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## What's New in Atrium 12.6

### Librarian Desktop Features

#### New Options in the Left Column Patron Lookup Form

Atrium's **Left Column** facilitates fast searches for items, patrons, and more. Now, **Other Info:** has been added to the available criteria, so you can search for a patron by **Address, Birth Date, Email Address, or Phone Number.**

#### To search for a patron by Other Info

1. Enter the address, birthday, email, or phone number in the **Other Info:** field.
2. Click the drop-down button, and click again to select the matching criterion in the list.
3. Click **Search.**

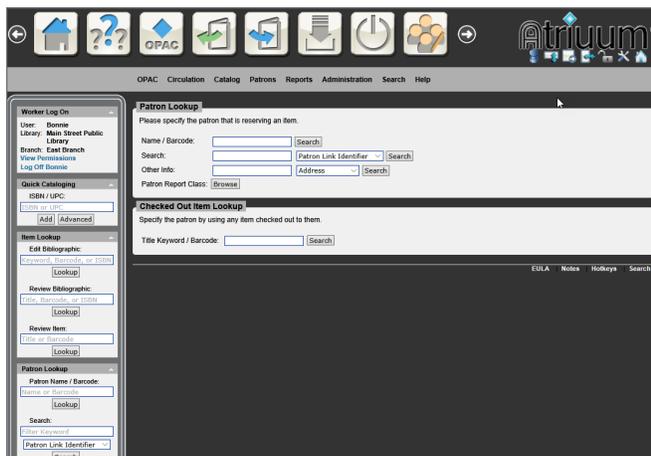
The screenshot shows a 'Patron Lookup' window. It has a 'Patron Name / Barcode' section with a text input field containing 'Name or Barcode' and a 'Lookup' button. Below that is a 'Search:' section with a 'Filter Keyword' text input field, a 'School ID' dropdown menu, and a 'Search' button. At the bottom is an 'Other Info:' section with a text input field containing 'Phone, Date, or Address' and an 'Address' dropdown menu, followed by a 'Search' button.

#### New Librarian Desktop Themes

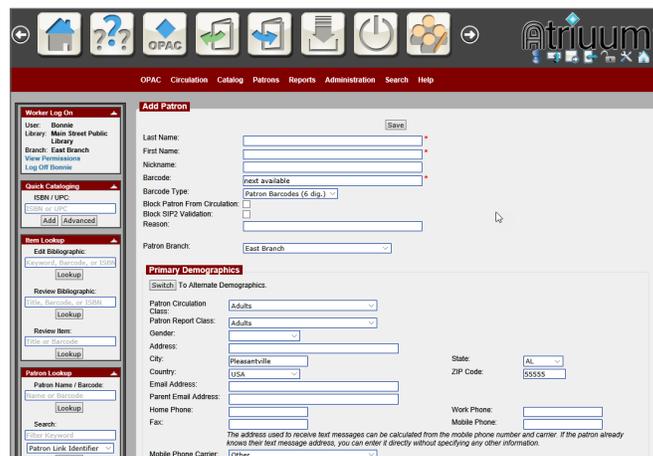
Want to change up your workspace? Two new themes offer you added ways to customize the look and feel of your librarian desktop. **Charcoal** and **Maroon** combine sophisticated colors and squared edges.

#### To change your librarian desktop theme

1. Click  in the **Configuration Toolbar** to open the configuration panel. The theme you have been using displays in brackets in the **Current Theme:** field.
2. Click **Select Theme** to open the **Theme Choices** dialog box.
3. Click to select a theme from the list. The colors of the calendar change to match the selected theme.
4. To save your choice, click **Confirm**; otherwise, click **Cancel.**



**Charcoal**



**Maroon**

### Worker Permissions

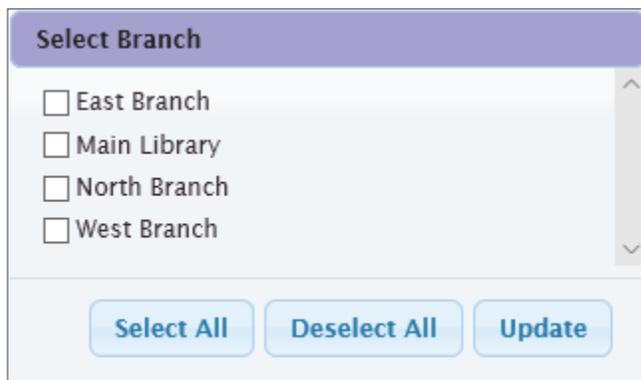
Changes to worker permissions have been made for **Centralized** and **Distributed** libraries. The old **Special Permission** for **Log On** has been replaced by **Access Permissions** for Centralized libraries. Workers in a Distributed system will automatically have the **Log On** permission unless a worker record is disabled.

#### Branch Log On (Centralized only)

You can allow an individual worker to log on to a single branch, multiple locations, or all branches.

#### To assign branch access for a new worker

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Library**.
2. Click **Worker Records**.
3. In the **List Of Workers** form, click **Add New Worker**.
4. Fill out the fields at the top in the usual way:
  - Enter a username and password for the worker, and reenter the password to confirm it.
  - Enter an email address if needed.
  - If the worker is part of a group, click the drop-down list, and click again to select the group.
  - If this is a temporary account, click **After Date** next to **Account Expires:** and select a termination date.
5. In the **Access Permissions** section of the form, **Yes** is selected by default, meaning this worker will be able to log on to any branch in the system. To limit the worker to one or more branches, click **No**.



6. The **Select Branch** dialog displays. Click the check boxes for each library where the worker needs access. Click **Select All** or **Deselect All** to modify the whole list.
7. When you have made your selections, click **Update**.
8. Assign the worker permissions as usual, and then click **Save**.

## What's New in Atrium 12.6

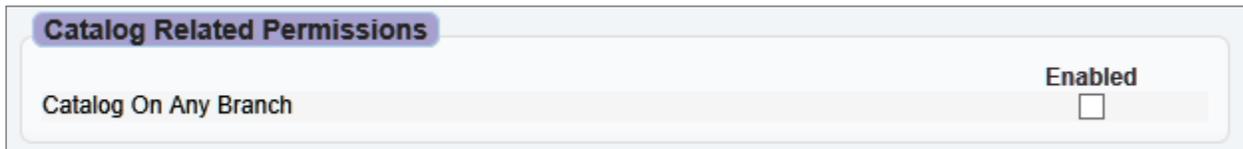
### Catalog On Any Branch (Centralized only)

In a **Centralized** system, you may have a cataloger that creates or modifies records for the whole system. To do this, the worker needs the **Catalog On Any Branch** worker permission, located in the **Catalog Related Permissions** section of the **Add/Edit Worker** form.

This permission is now also required to *import* bibliographic records (MARC and text).

#### To allow a worker to catalog on any branch

1. Follow the steps on the previous page to create the new worker record, fill out username/password, etc., and assign them log on permissions to any branches where the worker needs regular access.
2. Under **Catalog Related Permissions**, click the check box to enable the **Catalog On Any Branch** permission.



Catalog Related Permissions	
Catalog On Any Branch	Enabled <input type="checkbox"/>

3. Assign other permissions as usual, and then click **Save**.

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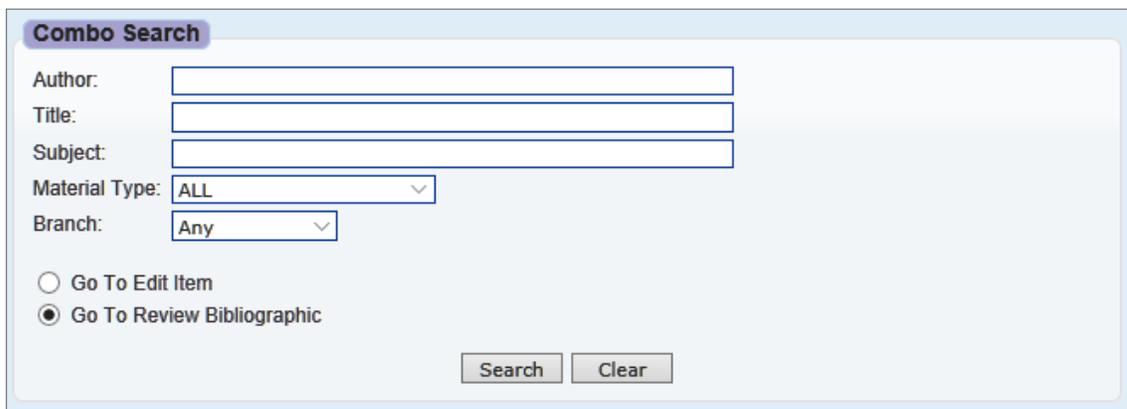
## What's New in Atrium 12.6

### Searching Enhancements

As a librarian, you need to be able to quickly locate the record you need. New searching options have been added to help you sort and refine your results.

