



SAM 9.0 User Manual

WELCOME

Thank you for purchasing SAM, the innovative new Smart Access Manager for library patron computers. We hope you find this product easy to use. It should start saving you time and money immediately.

If you have any questions about SAM, please call our customer support department toll free at (800) 531-0132 during normal business hours.

We welcome your feedback and suggestions for improving this or any Comprise product. Suggestions for enhancements are coordinated by our Customer Services Manager, Christopher Hayes, who can be contacted by email at chayes@comprisetechologies.com.

All materials originated pursuant to this product are the exclusive property of Comprise including trade secret, patent, title to copyright in all copyrightable material, title to all intellectual property and any other protectable rights or interests under state, federal, or international law.

Subject to the terms and conditions of the License Agreement, the Customer may use the Comprise Software solely in the conduct of the business of the Customer. The Software will be provided by Comprise only in machine-readable object code.

IMPORTANT NOTICES

PRODUCT DEVELOPMENT

Comprise pursues a policy of ongoing product development. Release product version may vary from description herein. Comprise reserves the right to modify and or discontinue product features at any time without advance notice.

OPERATING SYSTEMS

Not all product features function with or are applicable to all Microsoft Windows Operating Systems. Please consult your Comprise Representative for further details regarding specific features and your operating system.

HARDWARE MODELS

Not all hardware features may be implemented or applicable to all installations. Please contact your Comprise Representative for more information.

ILS PRODUCTS

Comprise product documentation describes what our product(s) are capable of doing. However, different ILS products provide more or less support for these capabilities. Please consult your Comprise Representative for further details regarding specific features and your ILS Product.

VERSION/ENHANCEMENT SUPPORT

Comprise product versions are released to be backward compatible with earlier versions. With each new release Comprise provides support for that product version, plus the then current release in general distribution. Older versions will not be supported. Custom enhancement requests will not be distributed unless the newest version of the product is currently installed.

TOP 5 THINGS THAT CAN IMPACT COMPRISE PRODUCTS!



1. ILS Upgrades/Migrations

Please give us at least 2 weeks' notice before you upgrade or migrate your ILS product and/or ACS Server. We use that time to prepare your Comprise Products and to ensure that your patron services are not impacted by the change.

2. Internet Provider/Network Configuration

When you change your Internet Service Provider your external IP address in most cases will also change. In most cases we use the IP Address to access your server for in-depth technical support issues and for upgrades. In some cases, for larger library systems, changing your ISP causes your IP Range to change which will impact patron services.

Network changes can also have a dramatic impact on Comprise Products. IP Ranges, routing tables, etc. all must be configured with Comprise Products in mind. If you think your major network configuration change might have an effect, it probably will. Please call us to schedule an appointment to make sure everything runs smoothly.

3. Hardware

Hardware changes refers to many things, but specifically, let us know before you change your firewall, filter appliance, printers, or copy controllers to ensure your change goes smoothly.

4. Operating System/Application/Internet Browser

As with any software, changes to the operating system on your patron and staff computers will have an effect on your Comprise Products, and in particular Internet Browser will impact SAM. Please give us a call to find out before attempting any major operating system or software changes or upgrades.

5. Staff Training

We find that many issues result from staff not being completely confident when the initial training is over or that there has been a significant staff turn-over since the product was installed. We offer remote training and in some cases will come on-site when training is necessary. **In most cases training is offered at no cost!** Please contact Customer Support to schedule an appointment.

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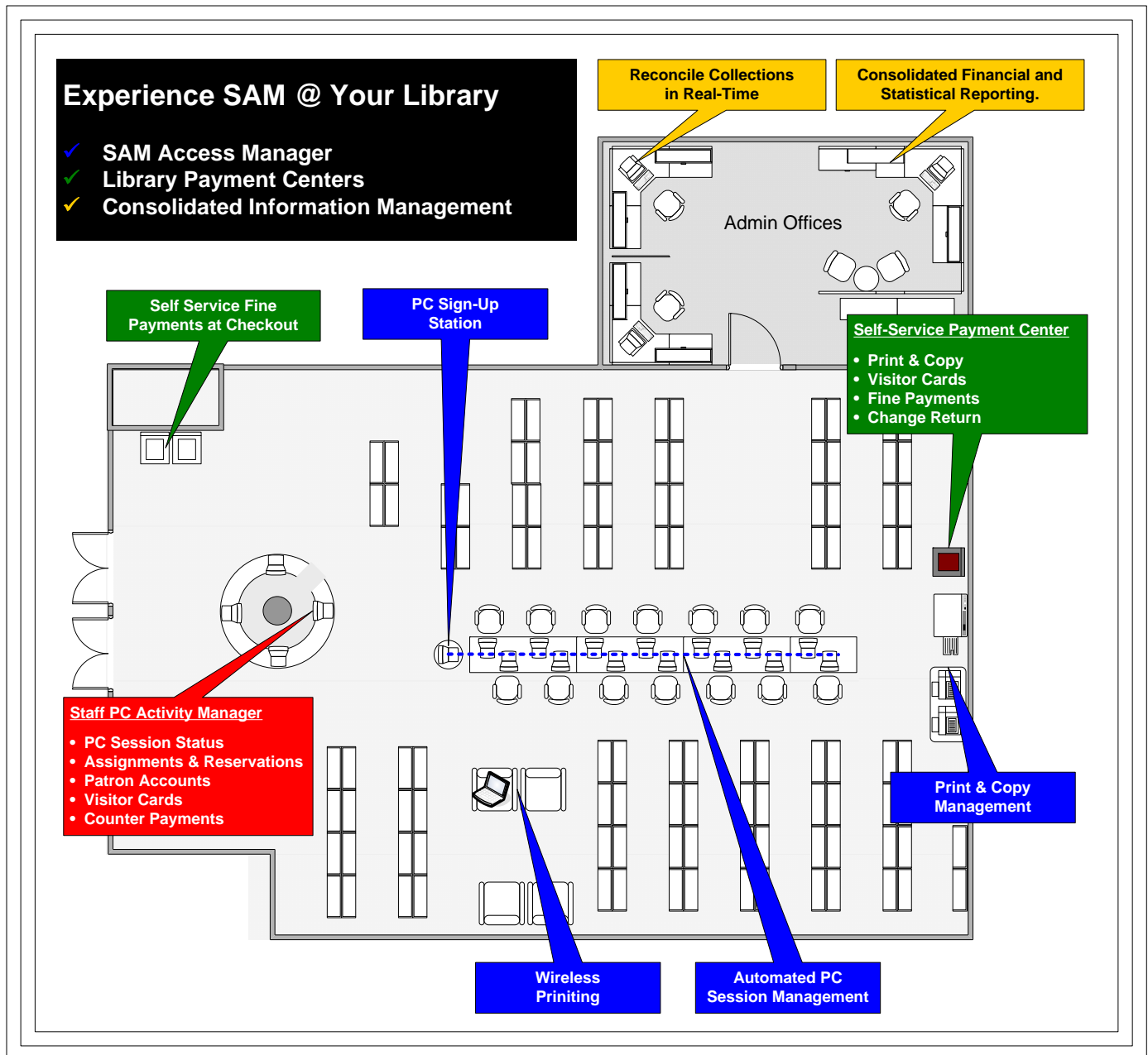
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CHECK OUT THESE OTHER COMPRISE SOLUTIONS! – SALES: 800-854-6822 186

SAM 9.0 is the culmination of ten years' experience working closely with our library customers to shape an access management product that out performs any other product.

Three key aspects of SAM are:

1. An easy to use self-service environment for both patrons and visitors
2. A powerful interface through which Staff can monitor and control from a distance
3. An intelligent PC Status monitoring system that responds in real time so staff doesn't have to.



WHAT YOU SHOULD EXPECT FROM SAM

SAM 9.0 is designed to offer your customers an understandable managed-computing environment so that they can serve themselves through sign up, assignment, session, and print services. SAM lets you “Theme” the look and feel of the patron displays, and this feature in combination with the ability to control instructional messages in one or more languages all contribute to ease of usage and customer satisfaction.

SAM Sign-Up has been enhanced to make queuing for a computer easier than ever. Users need only enter their card number to join a waiting list. SAM performs a real time check of patron status and will not allow someone to sign up for a PC if data in their record would restrict access to a computer. SAM Sign-Up takes the worry out of waiting in line:

- Issue a ticket number which displays on the Waiting/Assigned lists
- Respect privacy through your choice of individual display protocols
- Estimate wait times *before* someone joins the waiting list
- Print a waiting list ticket for user convenience.

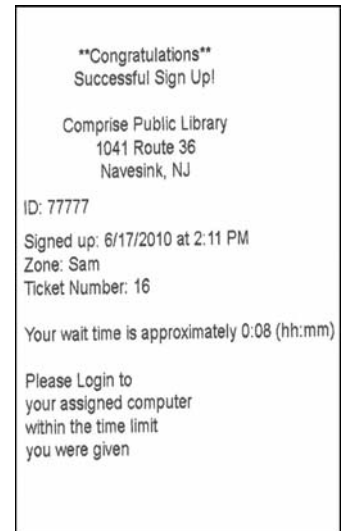
Staff can expect that SAM’s Sign-Up and PC Assignment components are intelligent enough to take care of themselves. This translates into consistent, reliable performance that takes into consideration real time patron status and changes in the condition of public PCs:

- Only allow sign up by persons qualifying for each different zone
- Display and assign only PCs that are, in fact, operating properly
- Assign PCs when they become available to make the best use of your resources.

Staff can enjoy their ability to monitor and control public PCs from the convenience of their desktops. This means they can know what’s going on without having to be involved:

- Notify staff of PCs that are offline, at a glance
- Buffer offline status to prevent erratic behavior
- Defeat inappropriate attempts to cheat session timers
- Manage the waiting queue
- Send messages, refresh time, etc.

Finally, SAM 9.0 is made to integrate seamlessly with the Comprise suite of self-service payment products. Whether it’s in Payment Centers or our Online Payment Gateway, SAM can securely process payments and post transactions to your ILS product without staff involvement.

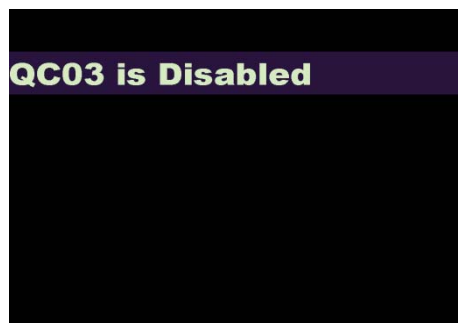
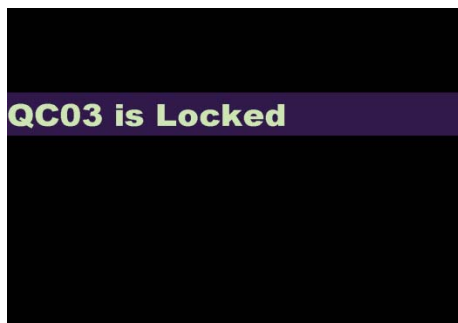
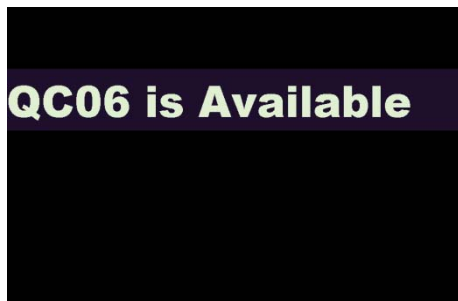


SAM USER INTERFACE

SAM supports 2 “Running Modes” for client PCs, PC Manager and Internet Manager. **PC Manager** presents a login screen which users cannot bypass until they successfully authenticate into SAM. PC Manager controls access to the **entire** PC rather than a specific application. **Internet Manager** presents the user with a login screen only when the computer’s browser is launched. Internet Manager allows the library to permit non-authenticated, non-time-limited access to applications on the PC. It **only** limits access to the Internet. Running Mode can be selected through the Administrative interface from the System Options link and within SAM Options. You are able to control a user’s session time, Internet access, and print controls in either the PC Manager or Internet Manager Modes.

