

The **Atrium® Import Patron Pictures Tool** allows users to import multiple patron pictures to Atrium's database. For example, you can import an entire homeroom's school ID photos and sync the pictures with your existing patron records. In order to do this successfully, your picture file names must match a unique identifier within Atrium, such as a patron barcode.

The **Import Patron Pictures Tool** accepts imports from one of two locations:

- Concourse®
- Named folder or file for any Atrium client

Librarians may use the delivered tool for easy import and synchronization, whereas technical administrators at larger libraries may use command line parameters to set up a schedule for automatic imports. Each method is covered in this document.

Installing Atrium's Import Patron Pictures Tool

1. Click **Administration\Library** from Atrium's **Menu Bar** to open the **Library Administration** submenu.
2. Click **Downloads** to open a list of available tools and documents.

Note: The links in this document match the **Librarian Desktop™** theme **Classic**, but the colors you see will vary depending on the theme you have chosen.
3. In the **Utility Name** section, click **ImportPatronPicturesSetup.exe** to download the executable.

Note: These instructions are for Microsoft Windows users. If you are working on a Mac, click **AppleImportPatronPictures.zip** to download the Mac version of the tool.
4. Follow the options onscreen to either run the executable right now or save it to run later. If you save it, when you are ready to install, open the folder where you saved the executable, and double-click it.

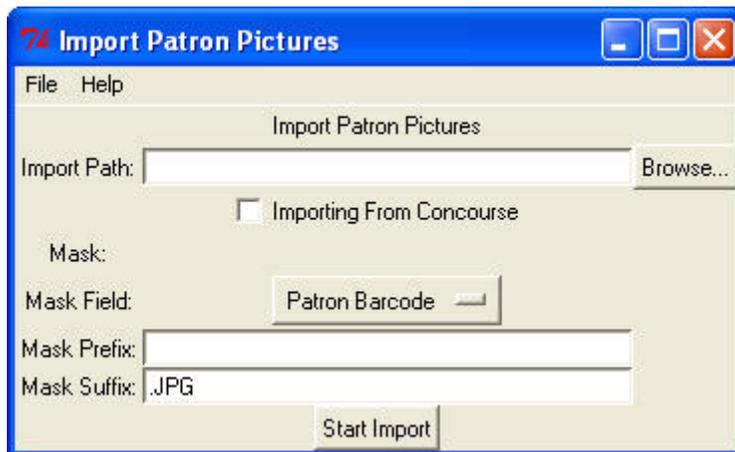
Note: Depending on your security settings, a dialog box may display, prompting you to verify that you want to install this tool; click **Run** or **OK** to continue.
5. When you run the installer, the **Setup – ImportPatronPictures** wizard opens. Click **Next >** to begin installation.
6. Specify the destination location for the tool. You can choose to accept the default provided, or click **Browse...** to open the **Browse For Folder** dialog box, select a folder, and then click **OK**.

Important! This tool requires at least 10.5 MB of free disk space to run on your machine.
7. Click **Next >**.

8. Specify the location for the program's shortcut in the **Start Menu**. You can choose to accept the default provided, or click **Browse...** to open the **Browse For Folder** dialog box, select a folder, and then click **OK**.
9. Click **Next >**.
10. If needed, select any additional tasks you need the installer to perform. Click the corresponding check box to **Create a desktop icon** and/or **Create a Quick Launch icon**.
Note: Depending on how you interact with your Operating System, you may prefer a desktop icon, or you may prefer a Quick Launch icon, which is added to your **Taskbar**.
11. Click **Next >**.
12. The installer lists the locations and tasks you specified. Click **Install** to install the program; otherwise, click **< Back** to make any needed changes, or click **Cancel** to end the installation.
13. An **Installing** progress bar displays while the wizard extracts the files to your computer. When the process is finished, the dialog box refreshes.
14. By default, the **Launch ImportPatronPictures** check box is enabled so the tool opens after you click **Finish**.

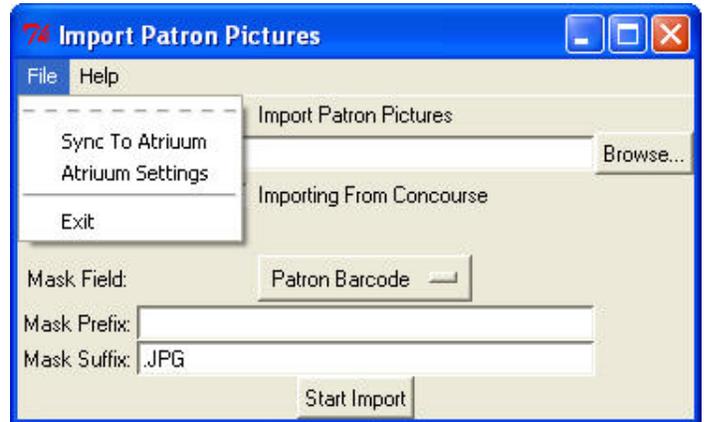
Using the Import Patron Pictures Tool

The **Import Patron Pictures Tool** has two drop-down menus in the menu bar at the top: **File** and **Help**; three fields for data entry: **Import Path:**, **Mask Prefix:**, and **Mask Suffix:**; a check box if you are importing from Concourse; and a drop-down list to select the **Mask Field**. The **Mask Field** tells Atrium which field the picture file uniquely defines, i.e., *Patron Barcode*, *Patron Link Identifier*, *User Def 1*, etc.