### Librarian Search Filters and Search Destinations

You can limit your search results to a specific Branch (**Centralized** only) or Material Type, or you can combine options to further refine your results. You can also choose where your results open depending on whether you need to review or edit items. These options are available in **Combo** and **Expert** search, as well as in **Serials Search** (requires license).



The screenshot shows the 'Combo Search' form. It includes input fields for Author, Title, and Subject. Below these are two dropdown menus: 'Material Type' set to 'ALL' and 'Branch' set to 'Any'. At the bottom, there are two radio buttons: 'Go To Edit Item' (unselected) and 'Go To Review Bibliographic' (selected). Two buttons, 'Search' and 'Clear', are located at the bottom right of the form.

### To perform a Combo Search

1. Click **Search** from Atrium's **Menu Bar**, and then click **Combo**.
2. Enter criteria in the **Author:**, **Title:**, and/or **Subject:** fields.
3. To limit your results to one format, click the **Material Type:** drop-down button, and click again to select a format.
4. To limit your results to one location, click the **Branch:** drop-down button, and click again to select a location.
5. Choose whether to open the record for editing or reviewing by clicking the **Go To Edit Item** or **Go To Review Bibliographic** radio button. Atrium remembers your selection the next time you use this form.
6. Click **Search**.

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## What's New in Atrium 12.6

### Librarian Search Results Sort Indicator

If your item search returns multiple results, the **Search Results** form displays all the matching records, sorted by **Relevance** (default). If you need to arrange the list in a different order, you can click the links at the top of the results to sort by **Title**, **Series Title**, **Author**, **Copyright**, or **Call Number** as needed. Your current selection is underlined for clarity.

You can also click a selected sort again to reverse the order of the sort. For example, if your patron wants to find the newest book by John Grisham, you can click **Copyright** to arrange the titles by year, and click **Copyright** again to arrange them from newest to oldest.

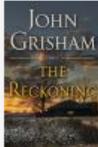
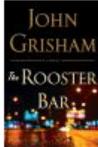
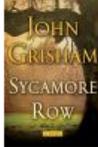
#### Bibliographic Lookup Results

Search results for: Keyword contains phrase 'grisham'  
11 Results Found  
Displaying results 1 - 8

Sort By: [Title](#) [Relevance](#) [Series Title](#) [Author](#) [Copyright](#) [Call Number](#)

[Printable Version](#)

1 [2] Next >

1	 <b>The reckoning</b>	
	<b>Author:</b> Grisham, John	<b>ISBN:</b> 9780385544153 0385544154
	<b>Publisher:</b> Doubleday	<b>Copyright:</b> 2018
	<b>Working Copies:</b> 5	<b>NOT ACTIVE</b>
	<b>Locations:</b> East Branch, Main Library, North Branch, West Branch	
	<b>Call Numbers:</b> FIC Gri	
2	 <b>The Rooster Bar</b>	
	<b>Author:</b> Grisham, John,	<b>ISBN:</b> 0385541171 :
	<b>Publisher:</b> Doubleday,	<b>Copyright:</b> [2017]
	<b>Working Copies:</b> 1	<b>OUT</b>
	<b>Locations:</b> East Branch	
	<b>Call Numbers:</b> FIC Gri	
3	 <b>Gray Mountain : a novel</b>	
	<b>Author:</b> Grisham, John	<b>ISBN:</b> 9780385539166 0385539169
	<b>Publisher:</b> Doubleday	<b>Copyright:</b> 2014
	<b>Working Copies:</b> 1	<b>IN (1 available)</b>
	<b>Locations:</b> In Transit	
	<b>Call Numbers:</b> FIC Gri	
4	 <b>Sycamore row</b>	
	<b>Author:</b> Grisham, John.	<b>ISBN:</b> 9780385537131
	<b>Publisher:</b> Doubleday,	<b>Copyright:</b> 2013.
	<b>Working Copies:</b> 1	<b>IN (1 available)</b>
	<b>Locations:</b> East Branch	
	<b>Call Numbers:</b> FIC Gri	

## What's New in Atrium 12.6

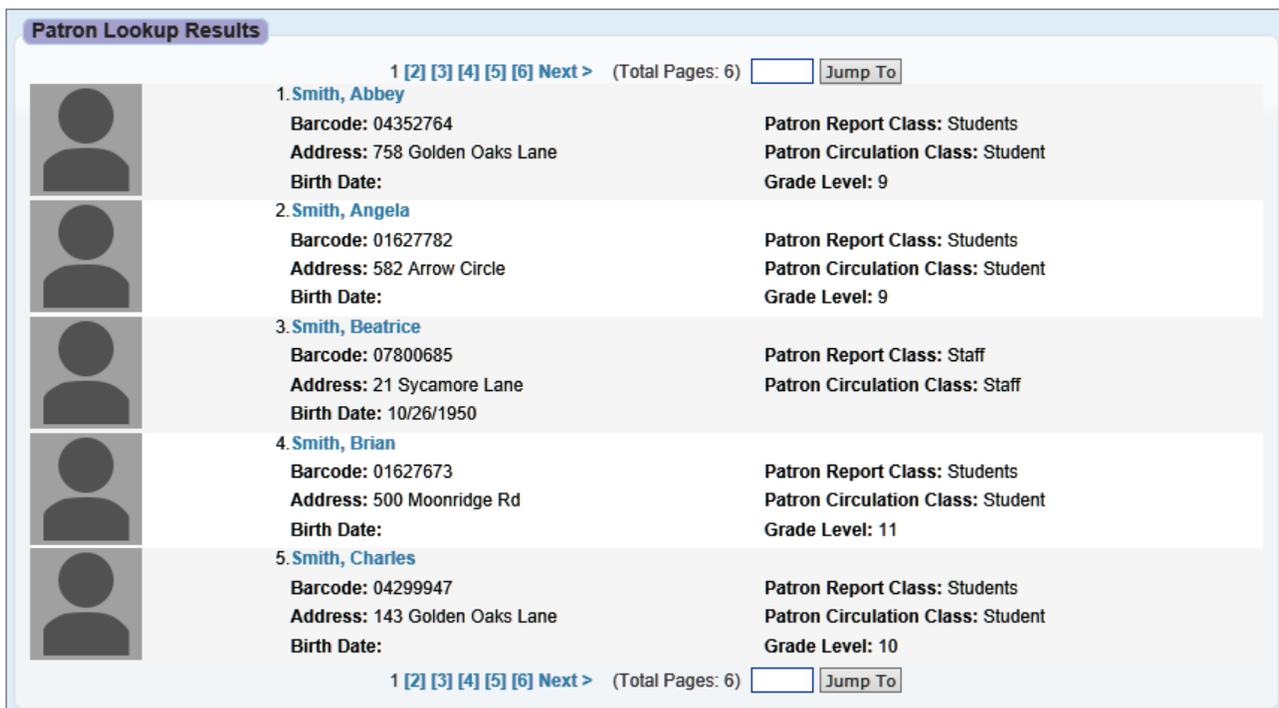
### Librarian Search Results Per Page

A worker setting allows you to define how many results you will see on a single page when you search for item or patron records. The default is **25** records per page.

#### To change your preference

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Library**.
2. Click **Worker Settings**.
3. Under *Library Settings*, the default displays in the **Max Search Results Per Page:** field. Highlight the default, and enter a new value in the field.
4. Click **Save**.

Search results will display the number of records per page that you specified. To change this for all workers at one time, you can use **Worker Settings Defaults**.



The screenshot shows a 'Patron Lookup Results' window with a table of 5 patron records. At the top, there is a pagination control showing '1 [2] [3] [4] [5] [6] Next >' and '(Total Pages: 6)'. Below the records, there is another pagination control with the same text. Each record includes a placeholder for a profile picture, the name, barcode, address, birth date, patron report class, and patron circulation class.

Name	Barcode	Address	Birth Date	Patron Report Class	Patron Circulation Class	Grade Level
1. <b>Smith, Abbey</b>	04352764	758 Golden Oaks Lane		Students	Student	9
2. <b>Smith, Angela</b>	01627782	582 Arrow Circle		Students	Student	9
3. <b>Smith, Beatrice</b>	07800685	21 Sycamore Lane	10/26/1950	Staff	Staff	
4. <b>Smith, Brian</b>	01627673	500 Moonridge Rd		Students	Student	11
5. <b>Smith, Charles</b>	04299947	143 Golden Oaks Lane		Students	Student	10

#### Max Search Results Per Page: 5

To edit the number of *report* results that display on a page, use the **Max Report Results Per Page:** setting:

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Library**.
2. Click **Library Settings**.
3. Enter a number in the **Max Report Results Per Page:** field.
4. Click **Save**.

### Librarian Search History

If you need to perform similar searches in close succession, you can use the new **Search History** form to quickly repeat a recent search. This is helpful if you are interrupted during a search, or if you need to locate similar bibliographic records, such as multiple discs of a DVD series.

During the same browser session, this form displays up to 10 results, from newest to oldest. Simply click the [link](#) to run a search again.

#### Lookup Bibliographic Record

Please specify the bibliographic record to be reserved.