SCREEN SAVER

Display the PC ID and status (available, reserved, locked, or disabled).



MULTI LINGUAL

A library can configure multi-lingual Activity Manager, Sign Up Station, Session Info –Main, and Session Info-My Account display in up to **three** different languages. All SAM screens on the client PCs will display in the configured language on the public PCs within the library.

THEMES

A library can configure the Activity Manager, Sign Up Station, Session Info –Main, and Session Info-My Account to display in up to three different themes. All SAM screens on the client PCs will display in the configured theme on the public PCs within the library.



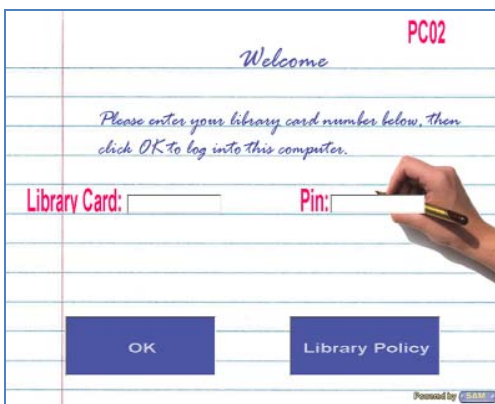
Anytown Theme



Card Catalog Theme



Forest Theme



Handwritten Theme

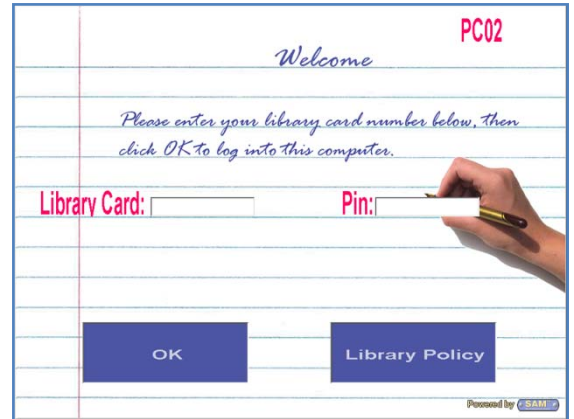
SORRY SCREEN (SAFE MODE)

Regardless of which theme is chosen, this Sorry Screen will display when a client PC loses network connection.



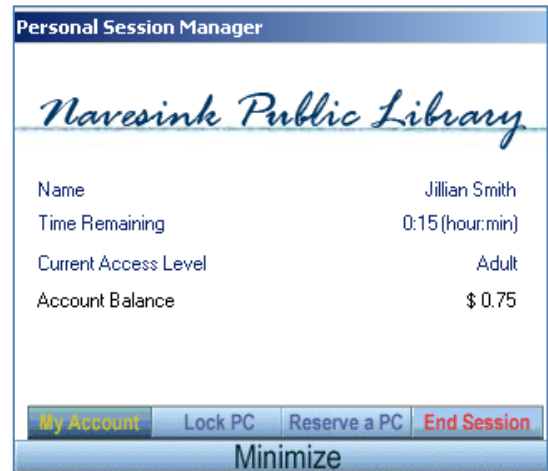
PC MANAGER MODE

The user walks up to a PC, sees the user log in screen, and they simply enter their Library Card number and (optional) PIN. Once logged in, the desktop will appear and SAM will control the user's time for the entire PC.



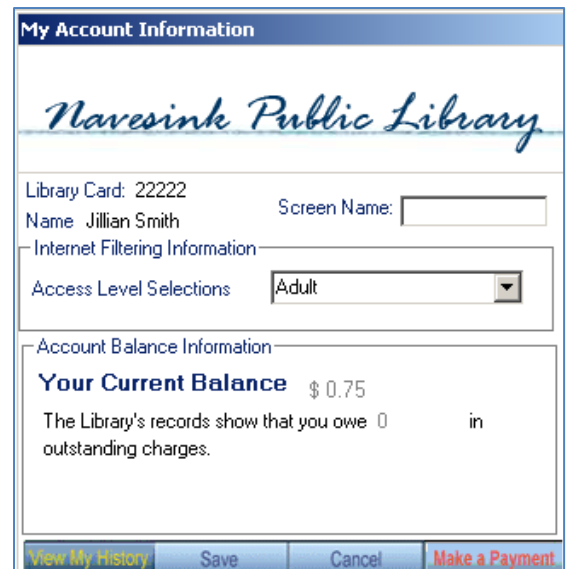
SAM PERSONAL SESSION MANAGER

From the Personal Session Manager, users can view their current information such as Name, Time remaining in the current session, Access Level (if offered by the individual library), and Account Balance.



MY ACCOUNT INFORMATION

Upon clicking [My Account] on the Personal Session Manager screen, a new screen is opened which displays the user's "My Account Information". This feature supports three elements of a user's involvement with the library: 1) Screen Name 2) Internet Filter Access Level and 3) Account Balance Information.



SCREEN NAME

If the Library policy allows, users can create a screen name for themselves upon logging into SAM. A Screen Name box will be displayed on the My Account Information screen. Users simply enter their desired Screen Name and click [Save]. Once created, this screen name will appear on the Sign Up Station, the PC Activity Manager and on the PC to which the patron has been assigned.

My Account Information

Navesink Public Library

Library Card: 22222 Screen Name:

Name: Jillian Smith

Internet Filtering Information

Access Level Selections:

Account Balance Information

Your Current Balance \$ 0.75

The Library's records show that you owe 0 in outstanding charges.

[View My History](#) [Save](#) [Cancel](#) [Make a Payment](#)

INTERNET FILTERING INFORMATION

Libraries can elect to offer adult users the ability to change their own internet filter level. Once logged into SAM, users can select their desired internet filter level from the drop down options available on the My Account Information screen.

My Account Information

Navesink Public Library

Library Card: 22222 Screen Name:

Name: Jillian Smith

Internet Filtering Information

Access Level Selections:

Account Balance Information

Your Current Balance \$ 0.75

The Library's records show that you owe 0 in outstanding charges.

[View My History](#) [Save](#) [Cancel](#) [Make a Payment](#)

ACCOUNT BALANCE INFORMATION

Users can view their current balance as well as any fines and fees owed in the Account Balance Information section.

My Account Information

Navesink Public Library

Library Card: 11111

Name: John Smith

Internet Filtering Information

--- Assigned List ---

Account Balance Information

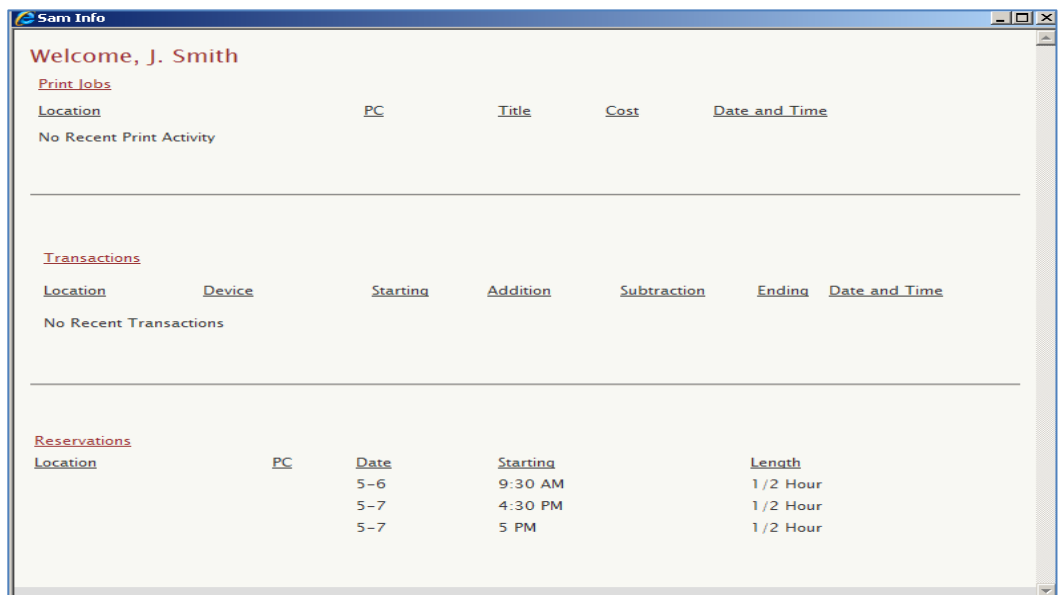
Your Current Balance \$ 4.00

The Library's records show that you owe 0 in outstanding charges.

[View My History](#) [Save](#) [Cancel](#) [Make a Payment](#)

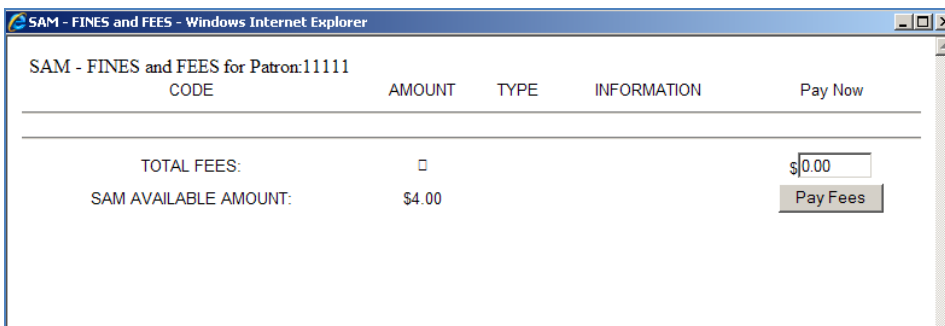
VIEW MY HISTORY

Users can view Recent Print Activity, Recent Transactions, as well as Upcoming Reservations by clicking the View My History button.



MAKE A PAYMENT

Users can pay fines/fees from their SAM account. If the library has a real time link setup then this payment will also be reported to the ILS provider database. Once a user makes a payment, it will be deducted from their balance owed in SAM, as well as subtracted from the money they have on their SAM Account. Below is an example of the screen detail that the user sees upon clicking the Make a Payment button. Here users can choose to pay the Entire Amount, a Line Item, or an Unspecified amount. Upon entering the amount or choosing the item/s they wish to pay, the user simply clicks the [Pay Fees] button and the fine/fee is cleared from that user's account.



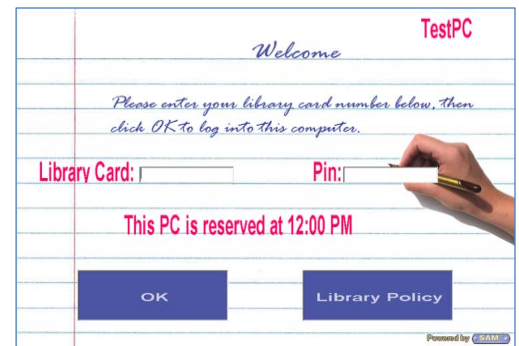
LOCK PC

Users can lock a PC and step away from the PC with peace of mind. However, their session clock continues running while the PC is locked. "Locked by: and the Time Left" will display on the SAM welcome screen to indicate the PC has been locked.