To use File menu options

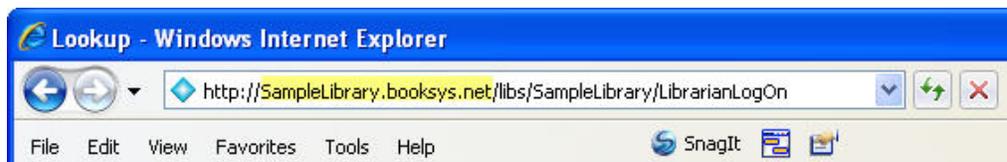
1. Click **File** to open the drop-down menu.
2. The menu includes four options:
 - Click the dotted line to paste the menu on your desktop. This is useful for keeping the menu open while configuring settings.
 - Click **Sync To Atrium** to start a patron import.
 - Click **Atrium Settings** to open the **Atrium Settings** dialog box.
 - Click **Exit** to close the **Import Patron Pictures** dialog box.



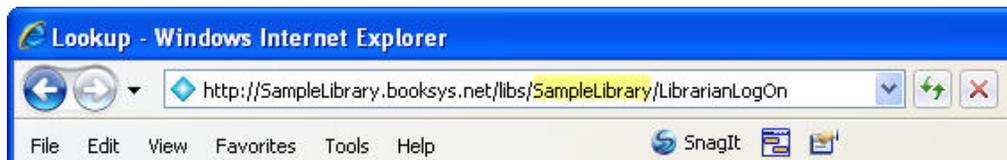
To configure Atrium Settings

You must enter Atrium settings prior to importing.

1. Click **File\Atrium Settings** to open the **Atrium Settings** dialog box.
2. Enter the appropriate information in each of these fields. For the **Server:** and **Library:** fields, refer to the text in your **Address Bar** when you access your Atrium.
 - In the **Server:** field, enter the first part of the address between the double slashes and the first single slash.



- In the **Port:** field, **80** displays by default. Contact your local technical support personnel if this number does not work.
- In the **Library:** field, enter the part of the address between **/libs/** and **/LibrarianLogOn**.

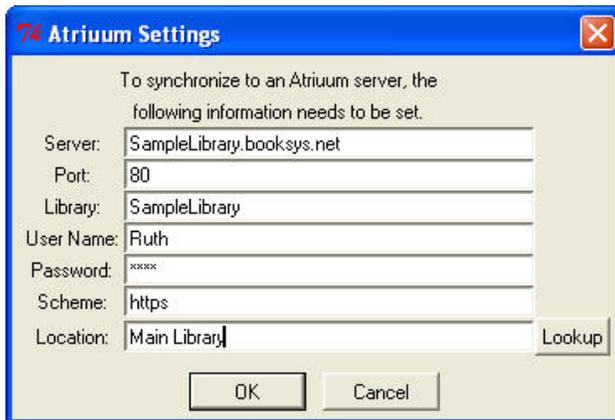


- In the **User Name:** and **Password:** fields, enter the same username and password you use to log on to Atrium.

- In the **Scheme:** field, enter **https:** if you need to connect to your server using ssl (Internet).
- The final field is **Location:**. If your Atrium is part of a **Centralized** database, enter the name of your branch. If your Atrium is part of a **Distributed** database, enter **Main Library**.

Important! Make sure the spelling, spacing, and capitalization of **Main Library** match exactly what you see here. Otherwise, your configuration settings will not work correctly.

3. If you are using a **Centralized** database, you have the option of clicking **Lookup** to open a dialog box for branch selection. Click the drop-down button to open a list of the branches in your database, and click again to make a selection. Then, click **OK**.
4. Verify that all of your settings are correct. The image below provides an example of all fields discussed in the steps.



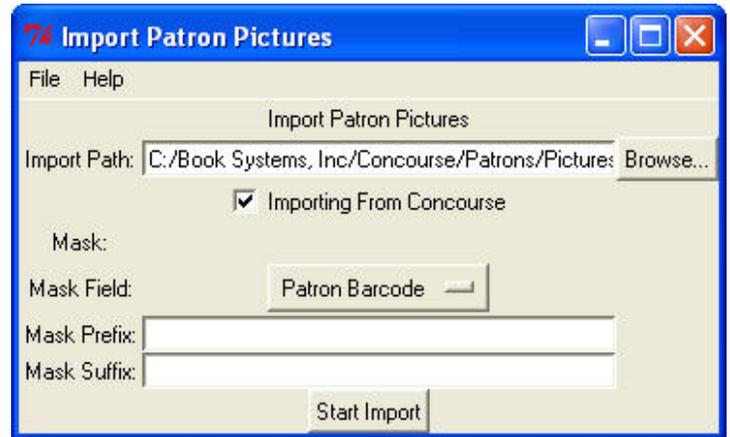
5. When you are finished entering your settings, click **OK**. Otherwise, click **Cancel** to discard your changes.