Barcode:

Search:

LCCN:

ISBN:

#### Search History

1. Title contains phrase 'House of Cards'
2. Title contains phrase 'Criminal Minds'
3. Title contains phrase 'Grey's Anatomy'

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## What's New in Atrium 12.6

### Cataloging Features

#### UPC and MARC Import

If you catalog certain items, such as DVDs, by **Universal Product Code (UPC)** rather than by ISBN, you can check for matches during import using **MARC Import Options**.

#### To edit MARC Import Options

1. Click **Catalog** from Atrium's **Menu Bar**. Under **Import/Export**, click **MARC**.
2. Click **Import Options**.
3. Make UPC-related selections using the following options:
  - **Replace bibliographic record by ISBN/UPC.** - select **Yes** to replace an item's older bibliographic record already in your database with current MARC record information if the ISBN/UPC is a match.
  - **If ISBN/UPC is not present, replace bibliographic record by:** - select **Title Only**, **Title And Author**, or **Do Not Replace** to handle situations where an ISBN/UPC is missing.
  - **Update bibliographic records only. Records will be replaced by Title and ISBN/UPC. Holdings will be imported normally.** - select **Yes** to replace an item's older bibliographic record already in your database with current MARC record information if the Title or ISBN/UPC is a match. Without a match, nothing is added to your database.
4. Edit any other options as needed. For complete descriptions, see Atrium's online Help files.
5. Click **Save** to keep your settings.

**MARC Import Options** [Save] [Go Back] [?]

Options for adding or replacing records:  
Replace bibliographic record by matching custom control number. *Note: Requires MARC Import Rule to be defined.*  
Yes:  No:

Replace bibliographic record by ISBN/UPC.  
Yes:  No:

If ISBN/UPC is not present, replace bibliographic record by:  
Title Only:  Title And Author:  Do Not Replace:

Update bibliographic records only. Records will be replaced by Title and ISBN/UPC. Holdings will be imported normally.  
Yes:  No:

Update records only. Nothing will be added. Records will be matched by holdings barcode.  
Update bibliographic records.  
Yes:  No:

Update holding records.  
Yes:  No:

Update Study Programs.  
Yes:  No:

Automatically mark as temporary items.  
Yes:  No:

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## What's New in Atrium 12.6

### Study Program Information on Review Bibliographic

You can now quickly check an item's study program values for an inquiring patron using the **Review Bibliographic** form.

#### To review a bibliographic record

1. Click **Circulation** from Atrium's **Menu Bar**. Under **Review**, click **Bibliographic**.
2. Search for the title you need to review. If your search returns multiple results, click the appropriate **title**.
3. The **Review Bibliographic** form displays study program information along with other item details.

**Review Bibliographic**

**Title:** [Ramona Quimby, age 8](#)

**Author:** Cleary, Beverly.

**Copy Status:** 2 of 2 copies currently available

**Usage:** Last Year's Circulation: 0  
Total Circulation: 0

**Notes:**

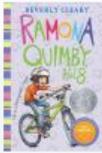
[View History For This Bibliographic Record](#)

0 Patron Reviews/Ratings

[Watch List Terms For This Author](#)

[Watch List Terms For These Subjects](#)

[Create Reserve](#)



**Holdings Information (2)**

Barcode	Status	Last Checked Out To	Reservations	Current Location	Physical Location	Action
00004575	In		0	East Branch	Main Stacks	<a href="#">Review Item</a>
00004576	In		0	North Branch	Main Stacks	<a href="#">Review Item</a>

**Details**

**Title:** [Ramona Quimby, age 8](#)

**Author:** Cleary, Beverly.      **ISBN:** 9780380709564 (pbk.)  
0380709562 (pbk.)  
9780688004774 (trade bdg.)  
0688004776 (trade bdg.)

**Series Title:**      **Material Type:** Book

**Publisher:** Harper Trophy,      **Copyright Date:** 2006.

**Place of Pub.:** New York, NY :      **Pub. Date:**

**Stmt. of Resp.:** Beverly Cleary, Tracy Dockray.

**Physical Description:** 179, 17 p. : ill. ; 20 cm.

**Artist:**

**Lexile:** 860L      **F&P Reading Level:**

**Accelerated Reader:** Reading Level: 5.6      Points: 3.0      Interest Level: MG (4-8)      Note/Quiz: RP, LS, VP

Study Program  
Information

BookSystems®

11

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## What's New in Atrium 12.6

### Media Icons for WiFi and Library Passes

If your library circulates Wi-Fi hotspots or discounted passes to local attractions, you can select media icons to display for those Material Types in **OPAC** and in Atrium search results.



### To edit the media icon for a material type

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Catalog**.
2. Click **Media Icons**.
3. Click **Edit Images**.
4. Next to the **Material Type** you want to modify, click the drop-down button, and click to select a new image file from the list. (These new icon files are named *Wi-Fi.jpg* and *Library\_Pass.jpg*).
5. Click **Save Changes**.

The new media icon displays in OPAC search results.



## What's New in Atrium 12.6

### Default Replacement Cost By Material Type

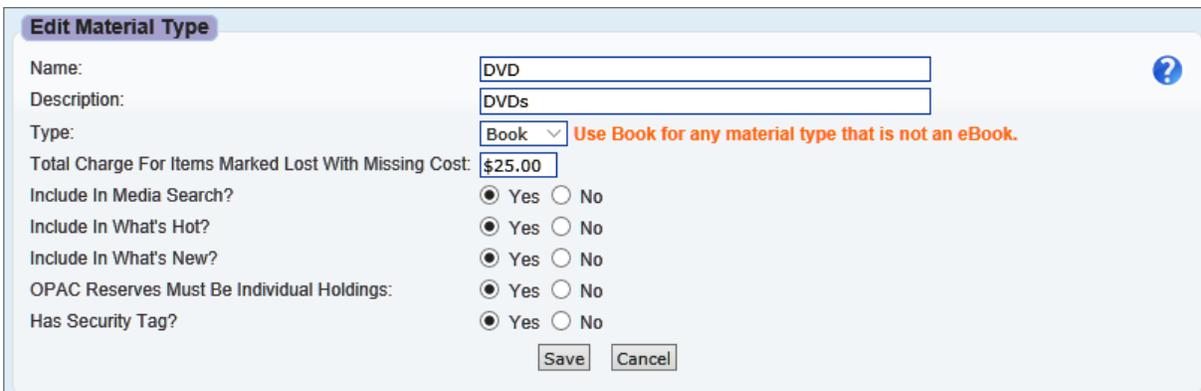
If items are marked lost that do not have a saved cost in the holding record, an amount assigned per Material Type can be charged so that the library can recoup some of the loss.

 This number is *only* used if there is no saved cost in the holding record.

For example, if most of your DVDs cost approximately \$25.00, you can assign this cost to the **DVDs** Material Type. Then, if an item with an incomplete record is marked lost, a **\$25.00** base cost will be used in conjunction with the item's Condition to calculate the fine amount. Condition is considered whether the saved cost from an item record or the charge assigned here is used.

### To set a default charge to apply for lost items with missing cost

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Catalog**.
2. Click **Material Types**.
3. In the **Add/Edit Material Type** form, click **Edit** in the **Action** column for the Material Type you need to modify.
4. In the **Edit Material Type** form, enter a monetary amount in the **Total Charge For Items Marked Lost With Missing Cost** field.
5. Click **Save**.



**Edit Material Type**

Name:

Description:

Type:  Use Book for any material type that is not an eBook.

Total Charge For Items Marked Lost With Missing Cost:

Include In Media Search?  Yes  No

Include In What's Hot?  Yes  No

Include In What's New?  Yes  No

OPAC Reserves Must Be Individual Holdings:  Yes  No

Has Security Tag?  Yes  No

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## What's New in Atrium 12.6

### Consolidating Reservations

When you consolidate bibliographic records, the reservations for both records will be combined in the record you keep.

For **Centralized** libraries, you must have the **Allow Reservation Without Override When Item Is At Another Branch**: setting enabled on the **Circulation Settings** form so that reservation and branch history are retained in the saved record.

#### To enable the setting (Centralized only)

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Circulation**.
2. Click **Circulation Settings**.
3. Under *Branch Settings*, click **Yes** next to **Allow Reservation Without Override When Item Is At Another Branch**.
4. Click **Save**.

The screenshot displays the Atrium interface for consolidating bibliographic items. It shows two panels: 'Consolidate Bibliographic Items' and 'Review Item'. The 'Consolidate Bibliographic Items' panel shows a successful consolidation message and two bibliographic records for 'Family trust : a novel' by Wang, Kathy. The 'Review Item' panel shows the details of the consolidated item, including its title, author, barcode, and cost. A red callout box points to the 'List Of Reserves' section, which shows two reservations for the item, one from 'Smith, Joe' and one from 'Nesbitt, Virginia'. A legend in the bottom right corner provides navigation options for the reservations list.

**Consolidate Bibliographic Items**

Consolidation was successful.