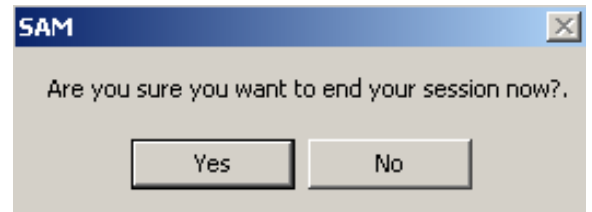
RESERVE A PC

Users have the ability to reserve PCs. Make reservations from the PC by simply clicking on the Reserve a PC button. "This PC is reserved at (and the time)" will display on the SAM welcome screen to indicate the PC has a reservation at the time shown. The user on that PC will know they will have to log off at that time and make PC available for the user who reserved the PC.



END SESSION

SAM alerts users prior to terminating their session for any reason. Users are prompted to confirm end of session at the pop up window.



PATRON SESSION TIMERS

SAM automatically runs a series of background timers to monitor usage of library PCs. All of these timers are under complete control of the library through the Administrative interface.

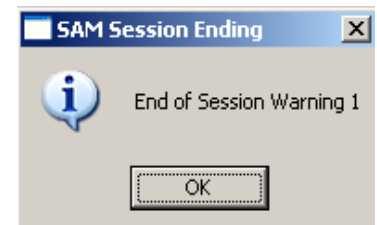
INACTIVITY TIMER

The library administrator can set an inactivity timer from 1-60 minutes. This timer monitors movements on the keyboard or mouse. If there is no keyboard or mouse input for a pre-defined length of "Inactivity Time", a notification will be displayed on the monitor "X" minutes prior to the browser closing. If the user is at the workstation they just need to click [OK] or hit [Enter] to reset the inactivity timer. If the user walked away from the PC and the inactivity time expires, the Browser and applications will close and end the session for the user. A dialog box is displayed that states "Sorry, browser closed due to inactivity".



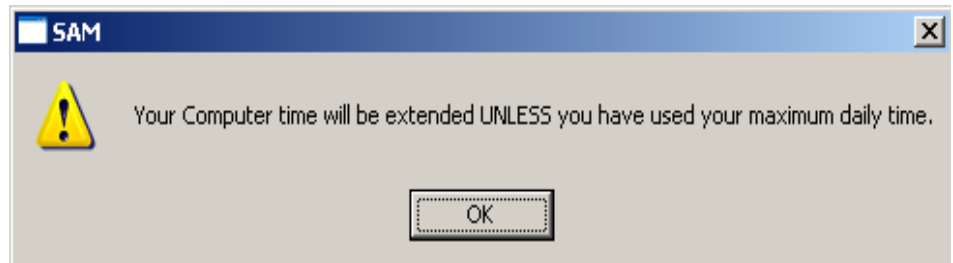
END OF SESSION WARNING TIMERS

The library administrator can set up to 3 End of Session Warning Timers from 1-60 minutes. This timer is intended to notify the user "X" minutes prior to the user's session time expiring. If the user is still on the workstation when their time expires, the session will close if the library doesn't have Flex Time setup.



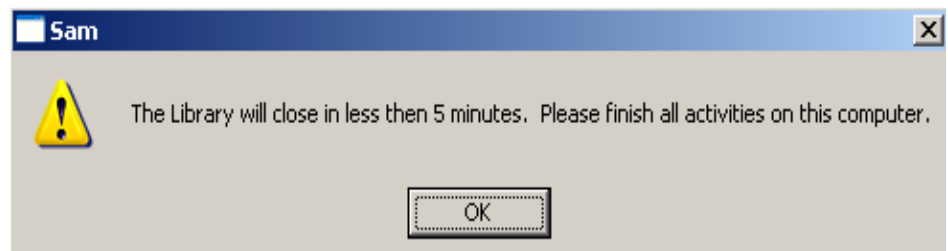
FLEX TIME

Libraries can choose to offer Flex Time. SAM will automatically extend a user's session time based on the percentage of PCs available at the end of their current session. Users will not get the end of session message letting them know their session is ending. Instead, they get a message indicating their computer time will be **extended** unless they have used their maximum daily time. Users have to click [OK] for another full session due to availability of PCs.



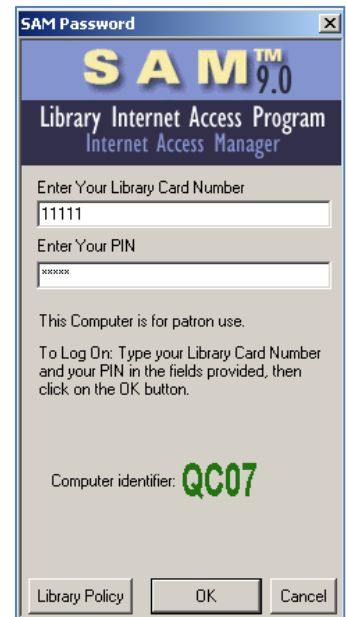
LIBRARY CLOSE TIMER

When the library sets their schedule from Zones / Schedule Options, the "End of Day Timer" will be enabled. This timer will first warn a user, at a preset number of minutes prior to the library closing, to save all their work. The second warning will be at another preset number of minutes prior to closing. In the final message, again at a preset number of minutes, the user will see that the library is closing and then the session will end.



INTERNET MANAGER MODE

The user walks up to an Internet Access Workstation and clicks on the Internet browser icon. Then, a dialog box appears where the user enters their library card number and password (optional). Once logged in, the Internet browser will open and SAM will control only the user's Internet time.



SAM Password

SAMTM 9.0

Library Internet Access Program
Internet Access Manager

Enter Your Library Card Number
11111

Enter Your PIN
XXXXX

This Computer is for patron use.
To Log On: Type your Library Card Number
and your PIN in the fields provided, then
click on the OK button.

Computer identifier: **QC07**

Library Policy OK Cancel

PASSWORD AUTHENTICATION

In either PC Manager Mode or Internet Manager Mode, users must enter their library card number and optional password, which is then authenticated. The PIN or password can be enabled or disabled through the Administrative interface within the System Options link. There is a notification for first time users that they should enter a password they will remember. The password is then recorded and entered into the database.

PRINTING

Libraries can offer users 2 choices of print modes, Print Express and Print Release Station.

PRINT EXPRESS

Printed documents are sent directly to the printer(s) that is setup for PCs in the library. The SAM "Print Manager" window appears each time the user submits a print a job. Prior to printing, users can review the following:

- Current Account Balance
- # of pages in print job
- # of free pages remaining
- # of pages printed for the day
- Cost per page
- Total Cost for print job

SAM
SAM™ 9.0
Library Internet Access Program
Internet Access Manager

Are you sure you want to print?

Account Balance:

Number of Pages:

Remaining Free Pages:

Pages Printed:

Charge per Page:

TOTAL CHARGE:

PRINT RELEASE STATION

The Print Release Station operates on a dedicated computer. Users enter a card number and PIN to review and print their documents. They will only see **their own** documents and can choose to print or delete them.

SAM Print Release Station

Navesink Public Library **Print Release Station**

1) Enter your Library Card: Pin:

2) Highlight a Document, then click [PrintJob].

3) Click the "I'm Finished" button when you are done printing.

Job ID	Title	Pages	Cost	Printed From	Time
9	http://www.google.com/	1	\$ 0.15	\\QC02	
16	Microsoft Word - Document2	2	\$ 0.30	\\QC02	
17	Microsoft Word - My Resume.doc	2	\$ 0.30	\\QC02	

English Español

Cost of Selected Job: \$ 0.00 Pages Printed: 5 Free Pages: 5 Account Balance: \$ 0.0

PAYMENT METHODS

In addition to a choice of print modes, SAM allows the library a choice of various print payment methods:

Print on Credit against a library established credit limit. This method (which is not practical in the absence of SAM) allows users to pay after they print but holds the library's exposure for unpaid print to a finite amount (maybe \$5.00) per user. Once a user prints to the credit threshold, SAM automatically terminates his/her print privileges until previous print charges are paid. Print on Credit reduces staff involvement with print charges by allowing users the convenience of fewer but larger print pay transactions. (Only available for Print Express.)

Pre-Pay Deposit is a deposit that is managed in the SAM database. This method requires that users pre-pay money into their SAM print account. Payment for print is automatically charged against the user account balance within SAM. Should the library specify Pre-Pay Deposit for the payment of print charges, SAM features a staff payment module within the SAM web-interface through which staff can add cash value to user accounts. (Available for Print Express and Print Release Station.)

Cash on Demand (COD) utilizes pay-station hardware that requires users to deposit cash or coins sufficient to pay for their print charges and then returns change at the end of use. (Only available for Print Release Station.)

	Print Express	Print Release
Print on Credit	YES	NO
Pre-Pay Deposit	YES	YES
Cash on Demand	NO	YES

COMPUTER SIGN-UP AND RESERVATIONS

SAM enables a library to automate the process of assigning computers to users utilizing either a Sign Up Station or PC Reservations. This process can involve staff or be fully user self-serve.

SIGN UP STATION

The Sign Up Station offers a fair and efficient method of PC assignment. Users are immediately assigned to computers in the order in which they sign up. If a user leaves prior to their full session entitlement, SAM immediately assigns that computer to the next waiting user.

Anytown Public Library **Sign Up Station**

To use this Sign-Up Station: Choose the zone where you would like to use a computer then scan your library card and confirm your zone choice.

Zone: Control1 # of PCs: 8 Users Waiting:... Wait: 0:...

Library Card: Pin: **Sign Up**

-- Waiting List --		-- Assigned List --				-- PC Status --		
Next Up	Ticket	#	Now Up	At	Time	PC ID	Patron ID	Now Up/Ends at..
22222	1	0	55555	QC01	3 min	QC01	55555	Ticket: 0
						QC02		
						QC03		
						QC04		
						QC05		
						QC06		
						QC07		

Powered by

When a user is assigned a computer, their assignment is displayed at the Sign Up Station as well as on the computer to which they are assigned.

Anytown Public Library **QC01**

Welcome

To log into this computer, please enter your library card number and pin below.

Library Card: Pin:

This PC is assigned to 55555

OK **Library Policy**

Powered by


RESERVATIONS

Users have three options to reserve computers. They can use the Make a Reservation button on the Client PC, utilize a link on the Library home page, or utilize a Reservation Kiosk. All three options will bring users to either one of these two Reservations screens, available at the Library's discretion. Users have the option to select Zone, PC ID, and Time to reserve computers.

Please Note: Users do not have to make reservations to use PCs.

Reservations

Please enter your AccountID Number, then select a Zone and date. After, Click [View Availability].



AccountID Number

Zone

Date

[View Availability](#)

Reservations are for One Hour.


View My Reservations.

View Information By PC [By PC](#)

View Information By Time [By Time](#)

PC	5:30:00 PM	6 PM	6:30:00 PM
PC01		Make Reservation	Make Reservation
QC03		Make Reservation	Make Reservation

OR



It is easy to reserve a Computer. Start by selecting the Zone, a Date and then entering your Library Card Number and, Click Submit.

Zone

Date

Library Card Number

[Submit](#)

Reservations

After deciding on a computer and time, click the corresponding radio button. Then click "Make Reservation".

