⍟triuum®
Workstation Technical Overview

Introduction

This guide is for IT staff or library personnel tasked with setting up Atriuum workstations. Each workstation connects to the server to provide a Web-based, integrated library solution. The following instructions will get the workstations up and running to support the library's workers and patrons.

Atriuum's Workstations

Atriuum is installed by a Book Systems Certified Technician onto your library's or district's server, which then provides each workstation with services using an Internet connection. Each workstation has accessibility and control of the database via the network. Individual access and permissions are set by worker log on accounts.

Atriuum's workstations can be set up with each library's specific needs in mind. Most libraries will use all or a combination of the following:

- **Circulation/Administration** workstations – where the library worker handles circulation transactions and also has access to cataloging features, administration functions, patron information, reports, and search tools.
- **Self Check Station** workstations (requires license) – where patrons check items in and out by themselves.
- **OPAC** (**O**nline **P**ublic **A**ccess **C**atalog) workstations – where patrons search for materials in the library's database and, depending on settings, access their own account information by logging on and entering an established PIN.

System Requirements for Atriuum Workstations

Monitor: 1024 x 768 resolution or higher

PDF Reader: Adobe® Acrobat® Reader® v 6.0.1.11 or higher, or an equivalent

Supported Platforms: Microsoft® Windows® XP, Windows Vista®, Windows 7, Mac OS® X v 10.6 Snow Leopard®, Mac OS X v 10.7 Lion®

Note: Macintosh can be used as a *client* computer, but the Atriuum *Server* cannot be installed on a Mac.

Supported Browsers: Microsoft Internet Explorer® v 8.0 or higher, Mozilla® Firefox®, Apple® Safari™, Google Chrome™

Note: Firefox and other browsers may work on Macintosh; however, we only support using Atriuum with Safari.
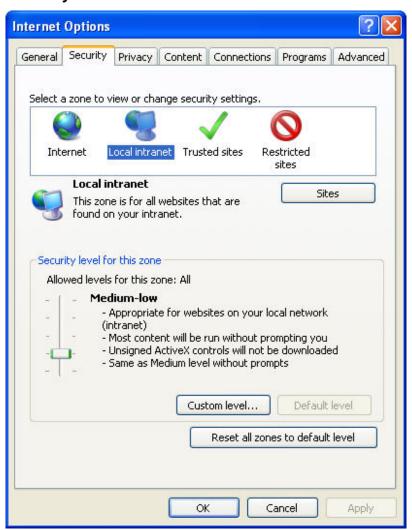
Pop-up Settings for the Workstation's Browser

For optimum performance, browser pop-up blockers *must* be disabled to view content and install downloads. Depending on the browser, you may be able to block pop-ups from all sites except for particular sites that you specify (such as your Atriuum site), or you may have to globally disable blockers for all pop-ups, meaning pop-ups from any site will open. Steps are provided below for each supported browser; these instructions are for the version specified in each section subhead.

To configure pop-ups in Microsoft Internet Explorer v 8.0
These steps explain how to add your Atriuum URL to your "Trusted sites" and then configure settings to *enable* pop-ups for this and any other particular sites you designate as "trusted."

1. Click **Tools\Internet Options** from the top menu bar in Internet Explorer.
2. Click the **Security** tab.

3. Click to highlight **Trusted sites**, and then click the **Sites** button to open the **Trusted sites** dialog box.
4. The address for your Atriuum should display in the **Add this website to the zone:** field. Click **Add**.
5. Uncheck the **Require server verification (https:) for all sites in this zone** check box.
6. Click **Close** to exit the dialog box.
7. The **Internet Options** dialog box is still open. Click **Custom level...** to open the **Security Settings - Trusted Sites Zone** dialog box.
8. In the **Reset custom settings** section, click the **Reset to:** drop-down button, and then click **Medium-low**. This level enables automatic prompting for file downloads.
9. Click **Reset…** to save this setting, and then click **Yes** when prompted to verify your change.
10. Click **OK** to close the dialog box.
11. Click **OK** to close the **Internet Options** dialog box.

