed to your Bluetooth scanner. Refer to your scanner’s instructions to set this up; if needed, you may have to scan a barcode to make the scanner discoverable on your device, tap a scan option on your mobile device to find available devices, or use other options depending on your particular situation.



If you do not have a Bluetooth scanner, you can also scan barcodes using your device’s built-in camera.