**Move Bibliographic**

Title: Family trust : a novel  
Author: Wang, Kathy  
9780062855251  
0062855255  
ISBN: 9780062855268  
0062855263  
9780062874764  
0062874764  
Publisher: William Morrow,  
Copyright: 2018

**To Bibliographic**

Title: Family trust : a novel  
Author: Wang, Kathy  
9780062855251  
0062855255  
ISBN: 9780062855268  
0062855263  
9780062874764  
0062874764  
Publisher: William Morrow,  
Copyright: 2018

**Review Item**

Title: Family trust : a novel

Author: Wang, Kathy  
Barcode: 00007628  
Call Number: 813.6 Wan

Patron Reviews/Ratings  
Cost: 27.99  
Physical Location: Main Stacks  
Branch: Main Library

Item Status: Item is not checked out  
Current Location: Main Library  
Copy Status: 2 of 2 copies currently available

Holdings Note:  
Kit Information:  
Lexile: F&P Res

Watch List Terms For This Author  
Watch List Terms For These Subjects  
History For This Item

**List Of Reserves**

Create Reserve For This Item  
Update Ordering

1. Smith, Joe  
Barcode: 408008  
Date Reserved: 08/02/2019 12:42:17PM  
Pick-Up Branch: East Branch

2. Nesbitt, Virginia  
Barcode: 401643  
Date Reserved: 08/02/2019 01:03:55PM  
Pick-Up Branch: East Branch

Check Out To Patron  
Review Patron  
Add To Reserve Shelf  
Reserve Details

Check Out To Patron  
Review Patron  
Add To Reserve Shelf  
Reserve Details

Legend:  
Move Up  
Move Down  
Reorder To Front  
Reorder To Back

Reserves from both bibliographic records are combined.

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## What's New in Atrium 12.6

### Consolidate Bibliographic History

When you consolidate bibliographic records, information about the deleted record is retained in history.

No additional setup is required.

**History**

Report Results For: Date of Action is greater than or equal to "08/02/2019" AND Date of Action is less than or equal to "08/02/2019" AND History Branch equals "East Branch"  
 42 Result(s) Found.  
 Displaying Results 41 - 42

[Edit This Report](#) [Email Report](#) [Printable Version](#) [Export Report As CSV](#) [Export Report As Text](#) [Export Options](#)

< Previous [1] [2] [3] [4] [5] 6 (Total Pages: 6)  Jump To

Line #	Title	Author's Name	Holdings Barcode	Patron Name	History Action Comment	Date of Action	History Action	Worker Name	History Branch
41	Family trust : a novel	Wang, Kathy			Merged bibliographic record 'Family trust : a novel' into 'Family trust : a novel' 9780062855251 0062855255 9780062855268	08/02/2019 12:43:23PM	Consolidate Bibliographic Records	Bonnie	East Branch
42	Family trust : a novel	Wang, Kathy			0062855263 9780062874764 0062874764 (Family trust : a novel) Reason: Consolidated Bibliographic	08/02/2019 12:43:23PM	Delete Bibliographic	Bonnie	East Branch

< Previous [1] [2] [3] [4] [5] 6 (Total Pages: 6)  Jump To

[Edit This Report](#) [Email Report](#) [Printable Version](#) [Export Report As CSV](#) [Export Report As Text](#) [Export Options](#)

**Save Report Template For Quick Generation**

Template Name:  Replace Existing Template:  [Save Template](#)

## What's New in Atrium 12.6

### Time Stamp In Inventory

Atrium records the time items were marked seen during inventory so you can confirm when they were physically scanned. This information is included in the **Seen Inventory Items** report. This only applies to manual scans, so items marked seen using report check boxes/buttons will not display time stamps.

#### To view seen inventory items

1. Click **Catalog** from Atrium's **Menu Bar**. Under **Bulk**, click **Inventory**.
2. Click the inventory **name**, or click **Continue** in the **Action** column.
3. Click **Reports** in the **Actions:** row.
4. Click **Show Seen Inventory Items (#)**.
5. The report displays a list of items marked seen, along with the time stamp in the **Last Scan Date** column.

**Seen Inventory Items**

7 Result(s) Found.  
Displaying Results 1 - 7

[Edit This Report](#) [Email Report](#) [Printable Version](#) [Export Report As Text](#) [Export Options](#)

Action	Record	Holdings Barcode	Inventory Status	Call Number	Holdings Creation Date	Title	Author's Name	Cost	Last Scan Date
<input type="checkbox"/>	1	00004528	Seen	328.730 Ded	09/24/2014 09:24:31AM	Empty mansions : the mysterious life of Huguette Clark and the spending of a great American fortune	Dedman, Bill.	14.00	08/12/2019 12:34:43PM
<input type="checkbox"/>	2	00003323	Seen	530 Bir	02/06/2014 09:48:14AM	American Prometheus : the triumph and tragedy of J. Robert Oppenheimer	Bird, Kai.	17.95	08/12/2019 12:34:48PM
<input type="checkbox"/>	3	00001779	Seen	610.73 Dem	07/01/2014 04:33:18PM	Florence Nightingale	Demi.	12.00	08/12/2019 12:34:52PM
<input type="checkbox"/>	4	00003607	Seen	621.39 Isa	05/28/2014 01:38:51PM	Steve Jobs	Isaacson, Walter	35.00	08/12/2019 12:35:04PM
<input type="checkbox"/>	5	00002165	Seen	741.5 Mic	12/09/2015 09:33:06AM	Schulz and Peanuts : a biography	Michaelis, David.	22.00	08/12/2019 12:35:15PM
<input type="checkbox"/>	6	00002598	Seen	759.13 Ada	03/04/2013 08:28:13AM	Eakins revealed : the secret life of an American artist	Adams, Henry,	19.99	08/12/2019 12:35:21PM
<input type="checkbox"/>	7	00003318	Seen	782.42 Hil	02/06/2014 08:41:38AM	Johnny Cash : the life	Hilburn, Robert,	20.00	08/12/2019 12:35:27PM

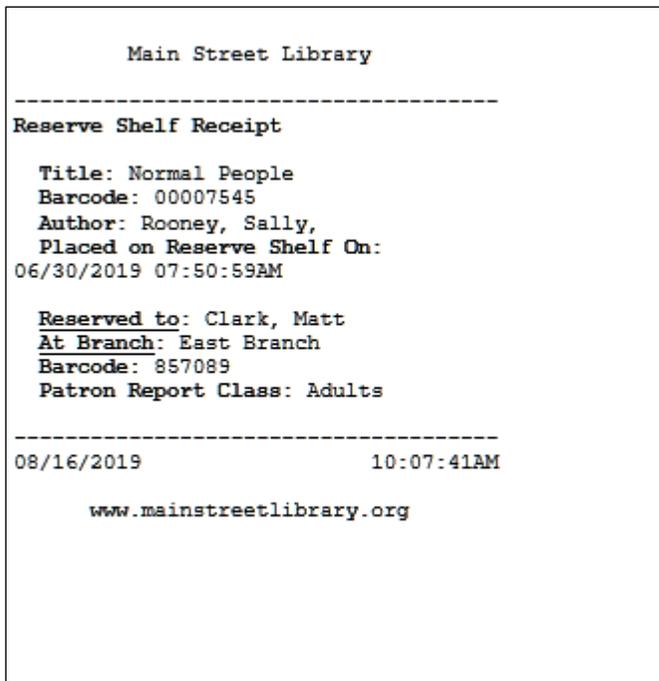
[Edit This Report](#) [Email Report](#) [Printable Version](#) [Export Report As Text](#) [Export Options](#)

## Circulation Features

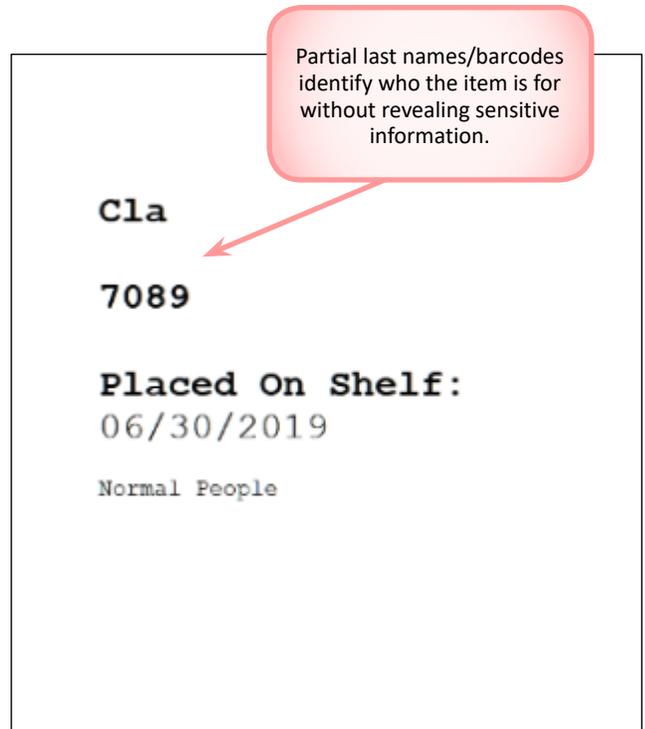
### Alternate Reserve Shelf Receipt

If you use paper receipts to identify reserves on a physical shelf, you can print those through Atrium; if patrons pick up their own items from a public shelf, you can use a new abbreviated slip to protect patron privacy.