To configure pop-ups in Mozilla Firefox v 9.0
These steps explain how to block pop-ups in general but specify exceptions so that pop-ups are allowed for particular sites you name. The following instructions also cover setting your preferences for downloading files.

1. Click **Tools\Options** from the top menu bar in Firefox to open the **Options** dialog box with a toolbar across the top and corresponding options below.
2. Click the **Content** icon from the toolbar.

3. If needed, click to select the **Block pop-up windows** check box.
4. Click the **Exceptions...** button to open the **Allowed Sites – Pop-ups** dialog box.
5. Enter the address of your Atriuum in the **Address of website:** field, and then click **Allow**.
6. Click **Close** to return to the **Options** dialog box.
7. Click the **General** icon from the toolbar.
8. In the **Downloads** section, the **Show the Downloads window when downloading a file** check box is selected by default. Use the **Browse...** button if you want to specify another location for saved files, and click **OK** to close the **Browse For Folder** dialog box.

   Note: If the **Browse…** button is grayed out, click the **Save files to** radio button.

9. Click **OK** to save changes, or click **Cancel** to exit the **Options** dialog box without saving.

To configure pop-ups in Apple Safari v 5.1
With Safari, you can globally disable pop-up blocking, which means that you are allowing pop-ups from any site to open. You can also specify preferences for downloading files. Both are covered in the steps below.

1. To allow pop-ups, do one of the following:

   - Click **Edit** from the top menu bar and then click to deselect the **Block Pop-Up Windows** option.
   - Click **Edit\Preferences...** to open a dialog box with a toolbar across the top and corresponding options below. Click the **Security** icon, and then click to deselect the **Block pop-up windows** check box as needed. Click ⊠ to close the window.

2. To change your download settings, click **Edit\Preferences…**. Then click the **General** icon. You can specify a new location in the **Save downloaded files to:** drop-down list as needed. If you do not want to see a prompt each time you download something, click to deselect the **Always prompt before downloading** check box. Click to close the window.

To configure pop-ups in Google Chrome v 16.0
These steps explain how to block pop-ups in general but specify exceptions so that pop-ups are allowed for particular sites you name. They also instruct you on how to change your options for downloading files.

1. Click the Chrome tool icon 🔧 in the upper, right-hand corner of the browser.
2. Click **Options** to open a new tab. A sidebar displays on the left, listing several categories, and the corresponding page displays on the right.
3. In the left sidebar, click **Under the Hood** to open the corresponding page to the right.
4. In the **Privacy** section at the top, click the **Content settings…** button to open the **Content Settings** page, layered on top of the previous page.
5. Scroll down to the **Pop-ups** section.

6. Verify that **Do not allow any site to show pop-ups** is selected, and then click **Manage exceptions…** to open the **Pop-up Exceptions** page.
7. In the field under **Hostname Pattern**, enter your Atriuum URL *without the "http://."* Leave the **Action** set to **"Allow."**
8. If you need to enter more than one URL, press **Enter** to open another field.
9. When you are finished, click the **X** in the upper, right-hand corner to close the **Pop-up Exceptions** page, and then click **X** again to close the **Content Settings** page.
10. In the **Downloads** section, if you need to save downloaded files in a place other than the default, click the **Change…** button next to the **Download location:** field, select a new location, and click **OK**. If you would like to select a location each time you download something, click to select the **Ask where to save each file before downloading** check box.
11. When you are finished, click the **X** in the tab to close the **Options** page.

Workstation Technical Overview

Hardware Peripherals

Atriuum offers helpful utilities for your circulation workstations and any hardware peripherals. These optional tools are available for download from the **Administration\Library\Downloads** form.
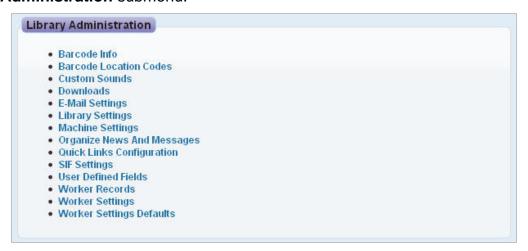
Note: The links and images in this document match the **Librarian Desktop**™ theme *Classic*, but the colors you see will vary depending on the enabled theme.