To import pictures from *Concourse*

1. Click the **Browse...** button to open the **Browse For Folder** dialog box. Select Concourse's **Patrons/Pictures** folder, and click **OK** to insert the location in the **Import Path:** field.
2. If needed, click the **Importing From Concourse** check box.
3. The **Mask Field:** will always be **Patron Barcode** for Concourse imports.

- The **Mask Prefix:** and **Mask Suffix:** fields are not applicable for Concourse imports. If needed, you may delete the default **.JPG** from the **Mask Suffix:** field.

Note: Once you make changes to this field, the form remembers your last preference rather than displaying the default.



- Click **Start Import** to upload the pictures into Atrium.
- A **Results** dialog box opens displaying a list of **Successful Imports** and **Failed Imports** as applicable. Click **OK** to close the dialog box.

Note: When the tool compiles a list of failed imports, any files that do not follow the file pattern specified by the “mask” fields will be ignored; only files that were not imported due to an error will be included. All listed results (**successes.log** or **failure.log**) are logged in the **dist** folder.

To import pictures from a folder on your machine

- Click the **Browse...** button to open the **Browse For Folder** dialog box. Select the folder that contains your picture files, and click **OK** to insert the location in the **Import Path:** field.
- Click the **Mask Field:** drop-down button to see a list of options, and click again to make a selection.

Note: The name on the drop-down button matches the last selection you made and updates if you make a new selection. For instance, if your last selection was **Patron Barcode**, but you need to change it to **Patron Link Identifier**, the button will change from



- Enter a file prefix that will precede the unique field in the **Mask Prefix:** field.
- Enter the file suffix, such as **.TIFF**, that precedes the unique field in the **Mask Suffix:** field, or leave the default **.JPG**.

Example: The file **FRE00000000000123.jpg** has a prefix of **FRE** (for freshmen) followed by a 14-digit barcode and a suffix of **.jpg** representing the picture format. The barcode in the picture file name *must match exactly* to an existing barcode in your database.

5. Click **Start Import** to upload the pictures into Atrium.
6. A **Results** dialog box opens displaying a list of **Successful Imports** and **Failed Imports** as applicable. Click **OK** to close the dialog box.

Note: When the tool compiles a list of failed imports, any files that do not follow the file pattern specified by the “mask” fields will be ignored; only files that were not imported due to an error will be included. All listed results (**successes.log** or **failure.log**) are logged in the **dist** folder.

To view results in Atrium

1. Click **Patrons\Review Patron** from Atrium’s **Menu Bar** to open the **Patron Lookup** form.
2. To search for the patron you need to review, do one of the following:
 - Enter the patron’s name or scan or enter the patron’s barcode in the **Name / Barcode:** field and click **Search**. If your search returns a list of results, click the appropriate **name**.
 - Enter a term related to the patron record in the **Search:** field. Click the drop-down button to open a list of search criteria, including Patron Link Identifier, unique user defined fields, and user defined fields. Click again to select your criteria, and then click **Search**. If your search returns a list of results, click the appropriate **name**.
3. The **Patron Information** form opens. Depending on your settings, you will either see the picture or a **[Show Picture]** link at the top right corner of the form. If needed, click the **[Show Picture]** link to open the photograph in a new window.

Using Command Line Parameters

Command line parameters may be used in place of the **Import Patron Pictures Tool**. You might use the command line mode to set up a configuration file that will run on a schedule for periodic patron picture updates. If your library chooses to use command line parameters, we recommend that someone from your library's technical support staff use the instructions below.

Important! To use this method, you must have your **Atrium Settings** already set up in your **Import Patron Pictures Tool**.

To enter commands

In your open command window, you can enter any of the following commands:

- **-a** OR **--autostart**. Enter either of these commands to start the import immediately without opening the configuration dialog box.

- **-c** OR **--config=CONFIG**: Enter either of these commands to provide a different configuration file at startup. If not specified, the tool will use **ImportPatronPictures.xml** as its configuration.
- **-h** OR **--help**: Enter either of these commands to display a list of commands you can use with the **Import Patron Pictures Tool**.
Tip! You can also click **Help\Commands** within the **Import Patron Pictures Tool** to view this list of commands.
- **-v** OR **--version**: Enter either of these commands to view the current version of your **Import Patron Pictures Tool**.

Example: `ImportPatronPictures.exe -c ImportPatronPictures.xml`

If no parameters are specified on the command line, then the **Import Patron Pictures** dialog box opens with all fields empty. You must complete this form prior to initiating an import. When you start the import, your configuration changes will be written to **ImportPatronPictures.xml** in the **dist** folder.

Product Support

If you have questions about using the **Import Patron Pictures Tool** that this document doesn't answer, please call Book Systems' Technical Support Staff at (888) 289-1216. You may also send an e-mail to support@booksys.com. Business hours are Monday through Friday, 7 a.m. – 7 p.m. Central Standard Time.

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