The two choices are illustrated below.



*Default Reserve Shelf Receipt*



*Alternate Reserve Shelf Receipt*

### To change your Reserve Shelf Receipt preference

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Circulation**.
2. Click **Circulation Settings**.
3. Next to the last setting in the *Receipt Settings* section, click **Yes** next to **Use Default Reserve Shelf Receipt**: to use the default (pictured left), or click **No** to use the alternate version (pictured right).
4. Click **Save**.

## Custom Item Status on Reserves

When a customer asks a staff member to reserve an item, the worker can see an item's Custom Item Status on the **Copies To Reserve** form. This allows the worker to locate an item within the library or tell the patron that an item is unavailable.

**Copies To Reserve**

Reserve For: **Nesbitt, Virginia (401643)**

Title: The house at Riverton : a novel  
Author: Morton, Kate,  
Comment:   
Hold Item At:

1. Barcode: 00000255 Reserve:   
Branch: East Branch at Main Stacks  
Item Circulation Class: Circulation Call Number: FIC Mor Custom Item Status: On Display ←

Item 00000255 is on the shelf.

**Copies To Reserve**

Reserve For: **Nesbitt, Virginia (401643)**

Title: Animal tails  
Author: Fielding, Beth.  
Comment:   
Hold Item At:

1. Barcode: 00005529 Reserve:   
Branch: West Branch at Main Stacks  
Item Circulation Class: Circulation Call Number: 591.47 Fie Custom Item Status: Missing ←

This holding is marked 'Missing'.

No copies are suitable to reserve.

Override reserve warnings

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## What's New in Atrium 12.6

### Patron Features

#### Reclassify Patrons

The **Reclassify Patrons** form has been redesigned to include more options for updating your patron records in bulk. Most sections are collapsed at first. Purple headers can be clicked to expand those forms and see all available options. For example, if the library has a change in policy and begins emailing patrons ahead of due dates, you can update all patron records at once to reflect this change. The steps below illustrate this example.

#### To reclassify patron records

1. Click **Patrons** from Atrium's **Menu Bar**. Under **Bulk**, click **Reclassify**.
2. Add patron barcodes to the **Patrons: #** list. To add all your library patrons at one time, click **Filter**; then, click **Generate List**.
3. Click **Patron Contact Information** to expand the form.
4. Click the **Change Send Email When Items Are Due Option** check box. Click the drop-down button, and click again to select **Yes**.
5. Click the **Change Send Email When Items Are Due Threshold** check box. In the field, enter a number of days in advance to send the emails.
6. Click **Reclassify Patrons**.

**Reclassify Patrons**

Patrons: 0

**Patron Class Information**

Change Patron Circulation Class Adults

Change Patron Report Class Freshman

**Patron Demographic Information**

**Patron Contact Information**

Change Contact Preference Not Specified

Change Send Email When Items Are Due Option Yes

Change Send Email When Items Are Due Threshold 3

Change Send Text When Items Are Due Option No

Change Send Text For Reserve Pickup Option No

Change Send Text For Watch List Triggered Option No

Change Email Address

Change Parent Email Address

Change Home Phone

Change Work Phone

Change Fax

Change Mobile Phone

Change Mobile Phone Carrier Other

Change Text Message Address

**Patron Access And Permissions**

**User Defined Fields**

**Other**

**Reclassify Patrons Queue**

Record	Patron Barcode	Patron Name	
1	01627901	Adams, Charles "Charlie"	<input type="checkbox"/>
2	07800654	Alexander, Penelope "Penny"	<input type="checkbox"/>
3	00000033	Anderson, Becky	<input type="checkbox"/>
4	07800692	Bishop, Jane H.	<input type="checkbox"/>
5	07800662	Brewer, Andrew "Drew"	<input type="checkbox"/>
6	01620803	Gold, Emma	<input type="checkbox"/>
7	01629960	Golden, Emmie	<input type="checkbox"/>
8	00000029	Gray, Cindy	<input type="checkbox"/>
9	00000012	Jackson, Paul	<input type="checkbox"/>
10	01629967	Patterson, Sonia	<input type="checkbox"/>
11	01629959	Phillips, Mahan	<input type="checkbox"/>
12	01627019	Rowe, Michael "Mike"	<input type="checkbox"/>
13	01627782	Smith, Angela	<input type="checkbox"/>
14	01302774	Smith, Johnny	<input type="checkbox"/>

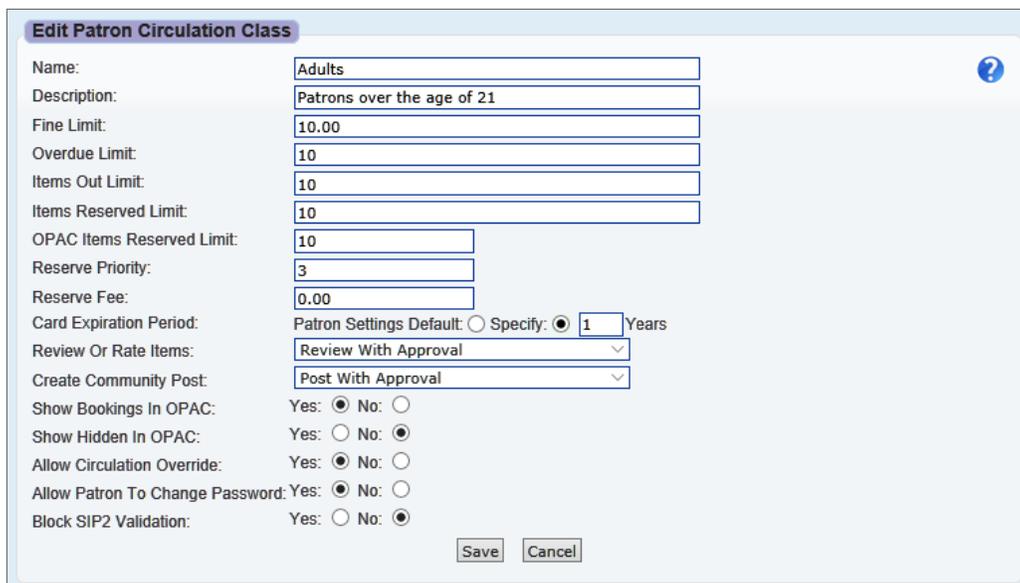
### Card Expiration By Patron Circulation Class

A patron setting allows you to set a default time period before new patron cards expire. If you want to allow cards to stay current for longer or shorter than the default for a group of patrons, you can configure their Patron Circulation Class to use a different length of time.

This option will be applied when adding new patrons or importing patron records. You can also manually edit an expiration date on an individual patron record or a request for a library card.

#### To customize a patron circulation class expiration date

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Patrons**.
2. Click **Patron Circulation Class**.
3. Click **Edit** in the **Actions:** row for the class you need to modify.
4. Next to **Card Expiration Period:** click **Specify**.
5. Enter a number of years in the field.
6. Click **Save**.



Edit Patron Circulation Class	
Name:	Adults
Description:	Patrons over the age of 21
Fine Limit:	10.00
Overdue Limit:	10
Items Out Limit:	10
Items Reserved Limit:	10
OPAC Items Reserved Limit:	10
Reserve Priority:	3
Reserve Fee:	0.00
Card Expiration Period:	Patron Settings Default: <input type="radio"/> Specify: <input checked="" type="radio"/> 1 Years
Review Or Rate Items:	Review With Approval
Create Community Post:	Post With Approval
Show Bookings In OPAC:	Yes: <input checked="" type="radio"/> No: <input type="radio"/>
Show Hidden In OPAC:	Yes: <input type="radio"/> No: <input checked="" type="radio"/>
Allow Circulation Override:	Yes: <input checked="" type="radio"/> No: <input type="radio"/>
Allow Patron To Change Password:	Yes: <input checked="" type="radio"/> No: <input type="radio"/>
Block SIP2 Validation:	Yes: <input type="radio"/> No: <input checked="" type="radio"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

#### To change the Patron Settings Default

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Patrons**.
2. Click **Patron Settings**.
3. Next to **Default Card Expires:**, enter a number of years in the field.
4. Click **Save**.