To access Atriuum's Downloads form

1. Log on to Atriuum.
2. Click **Administration** from Atriuum's **Menu Bar**.

3. Click **Library** from the **Administration** drop-down menu to open the **Library Administration** submenu.

4. Click **Downloads** to open the **Downloads** form.

The following tools add value to the circulation workstations in your library:

The **Offline Circulation Tool** executables are in the **Utility Name** section. Click the appropriate **file name** in the **File Link** column:

- **OfflineCirculationSetup.exe** – This tool for Windows should be downloaded on only *one* circulation workstation in your library to prevent synchronization problems. Librarians may need assistance configuring the Atriuum settings for synchronization to the *Server*. Instructions (**OfflineCirculationTool.pdf**) are available for download.

- **AppleOfflineCirculation.dmg** – This tool for Mac should be downloaded on only *one* circulation workstation in your library to prevent synchronization problems.

The receipt printer files are in the **Receipt Printer Type** section. Depending on the hardware you use to print circulation receipts, click the appropriate **file name** in the **File Link** column.

- **BSISlipPrinterInstaller.exe** – This tool should be used for printing with Star and Epson USB printers.

- **EpsonSlipPrinter.exe** – This tool should be used with the Epson Serial printers listed on the **Downloads** form. If needed, you can click **EpsonDrivers.zip** to install drivers before installing your printer.

    Important! For customers using **EpsonSlipPrinter.exe**, you will also need to download the **shw32.dll** file.
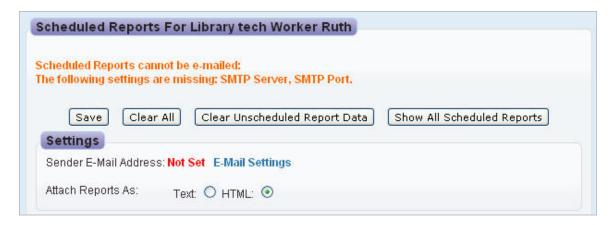
See related online Help topics for more information about using the receipt printers. For peripherals, such as barcode scanners and Commuter, please see documentation delivered with the specific hardware. For full-size printers being used for receipts and printed reports, install local device drivers as needed.

Atriuum Server Settings

Note: The entire **Server Settings** section applies to non-ASP Atriuum customers only.

You must specify e-mail settings on the *Server* side of Atriuum to perform several features or tasks, such as e-mailing form letters, sending scheduled reports, and receiving backup notifications (if applicable).

Important! Keep in mind that you cannot complete these tasks if e-mail settings are not configured; for instance, the following warning may display on the **Scheduled Reports** form.
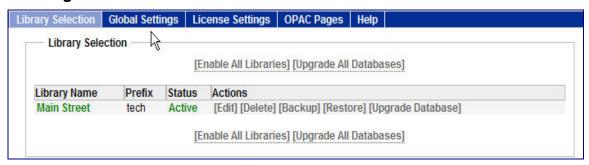
To configure E-mail Settings on the Server

1. Log on to the Atriuum *Server* by typing the IP address of your Atriuum server into your browser's address bar, followed by **/server/**.

   Example: http://127.0.0.1/server/. Administrators should already have an established server password from your Book Systems Technical Support Specialist.

2. Enter your **Configuration Password** and press **Enter** on your keyboard or click **Login**.

Library Selection	Global Settings	License Settings	OPAC Pages	Help

Library Selection

[Enable All Libraries] [Upgrade All Databases]

Library Name	Prefix	Status	Actions
Main Street	tech	Active	[Edit] [Delete] [Backup] [Restore] [Upgrade Database]

[Enable All Libraries] [Upgrade All Databases]

3. Click **Global Settings** from the top menu bar.
4. Click **|E-Mail|** to open the **E-Mail Settings** form.
5. Complete the **SMTP Server:**, **SMTP Domain:**, and **SMTP Port:** fields.