Zone

Library Card Number

Date

Name

Reservations Are For One Hour

[Make Reservation](#) [Logout](#) [Clear](#)

PC ID	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
PC01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QC03	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SAM MAINTENANCE

SAM comes with default values set for all parameters that are necessary for it to function properly. It also comes with a sample database of user records. Creating, modifying or deleting entries and records is accomplished through SAM's web-based interface. Both Administrator and staff members can access SAM by entering a User Name and Password at the SAM SmartServer Login page. Subsequent views, forms and read/write rights are driven by log in authorities.

SAM SMARTSERVER LOGIN

SAM SmartServer Login Page



Smart SERVER™

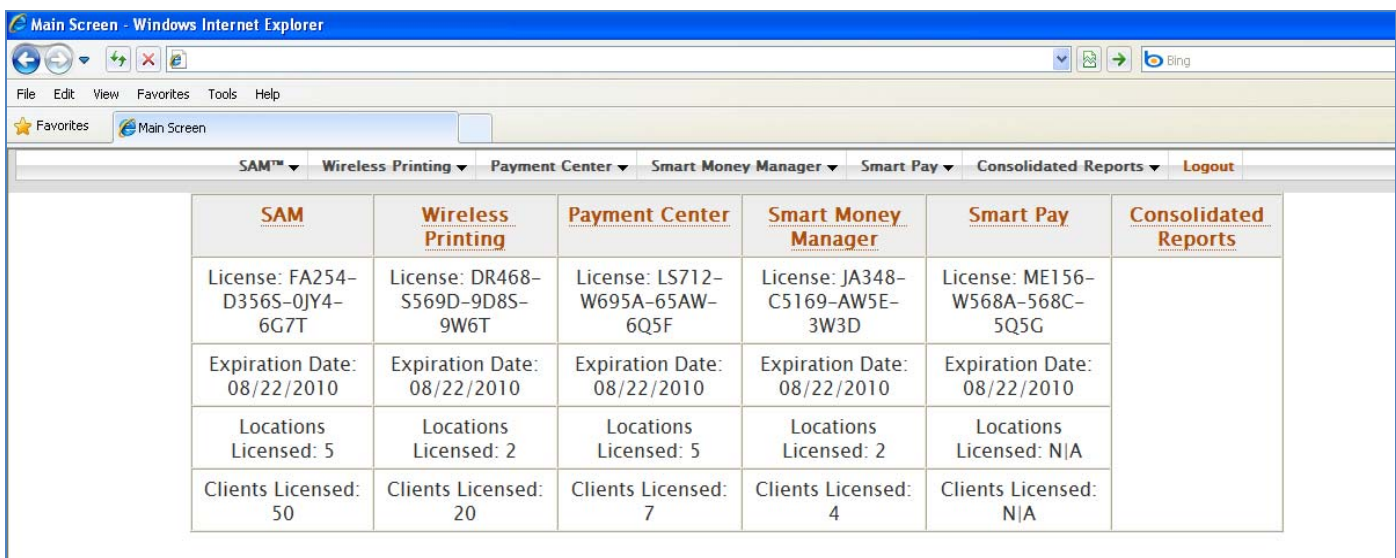
Authorized Personnel Only
Type your User Name & Password in the spaces provided and click [Enter]

User Name
Password

Notice: Access to this website is limited to authorized staff only
© 2000, 2002, 2010 Comprise Technologies Inc., Navesink, New Jersey.

ADMINISTRATOR ACCESS

Links on the SAM SmartSERVER Administrator Menu



SAM	Wireless Printing	Payment Center	Smart Money Manager	Smart Pay	Consolidated Reports
License: FA254-D3565-0JY4-6G7T	License: DR468-S569D-9D8S-9W6T	License: LS712-W695A-65AW-6Q5F	License: JA348-C5169-AW5E-3W3D	License: ME156-W568A-568C-5Q5G	
Expiration Date: 08/22/2010	Expiration Date: 08/22/2010	Expiration Date: 08/22/2010	Expiration Date: 08/22/2010	Expiration Date: 08/22/2010	
Locations Licensed: 5	Locations Licensed: 2	Locations Licensed: 5	Locations Licensed: 2	Locations Licensed: N/A	
Clients Licensed: 50	Clients Licensed: 20	Clients Licensed: 7	Clients Licensed: 4	Clients Licensed: N/A	

STAFF

Staff is used to setup Access Levels as determined by library administration. Each Access Level can be set up with specific, customized rights and access as follows:

SUPER ADMININSTRATOR ACCESS (ADMIN STAFF)

Super Administrator: Access to all SAM controls



ADMINISTRATOR ACCESS (ADMIN STAFF)

Administrator: Access to selected SAM controls as designated by Super Administrator.



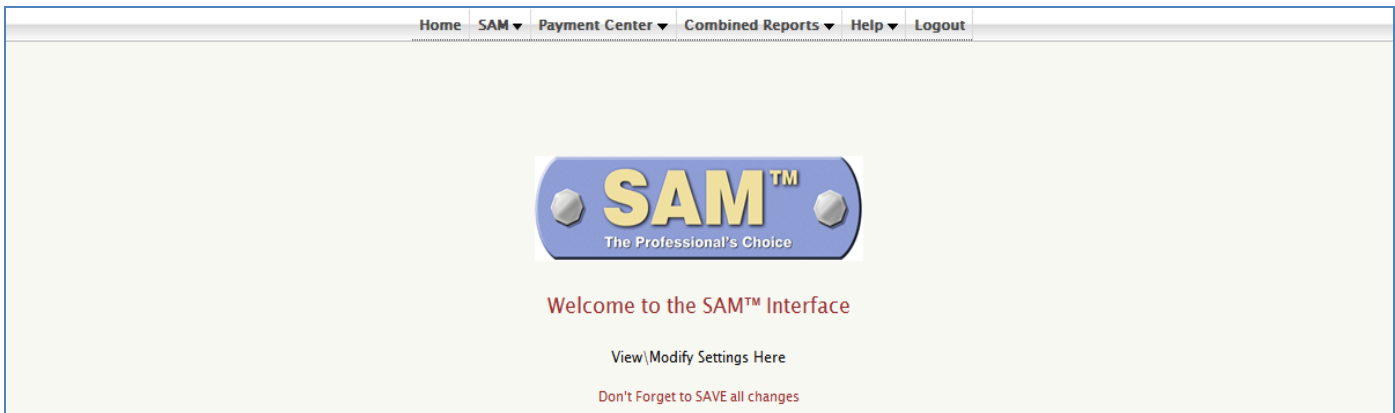
IT MANAGER ACCESS (ADMIN STAFF)

IT Manager (Web Interface): Access limited to only Zones.



REPORT MANAGER ACCESS (ADMIN STAFF)

Report Manager (Web Interface): Access limited to only Reports, this includes ALL SAM of the reports.



STAFF ACCESS (ADMIN STAFF)

Staff (Web Interface): Access to User Maintenance, Reservations and Limited Reports



ADD STAFF MEMBER (ADMIN STAFF)

Administrators can Add Staff Member access for: Administrator, POS Manager, Staff, IT Manager, and Report Manager by creating the Username and Password for each particular staff member's Access Level.

To Add Staff Member, please follow these steps:

1. Select appropriate Zone from drop down
2. Enter User Name for new Staff Member
3. Enter Password for new Staff Member
4. Select desired Access Level from the drop down. For example, Administrator, Staff, IT Manager, Report Manager, POS Manager, and POS User.
5. Select Interface Level from the drop down. For example, All Zones, Single Zone, etc.
6. Click [Save]. A confirmation message: Staff Member Created will display at bottom of window.

Field Description – Admin Staff			
Add Staff Member			
Field Label	Field Specifications	Description	Notes
Save		Enter/Select information and click Save to Add Staff Member	Confirmation Message: Staff Member Created will display at bottom of window
Zone		Select Zone	
User Name		Enter User Name	
Password		Enter Password	
Access Level		Select Access Level	Administrator, Staff, IT Manager, Report Manager, POS Manager, POS User
Interface Level		Select Interface Level	All Zones, Single Zone, etc.

MODIFY STAFF MEMBER (ADMIN STAFF)

Staff Member can be modified by following these steps:

1. Select appropriate Zone from drop down
2. Click Select to open Modify Staff Member screen
3. Select Staff Member you wish to modify from the list and click [Modify].

Please select/enter the requested information and click Select

Zone: Control Branch

Modify Staff Member – Control Branch

Please select a Staff Member from the list below to modify.

Zone ID: Control1
Zone Name: Control Branch

Modify	UserName	Access Level
<input type="radio"/>	administrator	Administrator
<input type="radio"/>	CTAdmin	Administrator
<input type="radio"/>	CTInfo	IT Manager
<input type="radio"/>	CTReports	Report Manager
<input type="radio"/>	CTStaff	Staff

4. Upon clicking the Modify button, the staff member's current information will be displayed.
5. Make the appropriate changes and click [Save].

Please select/enter the requested information and click Select

Zone: Control Branch

Modify Staff Member

After making changes, click the "Save" button

Zone ID: Control1
Zone Name: Control Branch

Modify	UserName	Access Level
<input checked="" type="radio"/>	administrator	Administrator

UserName: administrator Password: *****
Zone: Control Branch Access Type: Administrator Interface Level: All Zones

DELETE STAFF MEMBER (ADMIN STAFF)

You can delete a staff member's access level. This removes that member and their access level. The User Name & Password is the link to that particular access level that was created, so you can add several staff members with exclusive ID and Passwords to them. To delete a Staff Member from the list, follow steps 1 to 4 above. Then, select the Staff Member you wish to delete and click [Delete User]. Click [OK] when prompted to confirm deletion.

Please select/enter the requested information and click Select

Zone: Control Branch

Modify Staff Member

After making changes, click the "Save" button

Zone ID: Control1
Zone Name: Control Branch

Modify	UserName	Access Level
<input checked="" type="radio"/>	administrator	Administrator

UserName: administrator Password: *****
Zone: Control Branch Access Type: Administrator Interface Level: All Zones

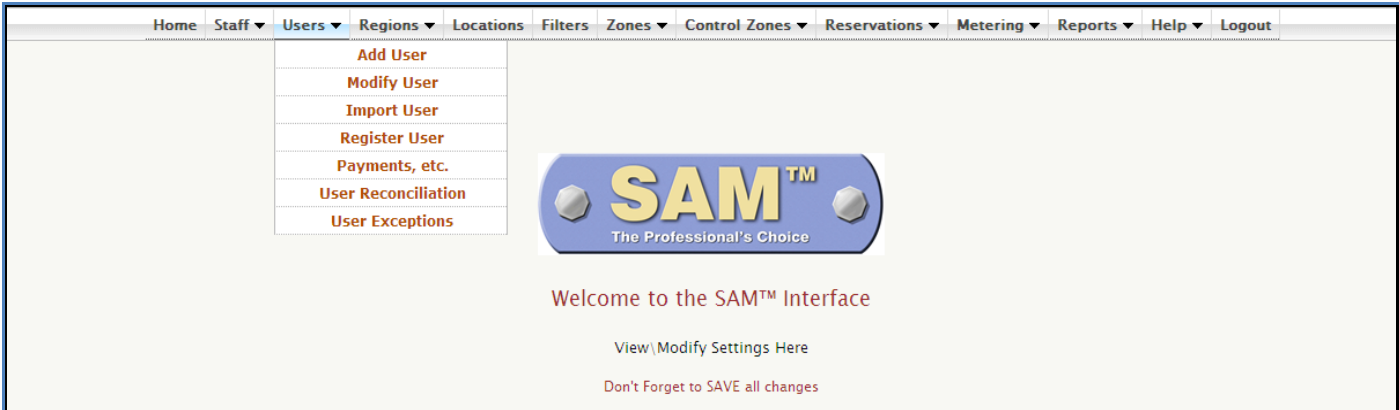
Message from webpage

Delete this User?