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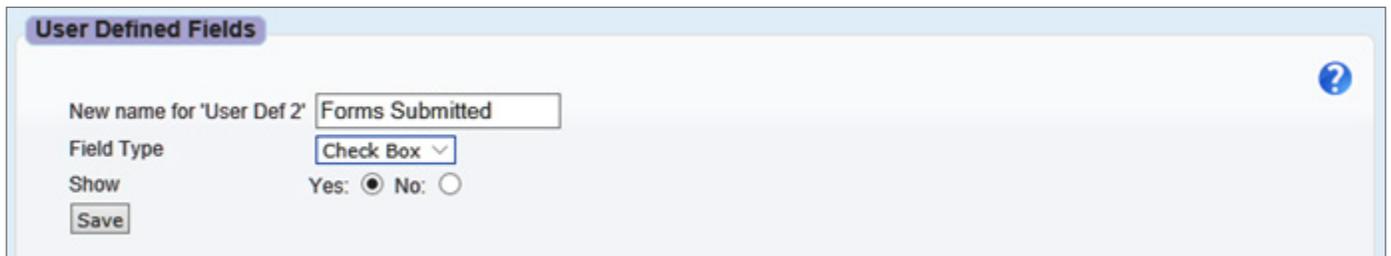
## What's New in Atrium 12.6

### User Defined Fields

In addition to renaming any User Defined Field, you can choose to create check boxes to add Yes/No options to forms. For example, you can create a field for *Homeroom* or *Reference/Sponsor*, or you can add a check box field that can be selected when the patron has submitted appropriate paperwork such as a permission slip or a Friends of the Library membership application.

#### To create a user defined check box field

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Library**.
2. Click **User Defined Fields**.
3. Choose a *User Def 1-5* field to modify; in the **Action** column, click **Edit**.
4. In the **New name for 'User Def #'** field, enter a description, such as *Forms Submitted*.
5. Click the **Field Type** drop-down button, and click **Check Box**.
6. Next to the **Show** option, **Yes** should be selected by default. If you need to hide a field, click **No**.
7. Click **Save**.



The screenshot shows a window titled "User Defined Fields" with a question mark icon in the top right corner. Inside the window, there are several input fields and controls:

- A text input field labeled "New name for 'User Def 2'" containing the text "Forms Submitted".
- A dropdown menu labeled "Field Type" with "Check Box" selected.
- Radio buttons for "Show" with "Yes" selected (indicated by a filled circle) and "No" unselected (indicated by an empty circle).
- A "Save" button at the bottom left.

#### To make a user defined field mandatory

Any user defined field that is not hidden (excluding check box field types) can be made mandatory using the **Patron Required Fields** option.

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Patrons**.
2. Click **Patron Required Fields**.
3. For the information you want to require, click the check box to select it.
4. Click **Save**.
5. The field will be marked with a red asterisk when adding new patron records. Records cannot be saved without completing this field.

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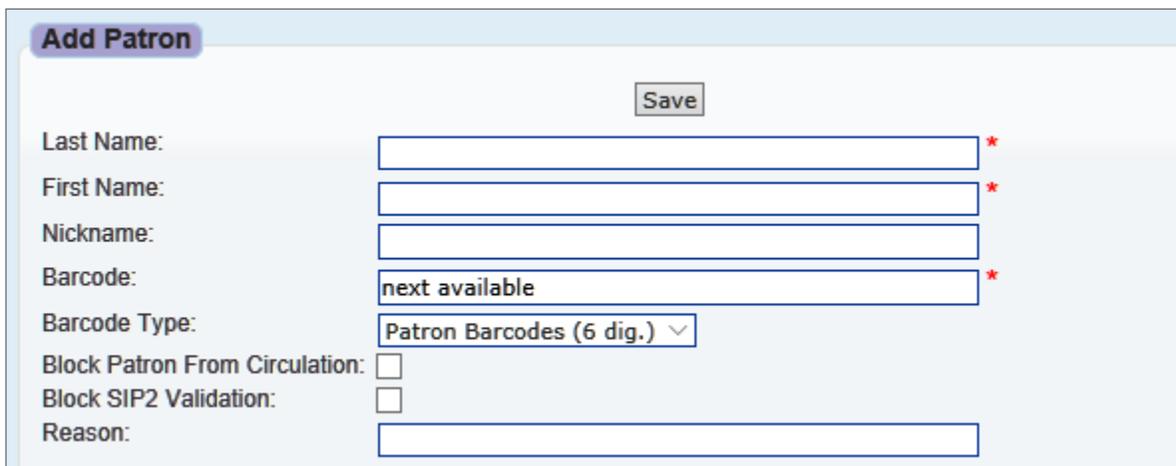
## What's New in Atrium 12.6

### Duplicate Patron Usernames

 This feature can only be enabled by your Technical Support Specialist. If you are interested, please call 1-888-289-1216.

For optimal security, all patron usernames should be unique. However, in some cases, such as in schools, duplicates may need to be allowed if the usernames are generated by a pattern combining characters from students' last and first names.

If this feature is enabled, patrons will not be allowed to change their own passwords in **OPAC**. The setting to allow them to do so will be hidden, and any changes must be made on the **Add/Edit Patron** form or through patron import.



**Add Patron**

Save

Last Name:  \*

First Name:  \*

Nickname:

Barcode:  \*

Barcode Type:  ▾

Block Patron From Circulation:

Block SIP2 Validation:

Reason:

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## What's New in Atrium 12.6

### OPAC History

Patrons can view their circulation history in **OPAC** with the correct setting enabled. They can choose to retrieve circulation history for a specified number of years and use the column headers to resort the list in a different order.

The screenshot shows the 'History' tab selected in the navigation bar. Below the navigation bar, there are two instances of the 'CHECK OUT HISTORY' section. The top instance has a 'Retrieve' button, a text input field for 'Check Out History For Number Of Years' with the value '1', and a 'Delete' button labeled 'ALL Check Out History'. The bottom instance has a 'Delete' button labeled 'ALL Check Out History' and a 'Go Back' button.

Title	Author	Date Checked Out	Series Title
Crooked House		08/17/2018	
Almost astronauts : 13 women who dared to dream	Stone, Tanya Lee.	08/20/2018	
The girl in the spider's web	Lagercrantz, David	10/02/2018	A Lisbeth Salander novel.
Tudor : passion, manipulation, murder : the story of England's most notorious royal family	De Lisle, Leanda,	10/23/2018	
A Fable	Faulkner, William,	11/02/2018	
Planet Earth: The Complete BBC Series		11/05/2018	
Planet Earth: The Complete BBC Series		11/05/2018	
Planet Earth: The Complete BBC Series		11/05/2018	
The girl in the spider's web	Lagercrantz, David	11/06/2018	A Lisbeth Salander novel.
The Beach House	James Patterson	12/18/2018	
The Body in the Library : A Miss Marple Mystery	Christie, Agatha,	12/18/2018	Queen of mystery.
Acceptance	VanderMeer, Jeff.	01/18/2019	Southern Reach Trilogy

### To enable the setting

1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **General And Patron Account Settings**.
3. Under *My Items Settings*, click **Yes** next to **Allow Patrons To View Circulation History From OPAC**.
4. Click **Save**.

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## What's New in Atrium 12.6

### Report Features

#### Statistical Reports by Current or Home Location (Centralized only)

When you report circulation numbers, you can see information based on how you credit branches for circulation transactions. Most statistical reports allow you to refine by branch and to choose whether the branch is the current or home location of the item.

If you assign credit based on where the circulation transaction occurred, choose **Current Location**. If you assign credit based on which branch owns the item, choose **Home Location**. If you want to see all statistics for the branch whether it was the home or current location, choose **Either Location**.

The steps below are for the **Circulation By Age Group** report, but other statistical reports are similar.

#### To edit a statistical report

1. Click **Reports** from Atrium's **Menu Bar**. Under **Administration**, click **Statistical Reports**.
2. Click **Circulation By Age Group** or click **View** in the **Action** column.
3. Use the calendar icons to modify the date range if needed. (The standard report shows data from the first of the month until today.)
4. Click the **Branch:** drop-down button, and click again to select the location you want to see statistics for. Click the **As:** drop-down button, and click again to select whether you want to see data for the **Current Location** (where the transaction was performed), the **Home Location** (the location that owns the item), or **Either Location**.
5. Click **Generate Report Using New Filter** to run the report and see updated results.

**Circulation Statistics By Age Group : 08/01/2019 to 08/08/2019**

Filter Criteria: Start Date: 08/01/2019 Branch: East Branch As: Home Location  
End Date: 08/08/2019

Generate Report Using New Filter

Email Report Printable Version Export Report As CSV Export Report As Text

Charts: None

**Circulation Statistics By Age Group : 08/01/2019 to 08/08/2019**

Age Group	Checked In	Checked Out	Renewed	In-House Use	Booked
Adult	759	612	395	0	0
Children	414	414	145	0	0
Teens	73	73	17	0	0
Young Adult	21	21	3	0	0
Total	3	2	0	0	0

Email Report Printable Version Export Report As CSV Export Report As Text

## What's New in Atrium 12.6

### Branch Statistics Report (Centralized only)

This comprehensive report allows you to view most of your circulation statistics at a glance. You can quickly see how items are circulating at different branches, see money brought in, holdings added and deleted, and more.

Depending on how your system credits branches for circulation transactions, you can choose to show circulation statistics based on the **Current Location** or **Home Location** (see previous page).

 Current/Home Location statistics are not retroactive. Statistics are recorded for new actions after your upgrade.