   Note: Keep in mind that *only* standard SMTP information should be entered here. Other connections, such as SSL, cannot be used with Atriuum.

6. Click **Save Changes**.

If your library wants to include results from another participating library's database for **OPAC** searches, the **ComPeer** settings must be enabled on the *Server* side of Atriuum.

To enable ComPeer on the Server

1. Click **Global Settings** from the top menu bar.
2. Click **|ComPeer|** to open the **ComPeer (OPAC search over multiple libraries)** form.
3. Click the **Yes:** radio button for the **Enable ComPeer:** option.
4. If applicable, click the **Yes:** radio button for the **Accept ComPeer Requests From Non-Local Libraries:** option or the **Only Allow ComPeer On Certain Machines (Based on individual machine settings):** option.
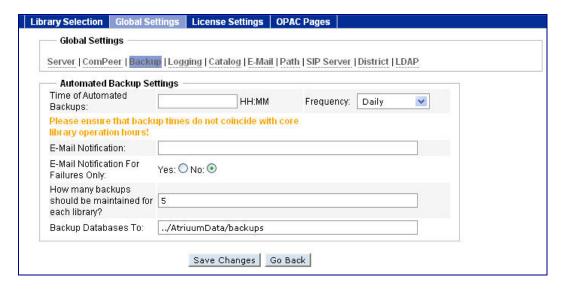5. Click **Save Changes**.

Note: Librarians may need assistance entering the correct *OPAC URL* on Atriuum's **ComPeer Libraries** form. Complete steps are in Atriuum's online **Help**.

To configure Automated Backup Settings on the Server

1. Click **Global Settings** from the top menu bar.
2. Click **|Backup|** to open the **Automated Backup Settings** form.

3. Enter a time using the HH:MM format in the **Time of Automated Backups:** field.
4. Click the **Frequency:** drop-down button to see a list of options, and click again to choose how often to run backups.
5. If you want e-mail notification of failures, enter an e-mail address in the **E-Mail Notification:** field, and then click the **Yes:** radio button.

   Important! E-mail settings must be configured on the corresponding tab (see page 8) to receive these notifications.
6. The remaining fields have default values. You may edit as needed.
7. Click **Save Changes**.

Atrium Administrative Settings

Librarians may need assistance setting up the **Quick Cataloging** feature within Atrium. Accessing other servers requires configuration of the IP address and port information.

Quick Cataloging (Z39.50) Settings

This form allows you to add multiple Z39.50 servers for Atrium's **Quick Cataloging** feature. When completed, multiple library servers can be searched for cataloging needs.

1. Open and log on to Atrium using a worker username and password that has *Administrator* permissions enabled.

2. Click **Administration\Catalog** from Atriuum's **Menu Bar** to open the **Catalog Administration** submenu.
3. Click Quick Cataloging (Z39.50) Settings to open the **Quick Cataloging (Z39.50) Settings** form.
4. For each library you enter in the **Name:** field, you must also enter a corresponding **IP Address:**, **Port:**, and **Database Name:**.

   Note: The standard port number is 210. The Library of Congress uses 7090.

5. If the server requires you to log on to access its data, enter your username and password in the corresponding fields.
6. Click **Add** to place the server in the list.
7. If you edit an existing server's information, click **Update** to save your changes.

Additional Resources

If you have questions this document does not answer, please call Book Systems' Technical Support Staff at (888) 289-1216 or send an e-mail to support@booksys.com. Business hours are Monday through Friday, 7 a.m. – 7 p.m. Central Standard Time.

If you or your librarians are looking for additional product support, Atriuum documentation is available from the **Downloads** form, in addition to context-sensitive online **Help**.

Customers with an active Customer Service Agreement may also visit our **Support Forums** to find answers to frequently asked questions. Users wishing to share ideas and learn from other customers' experiences may join the **Atriuum Listserv**. Visit www.booksys.com for more information.