Field Description - Admin Staff			
Modify / Delete Staff Member			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Click Select to open Modify Staff Member screen	Open Modify Staff screen
Modify		Select Staff and Click Modify	Open current Staff Member information
Zone ID		Zone ID	
Zone Name		Zone Name	
Save		Click Save to save changes	
Delete User		Click Delete User to delete user from database	Confirm deletion at pop up window to delete User
Zone ID		Zone ID	
Zone Name		Zone Name	
UserName		Current User Name	Field can be modified here
Password		Current Password	Field can be modified here
Zone		Select Zone	Field can be modified here
Access Type		Select Access Type	Administrator, Staff, IT Manager, Report Manager, POS Manager, POS User
Interface Level		Select Interface Level	All Zones, Single Zone, etc.

USERS

This section allows for the addition of new users, and modification or deletion of current users. Administrators can also override the Standard or Group settings with personalized User settings for session time and print control settings.



ADD USER (ADMIN USERS)

Enter the information for the new user. This step includes entering Account/ID Number, Last Name, First Name, Date of Birth, Pin/Password, User Status, Internet Access Level, Group, Issue Date, Expiration Date and Guardian's Name. **Important:** Password is user created, so it does not have to be entered here. The required fields in the first step are Account/ID Number and Last Name. Libraries can offer patrons the ability to create a screen name for themselves upon logging into SAM if their policy allows. Once created, this screen name will appear on the sign up station, the staff PC Activity Manager and on the PC to which the user has been assigned. Once all information is entered, click [Add User]. **Note: Fields in red are required.**

Add User Clear

Add User

Please Enter The New User's Information Below.

Fields in this color are required

Account/ID Number	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>	Pin / Password	<input type="text"/>		
Date Of Birth	<input type="text"/> <small>(MM/DD/YYYY)</small>	Internet Access	<input type="text" value="Most Restrictive"/>	Group	<input type="text" value="Standard User"/>
User Status	<input type="text" value="Active"/>	Expiration Date	<input type="text" value="09/20/2013"/> <small>(MM/DD/YYYY)</small>	Guardian's Name	<input type="text"/>
Issue Date	<input type="text" value="09/20/2010"/> <small>(MM/DD/YYYY)</small>				
Screen Name	<input type="text"/>				
Address	<input type="text"/>	Address 2	<input type="text"/>	Dept.	<input type="text" value="Library"/>
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Home Phone	<input type="text"/>	Office Phone	<input type="text"/>	SSN	<input type="text"/>
<input type="checkbox"/> Accepted Use Policy		Notes	<input type="text"/>		
DBCN	<input type="text"/>				

Session Settings	Print Information	Age Advancement
<input type="checkbox"/> Activate Session Settings	<input type="checkbox"/> Activate Print Information	Enter Age User Advances to Next Level
Consecutive Sessions	Price Per Page	Most Restrictive
<input type="text" value="0"/>	<input type="text" value="1 Cent"/>	<input type="text" value="0"/>
Session Time	Page Limit	Child
<input type="text" value="15 Min"/>	<input type="text" value="1 Page"/>	<input type="text" value="0"/>
Sessions / Day	Free Pages	Juvenile
<input type="text" value="1"/>	<input type="text" value="None"/>	<input type="text" value="0"/>
Reservations / Day	Applications	Youth
<input type="text" value="1"/>	<input type="text" value="All"/>	<input type="text" value="0"/>
Daily Hours		Adult
<input type="text" value="30 Min"/>		<input type="text" value="0"/>
		Unrestricted
		<input type="text" value="0"/>

Add User Clear

Field Description - Admin Users			
Add User			
Field Label	Field Specifications	Description	Notes
Add User		Click after adding information to save	
Clear		Click to clear information entered	
Account/ID Number	Required field 19 character limit	User Account Number	
Last Name	Required field 8,000 character limit	Last Name	
First Name	8,000 character limit	First Name	
Middle Name	8,000 character limit	Middle Name	
Date Of Birth	(MM/DD/YYYY) 10	Date of Birth	
Pin / Password	19 character limit	User Pin / Password	
User Status		Status	Active/Inactive
Internet Access	Filter Level Names set by Library will be displayed.	Select appropriate Internet Access Level	For example: Most Restrictive, Child, Juvenile, Youth, Adult, Unrestricted, Block. Or, Level 1 to Level 6 and Block.
Group		Select Group	Standard, Groups 1 to 4
Issue Date	(MM/DD/YYYY) 10 character limit	Account Number issue date	
Expiration Date	(MM/DD/YYYY) 10 character limit	Account Number expiration date	
Guardian's Name	50 character limit	Guardian's Name	
Screen Name	50 character limit	Screen Name will appear on SUS, PCAM, and on PC to which user is assigned	User can change screen name
Address	35 character limit	User Address	
Address 2	35 character limit	User Address	
Dept.		Library Dept.	Library, Parks, etc.
City	35 character limit	User City	
State	2 character limit	User State	
Zip Code	10 character limit	User Zip Code	
Home Phone	21 character limit	Home Phone	
Office Phone	21 character limit	Office Phone	
SSN	11 character limit	User SSN	
Accepted Use Policy		Indicates whether use policy was accepted or not	Will be checked after user accepts use policy
DBCN	50 character limit	Unique Identifier. Database Control #	
Notes	255 character limit		Enter any notes regarding user.
Activate Session Settings		Override Group settings with settings selected below for user. Effective until box is unchecked.	
Consecutive Sessions		Select Consecutive Sessions	Override Group Consecutive settings
Session Time		Select Session Time	Override Group Session Time
Sessions / Day		Select Sessions per Day	Override Group Sessions / Day
Reservations / Day		Select Reservations per Day	Override Group Reservations / Day
Daily Hours		Select Daily Hours	Override Group Daily Hours
Activate Print Information		Override Group Print Information with settings selected below for user. Effective until box is unchecked.	
Price Per Page		Select Price Per Page	Override Group Price Per Page
Page Limit		Select Page Limit	Override Group Page Limit
Free Pages		Select Free Pages	Override Group Free Pages

Field Description - Admin Users			
Add User			
Field Label	Field Specifications	Description	Notes
Applications		Select Applications	Override Group Applications
Enter Age User Advances to Next Level		Select age when user will advance to each of the levels below	
Most Restrictive		Select Age when user advances to level	Override Age when user advances to level
Child		Select Age when user advances to level	Override Age when user advances to level
Juvenile		Select Age when user advances to level	Override Age when user advances to level
Youth		Select Age when user advances to level	Override Age when user advances to level
Adult		Select Age when user advances to level	Override Age when user advances to level
Unrestricted		Select Age when user advances to level	Override Age when user advances to level
Add User		Click after adding information to save	
Clear		Click to clear information entered	

Confirmation displays that new user account has been added.

User With Account/ID Number 11111 Has Been Added

MODIFY USER (ADMIN USERS)

Enter the user's Account Number, Name, or Date of Birth and click on [Search].

This will open a screen containing the user's current information. After making changes, click [Save] to save the changes.

Note: Fields in red are required.

Modify User

Fields in this color are required

Account / ID Number	<input style="border: 1px solid red;" type="text" value="11111"/>	First Name	<input style="border: 1px solid red;" type="text" value="John"/>	Middle Name	<input type="text"/>
Last Name	<input style="border: 1px solid red;" type="text" value="Smith"/>	Pin / Password	<input style="border: 1px solid red;" type="text" value="11111"/>	<input type="checkbox"/> Change Pin / Password Next Time	
Date Of Birth	<input style="border: 1px solid red;" type="text" value=""/>	Internet Access	<input style="border: 1px solid red;" type="text" value="Most Restrictive"/>	Group	<input style="border: 1px solid red;" type="text" value="Group 2"/>
User Status	<input style="border: 1px solid red;" type="text" value="Active"/>	Expiration Date	<input style="border: 1px solid red;" type="text" value="08/02/2013"/>	Guardian's Name	<input type="text"/>
Issue Date	<input style="border: 1px solid red;" type="text" value="08/02/2010"/>	<input type="checkbox"/> Reset Patron's Time			
Screen Name	<input style="border: 1px solid red;" type="text" value="smithj"/>	<input type="checkbox"/> Free Pages Allowed	<input type="text" value="1"/>	Circulation Debit	<input type="text" value="0"/>
Time Used Today	<input style="border: 1px solid red;" type="text" value="00:20:00"/>	<input type="checkbox"/> Reset User's Logs		Last Time Patron Logged in	<input style="border: 1px solid red;" type="text" value="Sep 20 2010 11:07AM"/>
Total Pages Printed	<input style="border: 1px solid red;" type="text" value="3"/>				
<input type="checkbox"/> User is on PC					
<input type="checkbox"/> User is on Payment Center					
<input type="checkbox"/> User is on Print Release Station					
<input type="checkbox"/> User is on Copier Control					

Address	<input style="border: 1px solid red;" type="text"/>	Address	<input style="border: 1px solid red;" type="text"/>	County Dept.	<input style="border: 1px solid red;" type="text" value="Library"/>
City	<input style="border: 1px solid red;" type="text"/>	State	<input style="border: 1px solid red;" type="text"/>	Zip Code	<input style="border: 1px solid red;" type="text"/>
Home Phone	<input style="border: 1px solid red;" type="text"/>	Office Phone	<input style="border: 1px solid red;" type="text"/>	SSN	<input style="border: 1px solid red;" type="text"/>
<input checked="" type="checkbox"/> Accepted Use Policy		Acceptance Date	<input style="border: 1px solid red;" type="text" value="N/A"/>	Way Accepted	<input style="border: 1px solid red;" type="text" value="N/A"/>
DBCN	<input style="border: 1px solid red;" type="text"/>	Notes	<input style="border: 1px solid red;" type="text"/>		

Session Settings	Print Information	Age Advancement
<input type="checkbox"/> Activate Session Settings	<input type="checkbox"/> Activate Print Information	Enter Age User Advances to Next Level
Consecutive Sessions	Price Per Page	Most Restrictive
<input style="border: 1px solid red;" type="text" value="0"/>	<input style="border: 1px solid red;" type="text" value="1 Cent"/>	<input style="border: 1px solid red;" type="text" value="0"/>
Session Time	Page Limit	Child
<input style="border: 1px solid red;" type="text" value="15 Min"/>	<input style="border: 1px solid red;" type="text" value="1 Page"/>	<input style="border: 1px solid red;" type="text" value="0"/>
Sessions / Day	Free Pages	Juvenile
<input style="border: 1px solid red;" type="text" value="1"/>	<input style="border: 1px solid red;" type="text" value="None"/>	<input style="border: 1px solid red;" type="text" value="0"/>
Reservations / Day	Applications	Youth
<input style="border: 1px solid red;" type="text" value="1"/>	<input style="border: 1px solid red;" type="text" value="All"/>	<input style="border: 1px solid red;" type="text" value="0"/>
Daily Hours		Adult
<input style="border: 1px solid red;" type="text" value="30 Min"/>		<input style="border: 1px solid red;" type="text" value="0"/>
		Unrestricted
		<input style="border: 1px solid red;" type="text" value="0"/>

Reservations	Zone	Machine	Date	Time	Length	Delete?
	Control	2C03	Sep 20	2:30 PM	1 Hour	<input type="radio"/>



User will not be deleted if there is money in SAM account.