**Branch Statistics Report : 08/01/2019 to 08/17/2019**

Filter Criteria: Start Date:  Classification:  Show Total:   
 End Date:  Treat Branch As:

[Email Report](#) [Printable Version](#) [Export Report As CSV](#) [Export Report As Text](#)

**Branch Statistics Report : 08/01/2019 to 08/17/2019**

Branch	100 - 199	200 - 299	300 - 399	400 - 499	500 - 599	600 - 699	700 - 799	800 - 899	900 - 999	DVD	Easy Book	Fiction	Undefined	Videocassette
Bookmobile	1	0	1	3	2	2	1	0	0	5	2	30	2	7
East Branch	0	5	0	1	10	11	2	1	3	0	0	217	2	0
Main Library	11	17	26	56	11	130	70	3	15	121	105	599	21	0
North Branch	0	0	9	1	0	2	6	1	0	4	1	32	2	0
Northriver Village	0	5	0	1	8	0	6	2	0	1	42	27	6	0
South Branch	0	0	0	9	0	26	0	7	2	53	66	155	1	0
West Branch	0	0	3	0	2	9	1	5	0	3	0	60	0	0
Total	12	27	39	71	23	190	86	19	20	187	217	1120	36	7

[Email Report](#) [Printable Version](#) [Export Report As CSV](#) [Export Report As Text](#)

### To run a standard Branch Statistics Report

1. Click **Reports** from Atrium's **Menu Bar**. Under **Administration**, click **Statistical Reports**.
2. Click **Branch Statistics Report** or click **View** in the **Action** column.
3. Customize the report as needed. You can edit the date range, the classification displayed, the type of transaction, branch, and more. To update the report contents, click **Generate Report Using New Filter**.

## What's New in Atrium 12.6

### Physical Location Statistical Reports

Two statistical reports have been added to allow you to track circulation, additions, and deletions based on items' physical locations within the library.

- The **Circulation By Physical Location** report shows the statistics on items checked in/out, renewed, used in-house, and booked for any time period you specify.
- The **Items Added And Deleted By Physical Location** report shows statistics on additions, removals, and the current number of items in each physical location for any time period you specify.

### To run and customize the Circulation By Physical Location report

1. Click **Reports** from Atrium's **Menu Bar**. Under **Administration**, click **Statistical Reports**.
2. Click **Circulation By Physical Location**.
3. Customize the report as needed:
  - Use the calendar icons to select a different date range. (The standard report shows data from the first of the month until today.)
  - Click the **Branch:** drop-down button (**Centralized** only), and click again to select a location. The default is **"ALL."** Click the **As:** drop-down button, and click again to select whether you want to see data for the **Current Location** (where the transaction was performed), the **Home Location** (the location that owns the item), or **Either Location**.
  - Click **Generate Report Using New Filter** to refresh your results.
4. Use the **links** to email, print, or export the report as needed.

**Circulation Statistics By Physical Location : 06/01/2019 to 06/20/2019**

Filter Criteria: Start Date: 06/01/2019 Branch: ALL As: Current Location  
 End Date: 06/20/2019  
[Generate Report Using New Filter](#)

[Email Report](#) [Printable Version](#) [Export Report As CSV](#) [Export Report As Text](#)

Charts: None

**Circulation Statistics By Physical Location : 06/01/2019 to 06/20/2019**

Physical Location	Checked In	Checked Out	Renewed	In-House Use	Booked
Book Adaptations Display	14	14	0	0	0
Book Series	21	21	3	0	0
Children's Corner	12	17	2	14	0
Children's Media - Floor 1	55	56	21	0	3
Display 1 - Front Entrance, Main Desk	2	3	0	0	0
Floor 1, Main Stacks	414	414	145	0	0
Internet	0	0	0	0	0
Learning Center	113	113	21	56	13
Main Stacks	759	612	395	0	7
Periodical Section	0	0	0	21	0
Reference Section	0	0	0	0	0
Special Collections	3	3	0	20	0
Teen Reading Nook	73	73	17	0	3
<b>Total</b>	<b>1,466</b>	<b>1,326</b>	<b>602</b>	<b>111</b>	<b>26</b>

[Email Report](#) [Printable Version](#) [Export Report As CSV](#) [Export Report As Text](#)

## What's New in Atrium 12.6

### Schedule Reports for FTP (SFTP Support)

If you use services that require patron records or MARC records to be sent to a **File Transfer Protocol (FTP)** server instead of being emailed, Atrium allows you to schedule automatic report generation for unique saved reports. SFTP support has been added to allow transmissions using **SSH File Transfer Protocol**.

#### To schedule a report for FTP/SFTP

1. Create and save a report that meets the requirements for your service provider.
2. Click **Reports** from Atrium's **Menu Bar**. Under **Utilities**, click **Schedule For FTP**.
3. The **Settings** form allows you to set defaults for scheduled reports (regular and FTP/SFTP). Modify any defaults as needed.
4. Click the **Available Reports**: drop-down button, and click to select the report you need to send. Then, click **Add To Schedule**. A row for the new report displays below.
5. In the **Remote Host URL** field, enter server identification including the protocol, host name, port, and directory path. If you do not specify a server protocol, Atrium uses FTP. If the port is not specified, defaults are used (21 for FTP and 22 for SFTP).
6. If needed, in the **Username** and **Password** fields, enter data to access the server.
7. In the **Report Format** column, click the drop-down button, and select a different attachment format.
8. In the **Report Options** column, click to deselect the **Use Column Headers** and/or **Use Line Numbers** check boxes if you need to remove those from uploaded data.
9. Using the **Time And Frequency** options, designate how often and what time the report should be sent.
10. Click **Save**.

**Scheduled Reports For FTP For Library main Worker Bonnie**

---

**Settings**

These settings apply to Schedule Reports and Schedule Reports For FTP. Changes made to either form are saved for both.

Default Report Format: Text:  HTML:  CSV:

Default Time To Send Reports:  (HH:MM or HH:MM AM/PM)

Disable All Reports? Yes:  No:

---

**Select Which Reports To Schedule For Library main Worker Bonnie**

Available Reports:

Report Name	Remote Host URL	Username	Password	Report Format	Report Options	Time And Frequency (HH:MM or HH:MM AM/PM)	Action
<input type="checkbox"/> New Additions	<input type="text" value="acmeftp:22"/> <input type="button" value="[]"/>	<input type="text" value="mainstreet"/>	<input type="text" value="ID10469"/>	<input type="text" value="MARC"/>	<input type="checkbox"/> Use Column Headers <input type="checkbox"/> Use Line Numbers	<input type="text" value="10:00 AM"/> <input type="text" value="Monthly"/> <input type="text" value="1"/>	<input type="button" value="Remove"/>
File Name: <input type="text" value="New Additions-%Y-%m-%d-%H.%M.%S"/>				<input type="button" value="Test"/>			

# Atrium®

## What's New in Atrium 12.6

### Schedule Reports (Pipe-Separated Values)

If you use CollectionHQ, they require a specific format that uses pipes and hashes as the delimiters in the records.

To schedule a pipe-delimited report, follow the steps on the previous page. In the **Report Format** column, click the drop-down column, and click again to select **PSV**.

#### Scheduled Reports For FTP For Library main Worker Bonnie

[Save](#) [Schedule All](#) [Unschedule All](#) [Remove Unscheduled Reports](#)

#### Settings

These settings apply to Schedule Reports and Schedule Reports For FTP. Changes made to either form are saved for both.

Default Report Format: Text:  HTML:  CSV:

Default Time To Send Reports:  (HH:MM or HH:MM AM/PM)

Disable All Reports? Yes:  No:

#### Select Which Reports To Schedule For Library main Worker Bonnie

Available Reports:  [Add To Schedule](#)

Report Name	Remote Host URL	Username	Password	Report Format	Report Options	Time And Frequency (HH:MM or HH:MM AM/PM)	Action
<input type="checkbox"/> <a href="#">New Additions</a>	<input type="text" value="collectionhqftp:210"/> <a href="#">[?]</a>	<input type="text" value="mainstreet"/>	<input type="text" value="iD10469"/>	<input type="text" value="PSV"/>	<input type="checkbox"/> Use Column Headers <input type="checkbox"/> Use Line Numbers	<input type="text" value="10:00 AM"/> <input type="text" value="Monthly"/> <input type="text" value="1"/>	<a href="#">Remove</a>

File Name:  [Test](#)

[Save](#) [Schedule All](#) [Unschedule All](#) [Remove Unscheduled Reports](#)