Delete User procedure:

From the Modify User screen that displays the user’s current information.

1. If SAM account is zero, click [Delete User]
2. If SAM account is not zero:
 - a. First, zero out SAM account from Payments, etc. screen.
 - b. Then, return to Modify User screen and click [Delete User].
3. For a replacement card, use method A or B:
 - A.
 - a. First, zero out SAM account from Payments, etc. screen.
 - b. Return to Modify User screen and click [Delete User].
 - c. Then, create new account and transfer the balance from the old card # into the newly created account.
 - B.
 - a. In the Account/ID Number box, replace the old card # with new card #.
 - b. Click [Save]

Transactions for the old card # are still associated with the old card #. Transactions for the new card # will be associated with the new card # going forward.

Field Description - Admin Users			
Modify / Delete User			
Field Label	Field Specifications	Description	Notes
Account/ID		User Account Number	
Last Name	8,000 character limit	Last Name	
First Name	8,000 character limit	Last Name	
DBCN	50 character limit	Unique Identifier	
Search		Click to open Modify User Screen	
Save		After making changes, click to save	
Delete User	User SAM account has to be zero	Click to Delete User from database	Cannot delete User if there is money in SAM account.
Clear		Click to Clear changes without saving	
Account/ID	Required 19 character limit	User Account Number	
Last Name	Required 8,000 character limit	Last Name	
Field Description - Admin Users			

Modify / Delete User			
Field Label	Field Specifications	Description	Notes
First Name	8,000 character limit	First Name	
Middle Name	8,000 character limit	Middle Name	
Date Of Birth	(MM/DD/YYYY) 10	Date of Birth	
Pin / Password		User Pin / Password	
Change Pin / Password Next Time		Check box to require user to change Pin / Password at next login	Allows user to reset Pin / Password to desired one.
User Status		Select Status	Active/Inactive
Internet Access	Filter Level Names set by Library will be displayed.	Select Internet Access	For example: Most Restrictive, Child, Juvenile, Youth, Adult, Unrestricted, Block. Or, Level 1 to Level 6 and Block.
Group		Select Group	Standard, Groups 1 to 4
Issue Date	(MM/DD/YYYY) 10	Account Number issue date	
Expiration Date	(MM/DD/YYYY) 10	Account Number expiration date	
Guardian's Name	50 character limit	Guardian's Name	
Screen Name	50 character limit	Screen Name will appear on SUS, PCAM, and on PC to which user is assigned	User can change screen name
Time Used Today	HH:MM:SS	Time used by patron today	
Reset Patron's Time		Select to reset user's time used for the day	Will reset user's time used today to 0.
Total Pages Printed		Pages user has printed today	
Free Page Allowed		Number of free pages	1 to 100
Circulation Debit		Imported from ILS	
User is logged on PC		Box is checked while user is logged on at a PC	Staff can uncheck if needed
User is logged on Payment Center		Box is checked while user is logged on at a Payment Center	Staff can uncheck if needed
User is logged on Print Release Station		Box is checked while user is logged on at a Payment Center	Staff can uncheck if needed
User is logged on Copier Control		Box is checked while user is logged on at a Copier Control	Staff can uncheck if needed
Reset User's Logs		Will reset user's logins and/or sessions for the day	Staff can uncheck if needed
Last Time Patron Logged in		Indicates last time when user logged in	(i.e. Sep 14 2010 12:02PM)
Address	35 character limit	User Address	
Address	35 character limit	User Address	
County Dept.		Library Dept.	Library, Parks, etc.
City	35 character limit	User City	
State	2 character limit	User State	
Zip Code	7 character limit	User Zip Code	
Home Phone	21 character limit	Home Phone	
Office Phone	21 character limit	Office Phone	
SSN	11 character limit	User SSN	
Accepted Use Policy		Indicates whether use policy was accepted or not	Will be checked after user accepts use policy
Acceptance Date	(MM/DD/YYYY) 10 character limit	Date user last accepted user policy	
Way Accepted		Method used to accept Use Policy	During Login, Create new user from web Interface, etc.
Field Description - Admin Users			

Modify / Delete User			
Field Label	Field Specifications	Description	Notes
DBCN	50	Unique Identifier	
Notes	255 character limit		Enter any notes regarding user.
Session Settings			
Activate Session Settings		Override Group settings with settings selected below for user. Effective until box is unchecked.	
Consecutive Sessions		Select Consecutive Sessions	Override Group Consecutive settings
Session Time		Select Session Time	Override Group Session Time
Sessions / Day		Select Sessions per Day	Override Group Sessions / Day
Reservations / Day		Select Reservations per Day	Override Group Reservations / Day
Daily Hours		Select Daily Hours	Override Group Daily Hours
Print Information			
Activate Print Information		Override Group Print Information with settings selected below for user. Effective until box is unchecked.	
Price Per Page		Select Price Per Page	Override Group Price Per Page
Page Limit		Select Page Limit	Override Group Page Limit
Free Pages		Select Free Pages	Override Group Free Pages
Applications		Select Applications	Override Group Applications
Age Advancement			
Enter Age User Advances to Next Level		Select age when user will advance to each of the levels below	
Most Restrictive		Select Age when user advances to level	Override Age when user advances to level
Child		Select Age when user advances to level	Override Age when user advances to level
Juvenile		Select Age when user advances to level	Override Age when user advances to level
Youth		Select Age when user advances to level	Override Age when user advances to level
Adult		Select Age when user advances to level	Override Age when user advances to level
Unrestricted		Select Age when user advances to level	Override Age when user advances to level
Reservations		Reservations user has for the day will be displayed	

IMPORT USER (ADMIN USERS)

Import Users from the ILS

Enter the user's Account Number and click on [Submit Query].

Import User [Submit Query]

Please enter the User's information below

Account/ID Number

Field Description - Admin Users			
Import User			
Field Label	Field Specifications	Description	Notes
Submit Query		Click after entering information to save	User will be imported to database
Account/ID Number	19 character limit	Enter User Account/ID Number	
Pin/Password	Optional	Optional, based on ILS requirements	Only shows if applicable

REGISTER USER (ADMIN USERS)

Self-registration is used in lieu of an automatic link to the patron database. This feature enables the patron to self-register the first time they use SAM. This feature is only used when the library has an ILS that does not support SIP or API's. Staff can verify the information.

To Register User, click [Register]. User will be registered and name will be removed from the list.

Register User

To Register a User with the information displayed below either click their card number, name or the "Register" Button
To Change or Add A User's Information Before Registering them, please Click the "Add More Info" Button

Barcode Number	Name	PIN	DOB	Group	Library Member	
2006122019548	abrams, gail			Standard Patron	No	[Register] [Add More Info]
20072719926	ellis, kaitlyn			Standard Patron	No	[Register] [Add More Info]
200741017931	ellis, Kaitlyn			Standard Patron	Yes	[Register] [Add More Info]
2007129153448	Ferreira, Andrew	24863		Standard Patron	Yes	[Register] [Add More Info]
2007129143513	Ferreira, Matthew	28980		Standard Patron	No	[Register] [Add More Info]
2007116184226	funk, chereal	23581000832297		Standard Patron	No	[Register] [Add More Info]

To Change or Add a user's information before registering them:

1. Click [Add More Info]
2. Change or Add the appropriate information.
3. Click [Add User]

Add User Register User Cancel

Please Enter/Change The User's Information Below and Click 'Register User' to finish the Registration Process. To Stop the Registration Process click 'Cancel'.

Fields in this color are required

Account /ID Number First Name Middle Name

Last Name Pin / Password

Date Of Birth Internet Access Group

User Status Expiration Date Guardian's Name

Issue Date Address County Dept.

City State Zip Code

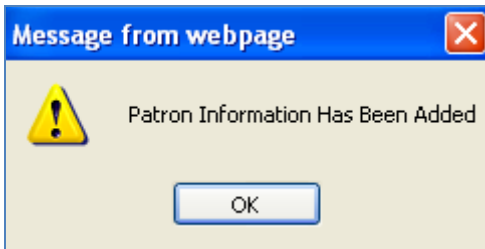
Home Phone Office Phone SSN

Accepted Use Policy

DBCN Notes

Add User Cancel

A confirmation box will display: Patron Information Has Been Added.



Field Description - Admin Users			
Register User			
Field Label	Field Specifications	Description	Notes
Register		Click the card number, name or the 'Register' Button to Register a User with the current information displayed	
Add More Info		Click the 'Add More Info' Button to Change or Add a User's information before Registering them	

PAYMENTS, ETC. (ADMIN USERS)

Please note, to protect the integrity of SAM account balances, users will be blocked from logging onto the Payment Center, Print Release Station and Copy Controller concurrently. Users can only log onto one of these devices at a time.

Enter the user's Account Number and click on [Search].

This will open a screen showing the user's current information. After making the changes, you can click [Save] to save changes.

Please select/enter the requested information and click Search

Account/ID Number Account/ID Number

Name Last Name First Name

DBCN DBCN

Payments, etc.

After making changes, click the "Save" button

Account/ID Number

User Name

Non-Cash Adjustment

The User has this Amount in their Account

The User owes this Amount

\$

This User has no print Jobs

Field Description - Admin Users			
Payments, etc.			
Field Label	Field Specifications	Description	Notes
Account/ID Number		Enter User's Account/ID Number	Search by Account/ID Number
Name		Enter User's Last Name	Search by User's Last Name
Name		Enter User's First Name	Search by User's First Name
DBCN		Enter DBCN	Search by DBCN
Search		Click to open User Account Status screen	
Save		Click after making changes to Save	User Account Balance will be adjusted appropriately according to amount added or deducted. New Balance will be displayed in The User has this Amount in their Account box on top.
Reset		Click to Reset values	
Account/ID Number	19 character limit	User's Account/ID Number	
User Name	8,000 character limit	User's Name	
The User has this Amount in their Account		User's Current Account Balance is displayed	
The User Owes this Amount		Amount user owes will be displayed	
Enter Amount Paid		Amount to be added or deducted from Account	Positive number will add to account. Negative number will deduct from account.
Non-Cash Adjustment		Staff can check box for non-cash transactions.	Adjustments for print job that did not print, etc.
This User has no print jobs		Print jobs for user will be shown if applicable.	

USER RECONCILIATION (ADMIN USERS)

Enter the User's Account Number and click on [Submit]. This will open a screen with the user's current information.

8/2/2010 1:33:14 PM
Patron Reconciliation Information

Patron Information

Library Card Number: 11111 Name: John Smith
 Starting Balance: \$0.00 Additions: \$1.50 Charges: \$0.00 Ending Balance: \$1.50

Transactions

Date & Time	Branch	Device Used	Device Name	Previous Amount	Addition	Subtraction	Ending Amount	Pages	Copies
8/2/2010 12:32:55 PM	StaffPCAM	Administrator Interface	StaffPCAM	\$0.00	\$1.50	\$0.00	\$1.50		

Field Description - Admin Users			
User Reconciliation			
Field Label	Field Specifications	Description	Notes
Submit		Click after Entering information	Will open User Reconciliation information page
Account/ID Number	19 character limit	Enter Account/ID Number	

USER EXCEPTIONS (ADMIN USERS)

These are card numbers that have been created for testing and use by staff that will not show in the "Account by" reports and will not affect financial data.

Account by User, Account by Group, Account by Zone, and Account by Device.

User Exceptions

Delete	Acct/ID Number
<input type="radio"/>	12345
<input type="radio"/>	23456
<input type="radio"/>	34567
<input type="radio"/>	99999

Add Acct/ID Number

Acct/ID Number

Field Description - Admin Users			
User Exceptions			
Field Label	Field Specifications	Description	Notes
Delete		Select user to be deleted	User will be deleted
Add Acct/ID Number		Create card #s for testing and use by staff that will not show in the "Account by" reports and will not affect financial data	
Acct/ID Number		Enter the Acct/ID Number to be added	
Save		Click Save to delete or add Account/ID Number	

IDENTIFY AND DEFINE GROUPS OF COMPUTERS

The following sections will cover how to identify and define the various groups of computers in your building(s).

REGION

A region consists of one or more locations that are configured under the same Administrative authority but organized together so that their data and reports can be viewed by a specific authentication level.

LOCATION

A Location is a physical description; it is the primary licensing unit for SAM software.

ZONE

A Zone is a way to configure SAM differently for certain PCs without acquiring additional Location licensing. A Zone is typically a section of a Location in which SAM is configured differently than elsewhere in that Location, for example, *The Kids Section*. Another use of a Zone differentiates PCs by purpose. For example, *Express Computers* can be configured under common Zone settings regardless of their physical location. All SAM configuration options resolve to the Zone level.

CONTROL ZONE

A Control Zone is another way to configure SAM differently for certain PCs without acquiring additional Location licensing. Control Zones offer a limited subset of configuration options.

REGIONS

This section allows the Administrator to add, modify, or delete a region in a Consortium. It also allows for assigning a Zone to a Region.



ADD REGION (ADMIN REGIONS)

To Add Region, please follow these steps:

1. Enter Region ID (**must be numeric**)
2. Enter Region Name
3. Click [Add Region] to add the new Region.
4. Region will be added to database and display in list below

Add Region
 After making changes, click Add Region.

Region ID Must be numeric

Region Name

Existing Regions:

Region ID	Region Name
1	test lab
200	Control QC Branch

A confirmation message: Region has been Added will display on the screen.

Region has been Added

Add Region
 After making changes, click Add Region.

Region ID

Region Name

Existing Regions:

Region ID	Region Name
1	test lab
2	Eastern
200	Control QC Branch

Field Description – Admin Regions			
Add Region			
Field Label	Field Specifications	Description	Notes
Add Region		Click after entering information to Save	Region will be added to database and display in list below
Region ID	Must be numeric	Enter Region ID	
Region Name	100 character limit	Enter Region Name	

MODIFY REGION (ADMIN REGIONS)

Region information can be modified by following these steps:

1. Select appropriate Region Name from drop down
2. Click Submit to open Modify Region screen
3. Make the appropriate changes to modify Region information and click [Save].

Region Name

Modify Region
 Please Select A Region

A confirmation message: Region Has Been Updated will display on screen.

Region Name

Region Has Been Updated

Modify Region
 After making changes, click Save

Region ID

Current Region Name

New Region Name

DELETE REGION (ADMIN REGIONS)

Region information can be deleted by following these steps:

1. Select appropriate Region Name from drop down
2. Click Submit to open Modify Region screen
3. Click [Delete Region]. Then, click [OK] when prompted to confirm deletion.

The screenshot shows the 'Modify Region' web form. The 'Region Name' dropdown is set to 'Control QC Branch'. The 'Region ID' field contains '200'. There are 'Submit', 'Save', and 'Delete Region' buttons. A modal dialog box titled 'Message from web page' is open, asking 'Delete this Region?' with 'OK' and 'Cancel' buttons.

Field Description - Admin Regions

Modify / Delete Region

Field Label	Field Specifications	Description	Notes
Region Name		Select Region to Modify	
Submit		Click to open Modify Region screen	
Save		Click after changing information to Save	Region information will be updated on server
Delete Region		Click [Delete Region] and [OK] to confirm deletion.	Region will be deleted from database
Region ID	Must be numeric	Region ID	
Current Region Name		Current Region Name	
New Region Name	100 character limit	Enter New Region Name	

ASSIGN ZONE (ADMIN REGIONS)

To Assign Zone to a Region, follow these steps:

1. Select the appropriate Region and click [Submit].
2. Select desired Zone from the list. To select more than one Zone, hold the CTRL button as you select.
3. Click [Save] to assign the Zone(s) to Region.

The screenshot shows the 'Assign Zone(s)' web form. The 'Region Name' dropdown is set to 'Western'. The 'Zone(s)' dropdown is open, showing a list of zones: Catalog, Comolab, ComolabRT, Comprise Public Library, Control, Control Location, Middletown Public Library, NEWZONE, Public Library, and Rogers Memorial. A note at the bottom states: 'To select more than one zone hold the Control(Ctrl) Button down as you select.'

A confirmation message: Region Information has been updated will display on screen.

The screenshot shows a web application interface with the following elements:

- Region Name:** A dropdown menu currently set to "Western".
- Confirmation Message:** "Region Information has been updated" displayed in red text.
- Buttons:** "Submit" and "Save" buttons are visible in the top right corner.
- Assign Zone(s):** A section with the instruction "After making changes, click Save".
- Region:** A dropdown menu currently set to "Western".
- Zone(s):** A dropdown menu with a list of zones: Catalog, ComoLab, ComoLabRT, Comprise Public Library, Control, Control Location, Middletown Public Library, NEWZONE, Public Library, and Rogers Memorial. The "Control" option is currently selected.
- Footer Note:** "To select more than one Zone hold the Control(Ctrl) Button down as you select."

Field Description - Admin Regions			
Assign Zone			
Field Label	Field Specifications	Description	Notes
Region Name		Select Region	
Submit		Click to open	
Save		Click after selecting information to save	Information will be saved to database
Region		Region Name where Zone will be assigned	Hold CTRL key to Select more than one Zone
Zone(s)	Hold (Ctrl) Button down to select more than 1 Zone	Select Zone(s) to assign to Region	Zone(s) will be assigned to Region

LOCATIONS

This section allows the Administrator to add a location. A Location is a physical description. It is the primary licensing unit for SAM software. Therefore, Location Name Box will not display after the maximum # of location licenses has been used up. Once the maximum number of location licenses is reached, only the Existing Locations list will display with a message indicating: You have reached the maximum number of locations.

Existing Locations	
Location ID	Location Name
1	Jefferson St.
2	Lincoln Ave.
10	Madison Rd.
12	Monroe
3	Washington Blvd.

ADD LOCATION (LOCATIONS)

To Add Location, please follow these steps:

1. Enter Location Name
2. Click [Add Location] to add the new location.

Add Location Add Location

Add the information, then click 'Add Location'

Location Name

Existing Locations	
Location ID	Location Name
1	Jefferson St.
2	Lincoln Ave.
3	Washington Blvd.

3. The new Location will be added to database and display in the Existing Locations list.

Add Location Add Location

Add the information, then click 'Add Location'

Location Name

Existing Locations	
Location ID	Location Name
1	Jefferson St.
2	Lincoln Ave.
10	Madison Rd.
3	Washington Blvd.

4. Once the library has reached the maximum number of Licensed Locations, the Location Name box will not display when attempting to add a location. Instead, there will a message displayed advising: You have reached the maximum number of locations.

You have reached the maximum number of locations.

Existing Locations	
Location ID	Location Name
1	Jefferson St.
2	Lincoln Ave.
10	Madison Rd.
12	Monroe
3	Washington Blvd.

Field Description - Locations			
Add Location			
Field Label	Field Specifications	Description	Notes
Location Name	300 character limit	Enter Location Name	Location Name Box will not show after the maximum # of location licenses has been used up. Once the maximum number of location licenses is reached, only the Existing Locations list will display.
Add Location		Click to save new location information to database	The new Location will be added to database and Existing Locations list.

FILTERS

This section allows the Administrator to set Filter Level Names for Internet Access levels. For example: Most Restrictive, Child, Juvenile, Youth, Adult, Unrestricted, Block. Or, if the library prefers: Level 1, Level 2, Level 3, Level 4, Level 5, Level 6, and Block. The Filter Level Names set by the library will be displayed for Internet Access options. Enter the desired Filter Level Names for Level 1 to Level 6 and click [Save].

The screenshot shows a web application interface with a navigation menu at the top containing: Home, Staff, Users, Regions, Locations, Filters, Zones, Control Zones, Reservations, Metering, Reports, Help, and Logout. The main content area is titled "Filters" and includes the instruction: "Provide the Necessary Filter Names, then click Save." Below this instruction, there are six input fields arranged in two columns. The left column contains Level 1 (Most Restrictive), Level 3 (Juvenile), and Level 5 (Adult). The right column contains Level 2 (Child), Level 4 (Youth), and Level 6 (Unrestricted). A "Save" button is located in the top right corner of the form area.

Level	Filter Name
Level 1	Most Restrictive
Level 2	Child
Level 3	Juvenile
Level 4	Youth
Level 5	Adult
Level 6	Unrestricted

ZONES

This section allows the Administrator to add zones as well as configure zone settings such as filter levels, group settings, free pages, messages, library close time, Internet access, and computer percentage limit (for flex time). To delete a Zone, please contact Comprise Technical Support.



ADD ZONE (ZONES)

To Add Zone, please follow these steps:

1. Enter new Zone ID to be added
2. Enter new Zone Name to add new Zone
3. Click [Add Zone].

Add Zone

After making changes, click the Add Zone button

Zone ID

Zone Name

Existing Zones	
Zone ID	Zone Name
AnneArundel	Anne Arundel
Comprise	Comprise Public Library
Control1	Control Branch
Headquarters	Headquarters
Sam	Sam
test4	Test 4
TestAdd	Test Add
TestAdd1	Test Add 1
TestAdd2	Test Add 2
test1	test1
test2	test2
test3	test3

A confirmation message: Zone Has Been Added will display on screen. New Zone will show under the Existing Zones list.

Zone Has Been Added

Add Zone

After making changes, click the Add Zone button

Zone ID

Zone Name

Existing Zones	
Zone ID	Zone Name
AnneArundel	Anne Arundel
Comprise	Comprise Public Library
Control1	Control Branch
Headquarters	Headquarters
Sam	Sam
test4	Test 4
TestAdd	Test Add
TestAdd1	Test Add 1
TestAdd2	Test Add 2
test1	test1
test2	test2
test3	test3
Test5	Test5

Field Description - Zones			
Add Zone			
Field Label	Field Specifications	Description	Notes
Zone ID	50 character limit	ID of Zone to be added	
Zone Name	100 character limit	Name of Zone to be added	
Add Zone Button		Click Add Zone button to add Zone to database	New Zone will be displayed on the Zone list.

ASSOCIATE DEVICE (ZONES)

To Associate Device, please follow these steps:

1. Select appropriate Zone to associate device.
2. Enter new Device ID.
3. Select new Device Type from the drop down.
4. Click [Save].

Associate Device

After making changes, click the Save button

Zone

Device ID

Device Type

A confirmation message: Device Assigned will display on screen. New Device will show under the Associated Devices list.