# Atrium®

## What's New in Atrium 12.6

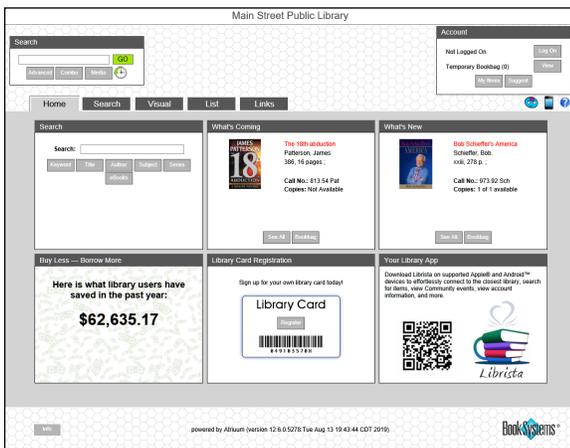
### OPAC

#### New OPAC Themes

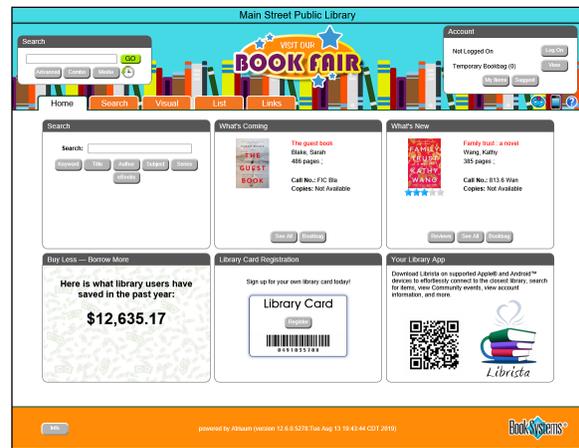
OPAC offers over a hundred **Main** themes in a variety of categories. New themes have been added highlighting school events such as **Career Day** and **Book Fair**, and square-cornered themes such as **Honeycomb** and **Lacquer** for a sleek look.

#### To change the theme

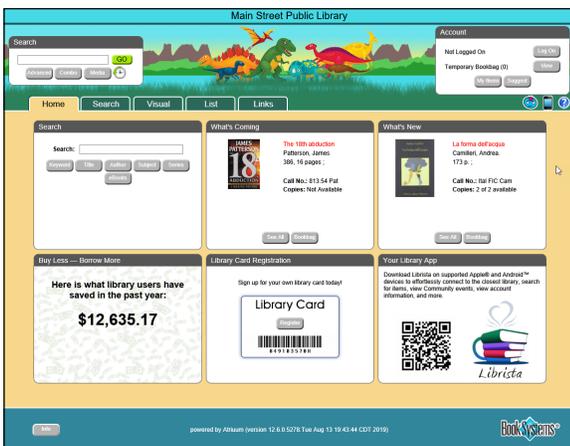
1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Themes And Layouts**.
3. Under **Default OPAC Theme Settings For Library**, click the **Default Main Theme:** drop-down button, and click again to select a theme. (To see thumbnails of available themes, click **Browse...**)
4. Click **Save**.



**Honeycomb**



**Book Fair**



**Dinosaurs**



**Lacquer**

## Acquisitions Features (requires license)

### Reconcile Order and Reconcile Shipment

If you are looking to incorporate your library's budgeting into Atrium, consider the Acquisitions module to manage requests, purchases, and budgeting. There are newly added flexible options for reconciling your ordered items and your budget.

- **Reconcile Order** - if all the items from a single order arrive at one time and all copies are accounted for, use this option to compare a single invoice to a single order.
- **Reconcile Shipment** - if items from multiple orders arrive in the same shipment from the vendor or an order arrives that is incomplete, use this option to deduct money from the budget for items that did arrive while leaving orders open for titles or copies that did not arrive.

### Reconciling an order

1. Click **Acquisitions** from Atrium's **Menu Bar**. Under **Orders**, click **Reconcile Order**.
2. Search for the order you need to reconcile.
3. On the **Reconcile Order** form, use the arrow buttons to sync expected and invoiced costs; you can manually edit amounts if they differ.
4. When you are finished recording all the costs on the invoice, click **Complete Invoice**. The requests are marked as fulfilled and the order is closed.

**Reconcile Order**

PO Number: 2019SCA01  
 Order Status: Ordered  
 Created On: 08/01/2019  
 Order Comment:

[Review Order](#)  
[Edit Order](#)

Vendor: **Scholastic**  
 Contact: John Friendly  
 Phone: (555) - 555-1234 FAX:  
 Account Number: SCH09872017  
 Vendor Comment:

[Vendor's Website](#)  
[Email Vendor](#)

**Line Items**

Item	Quantity	Expected Cost		Invoiced Cost	
1 Baby Sloth	2	\$15.98	▶	\$0.00	<input type="checkbox"/>
2 I thought I saw a bear	1	\$7.99	▶	\$0.00	<input type="checkbox"/>
3 Old McDonald had a Truck	1	\$7.19	▶	\$0.00	<input type="checkbox"/>
4 Oscar the Octopus	1	\$12.77	▶	\$0.00	<input type="checkbox"/>
5 Riddle Diddle Rain Forest	2	\$15.62	▶	\$0.00	<input type="checkbox"/>

Line Item Total	\$0.00
Shipping Costs +	\$12.00
Processing Costs +	\$0.00
Credit -	\$0.00
Tax +	\$0.00
<b>Total</b>	<b>\$12.00</b>

[top](#)

# Atrium®

## What's New in Atrium 12.6

### Reconciling a shipment

1. Click **Acquisitions** from Atrium's **Menu Bar**. Under **Orders**, click **Reconcile Shipment**.
2. A list of all items that are *On Order* displays. Check the items in the box against this list, and use individual **Move To Received** buttons or the **Move All To Received** button to add these items to the list of **Items Received**. When you have added all the items that arrived, click **Item Selection Complete**.

**Reconcile Shipment**

**Invoice Details**  
Adding detailed invoice information to this form is optional but recommended for history reporting.

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**Items Received (4)**

	Item	Expected Quantity	Received Quantity	Expected Cost		Invoiced Cost
<input type="button" value="Remove"/>	I thought I saw a bear	1	<input type="text" value="1"/>	\$7.99	<input type="button" value="▶"/>	\$7.99
<input type="button" value="Remove"/>	Tell Me How You Really Feel	1	<input type="text" value="1"/>	\$17.99	<input type="button" value="▶"/>	\$17.99
<input type="button" value="Remove"/>	The Beholder	1	<input type="text" value="1"/>	\$17.99	<input type="button" value="▶"/>	\$17.99
<input type="button" value="Remove"/>	Where reasons end	1	<input type="text" value="1"/>	\$15.00	<input type="button" value="▶"/>	\$15.00

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**All Ordered Items (16)**

These items are currently On Order. Select individual items received, filter for items, or select all items as applicable.

Filter By Vendor:

	Title	Vendor Name	PO Number	Order Created On	Quantity
<input type="button" value="Move To Received"/>	Baby Sloth	Scholastic	2019SCA01	08/01/2019	2
<input type="button" value="Move To Received"/>	Brittany Cavallaro	Barnes & Noble	15082019BN	08/15/2019	1
<input type="button" value="Move To Received"/>	Elizabeth Acevedo	Barnes & Noble	15082019BN	08/15/2019	1
<input type="button" value="Move To Received"/>	Good Talk	Amazon	MS080802	08/06/2019	1
<input type="button" value="Move To Received"/>	Kevin Panetta	Barnes & Noble	15082019BN	08/15/2019	1

3. In the **Items Received** form, use the arrow buttons to sync expected and invoiced costs; you can manually edit amounts if they differ.
4. If there are any additional costs for the shipment that were NOT noted on individual orders, enter those amounts in the **Invoice Details**. Order and shipment costs will both be counted when deducting from the budget. If you need to leave and come back to this invoice, click **Save Details** to keep this shipment open for later.
5. Click **Finalize** when you have recorded all the amounts.
6. A pop-up displays a summary of the shipment, including amounts deducted from the budget and which orders have been fulfilled and which are incomplete. If only some copies of a title arrived, the request will be split to allow you to deduct funds for the copies that did arrive. Click **Confirm and Finalize**.

# Atrium®

## What's New in Atrium 12.6

### Debt Management Features (requires license)

#### Resend Report

If the collection agency did not successfully receive the debt management report, you can resend a duplicate report without recalculating patron debts.

#### To resend the Patrons Referred To Collection Agency report

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Circulation**.
2. Click **Debt Management Settings**.
3. Next to **Send Report Without Recalculating Debt**, click **Resend**.

#### Debt Management Settings

Enable Debt Management Process: Yes:  No:   
*Settings take effect the following day*

Send Sync Report To Collection Agency:  [Preview Report](#)

Send Report Without Recalculating Debt :  ←

#### Collection Agency Information

Email Address(es) To Send Reports To:

Collection Agency Fee:

Frequency To Run Process And Report To Collection Agency:

#### Patron Selection Criteria

Minimum Balance:

Include Fines And Fees In Balance: Yes:  No:

Limit To Lost Fines Only: Yes:  No:

Lost Fine Grace Period:  Days

Minimum Delinquency:  Days

Include Overdue Item Projected Fines In Balance: Yes:  No:

Include Overdue Item Replacement Cost In Balance: Yes:  No:

Patron Circulation Class Excluded From Collection Agency:   
[Edit Patron Circulation Class To Exclude From Debt Management](#)