Device Assigned

Associate Device
After making changes, click the Save button

Zone

Device ID

Device Type

Associated Devices		
Zone ID	Device ID	Device Type
Sam	8	LPC

Field Description - Zones			
Associate Device			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Device ID		Enter Device ID	
Device Type		Select Device	POS, Payment Center, etc.
Save		New Device will be added to database. Device will be displayed on the Zone list above	Save to add new Device to database

BROWSER CONTROL (ZONES)

SAM allows the library to control the 'Browser Start Page' view for each Filter Profile. The Filter Profiles are: Full Access, Full Access (Alt.), Restricted Access, Restricted Access (Alt.), Safe Harbor, and Safe Harbor (Alt.).

Type in a start page (i.e. <http://www.schoollinx.com>) in the appropriate field under Zones/Browser Control, then click [Save] and check "Set default start page". This will enable the new default start page for each profile. If you want to keep your own default start pages that are already set up in your browser settings, uncheck "Set default start page".

Internet Options - SAM's Proxy Filtering Solution:

Set Browser settings - This **must be checked if you are using SAM's Proxy Filtering Solution**. This will change the client browser to go to the Proxy IP address.

Please Note that 8e6 Filter Appliance control is not supported for thin clients at this time

Please select/enter the requested information and click Submit

Zone

Browser Options
After making changes, click the Save button

Zone ID

Zone Name

Start Pages

Most Restrictive	<input type="text" value="http://www.msn.com"/>	IP	<input type="text"/>	Port	<input type="text"/>
Child	<input type="text" value="http://www.google.com"/>	IP	<input type="text"/>	Port	<input type="text"/>
Juvenile	<input type="text" value="http://www.aol.com"/>	IP	<input type="text"/>	Port	<input type="text"/>
Youth	<input type="text" value="http://www.hotmail.com"/>	IP	<input type="text"/>	Port	<input type="text"/>
Adult	<input type="text" value="http://www.bing.com"/>	IP	<input type="text"/>	Port	<input type="text"/>
Unrestricted	<input type="text" value="http://www.yahoo.com"/>	IP	<input type="text"/>	Port	<input type="text"/>

Internet Options

Set Browser Settings Set Default Start Page

Field Description - Zones			
Browser Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Submit		Open Browser Options Screen	
Save		Click after making changes to save	Save changes and add to database
Zone ID	50 character limit	ID of Zone	
Zone Name	100 character limit	Name of Zone	
Start Pages		Start Page view for each Filter profile	
Most Restrictive	Filter Level Name set by Library will be displayed.	Enter URL, IP, and Port	For example: Level 1 to Level 6
Child	Filter Level Name set by Library will be displayed.	Enter URL, IP, and Port	
Juvenile	Filter Level Name set by Library will be displayed.	Enter URL, IP, and Port	
Youth	Filter Level Name set by Library will be displayed.	Enter URL, IP, and Port	
Adult	Filter Level Name set by Library will be displayed.	Enter URL, IP, and Port	
Unrestricted	Filter Level Name set by Library will be displayed.	Enter URL, IP, and Port	
Internet Options		SAM's Proxy Filtering Solution.	
Set Browser Settings			This will change the client browser to go to the Proxy IP address
Set Default Start Page		Default Start Page	Note: 8e6 Filter Appliance control is not supported for thin clients at this time.

VISITOR CARD/ SIGN UP TICKET OPTIONS (ZONES)

To configure the Visitor Card / Sign Up Ticket:

1. Select the Zone and click [Select]
2. Select or Enter all the appropriate information
3. Click [Save]

*There is a maximum limit of 50 characters per line and apostrophes cannot be used

Please select/enter the requested information and click Select

Zone

Visitor Card\SUS Ticket Options

Please Select A Zone From Above.

Visitor Card\SUS Ticket Options

After Making Changes, Click Save

Visitor Card Account / ID Number Length

Title
Visitor Card\SUS

Line 1*

Line 2*

Line 3*

Display Date
 Display Name
 Display Number
 Display PIN

Session Information
Visitor Card Only

Line 1*

Line 2*

Line 3*

Line 4*

Visitor Card Instructions

Line 1*

Line 2*

Line 3*

Line 4*

SUS Ticket Instructions

Line 1*

Line 2*

Line 3*

Line 4*

Field Description - Zones			
Visitor Card / Sign Up Ticket Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Submit		Open Visitor Card / Sign Up Ticket Options screen	
Save		Click to save changes and add information to database	Selected Information will be printed on Visitor Card

Field Description - Zones			
Visitor Card / Sign Up Ticket Options			
Field Label	Field Specifications	Description	Notes
Account / ID Number Length		Select Length of Account / ID Number	Number to digits of Account / ID Number selected will be printed
Title Visitor Card / SUS	Limit of a maximum of 50 characters per line and cannot use apostrophes	Title Line 1, Title Line 2, and Title Line 3. Can be used to print Library Name, Address, Telephone #, etc.	Information will appear on Visitor Card and Sign Up Station Ticket.
Display Date		Check box to print	Date will be printed on Visitor Card
Display Name		Check box to print	User Name will be printed on Visitor Card
Display Number		Check box to print	Library Card Number will be printed on Visitor Card
Display PIN		Check box to print	PIN will be printed on Visitor Card
Session Information Visitor Card Only	Limit of a maximum of 50 characters per line and cannot use apostrophes	Session Line 1, Session Line 2, Session Line 3, and Session Line 4. Can be used to print Session Time, Print Cost, etc.	Information will appear only on Visitor Card.
Visitor Card Instructions	Limit of a maximum of 50 characters per line and cannot use apostrophes	VC Instructions Line 1, VC Instructions Line 2, VC Instructions Line 3, and VC Instructions Line 4. Can be used to print Visitor Card valid date.	Information will appear only on Visitor Card.
Sign Up Ticket Instructions	Limit of a maximum of 50 characters per line and cannot use apostrophes	SUS Instructions Line 1, SUS Instructions Line 2, SUS Instructions Line 3, and SUS Instructions Line 4. Can be used to instruct users they have duration of grace period to Sign Up on assigned PC.	Information will appear only on Sign Up Station Ticket.

FREE PAGE OPTIONS (ZONES)

To configure the Free Page Options:

1. Select the Zone and click [Select]
2. Per Day – Select the number of pages that a Standard User will be allowed to print free of charge per day.
3. Per Set Time Period – Check for current time period or Add New Time Period. Select the number of free pages.
4. For - You can specify a name for time period such as Semester, Summer, etc.
5. To - Select start date
6. From - Select end date
7. Delete – Check the appropriate box to delete desired Time Period from list.
8. Click [Save] to save or delete information

Please select/enter the requested information and click Select

Zone:

Free Page Options

After Making Changes, Click Save.
Select Free Page Information Below

Per Day
 Free Pages

Per Set Time Period
 Add New Time Period
 Free Pages

For:

From:

To:

Time Periods				
Delete	Semester Type	Start Date	End Date	Total Free Pages
<input type="checkbox"/>	Summer	6/30/2010	8/1/2010	4

Field Description - Zones

Free Page Options

Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Free Page Options screen	
Save		Click after making changes to save	Save information to database
Per Day		Select number of free pages that a Standard User will be allowed to print free of charge per day.	
Per Set Time Period		Select Free Page number	For current time period or Add new Time Period
For		Specify name for time period	Semester, Summer, etc.
From		Select start Month, Day, and Year	
To		Select end Month, Day, and Year	
Delete		Select Time Period to be deleted	

GROUP OPTIONS (ZONES)

This is where you can set up all the controls for User daily sessions and print privileges. SAM supports several user controls other than session time. First, you can control total daily allocation separately from individual session length. Then you can enforce session separation by limiting a user's consecutive logins. Finally, you can determine the total number of times a user can login during any day. In combination with basic session time, SAM gives you the ability to establish a policy such as: "2 hours per day total usage, in 30 minute sessions, with a limit of 2 consecutive logins, and maximum of 4 daily logins".

All Users will get Standard User settings unless you go into their record from either the Administrative Interface – Users screen, or the PC Activity Manager – Users screen and assign them to a group. SAM accommodates 4 custom groups that you can use for any special purpose. Members of these groups can have different settings for time and print parameters. Intended uses include: longer session time for users with bon-a-fide research needs or no-charge print where economic constraints apply.

To configure Group Options:

1. Select the Zone and click [Select]
2. Select desired choices from drop down options for appropriate fields
3. Click [Save] to save information.

Please select the requested information and click Select

Zone Control

Group Options

After making changes, click the "Save" button

Zone ID

Zone Name

	Standard User	Express	Group 1 (Visitor Cards)	Group 2	Group 3	Group 4
Daily Time	<input type="text" value="1 Hr"/>		<input type="text" value="2 Hrs"/>	<input type="text" value="1 Hr"/>	<input type="text" value="1 Hr"/>	<input type="text" value="1 Hr"/>
Session Time	<input type="text" value="1 Hr"/>	<input type="text" value="15 Min"/>	<input type="text" value="1 Hr"/>	<input type="text" value="30 Min"/>	<input type="text" value="30 Min"/>	<input type="text" value="30 Min"/>
Consecutive Sessions	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
Daily Logins	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
<input type="checkbox"/> Enable Group Settings for Print						
Page Limit		<input type="text" value="100 Pages"/>	<input type="text" value="100 Pages"/>	<input type="text" value="100 Pages"/>	<input type="text" value="100 Pages"/>	<input type="text" value="100 Pages"/>
Free pages	Check Print Options for Standard User Print Settings.	<input type="text" value="1 Page"/>	<input type="text" value="1 Page"/>	<input type="text" value="1 Page"/>	<input type="text" value="1 Page"/>	<input type="text" value="1 Page"/>
Price/Page		<input type="text" value="5 Cents"/>	<input type="text" value="5 Cents"/>	<input type="text" value="5 Cents"/>	<input type="text" value="5 Cents"/>	<input type="text" value="5 Cents"/>
Applications		<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>

Group Settings will override global settings for all printers on the local workstations.



When exceeded, Daily Time and Daily Logins both lock user record and block logins.

SAM TIMERS (ZONES)

SAM runs a number of timers to effectively control user use of the PC.

Daily Time is the total amount of time available to a user on a daily basis. Users do not have to use all of this time in a single session; unused time is reserved for their later use. You determine daily time. We recommend one hour, but it can be any easily understandable time increment. Multiples of 30 minutes can be specified. **Note:** Staff can reset time either from the staff interface or from the Client PC.

Session Time is the amount of time that each individual session can be. SAM gives libraries the flexibility to set daily time at, for example, 2 hours per day. With only 30 minute Session Time in order to accommodate all users throughout the day.

Consecutive Sessions is the number of times a user can login consecutively without having to wait the duration of session length. For example, the library allows 2 hours per day in 30 minute sessions but only 2 consecutive logins. If this is the case, the User will be prevented from logging onto any SAM PC for the time that's set for 1 session length, which in this case is 30 minutes, after they have used 2 consecutive sessions.

Daily logins is the number of times a User can login to the SAM PC per day. So even if a User has daily time left over for that day and Daily logins is set to 4, the User will not be able to login to the PCs after 4 successful logins. **Note:** Staff can reset logins either from the staff interface or from the Client PC.

Enable Group Settings for Print: If this box is checked, users will be charged per settings under Express and Groups (per Group). Group Settings will override global settings for all printers on the local workstations. If this box is not checked, users will be charged the same way as Standard users (per printer from Print Options).

Page Limit: Number of pages user is allowed to print per print job. 0 = Can't Print, so needs to be greater than 0.

Price / Page: Number of pages user can print free of charge per day.

Applications: Application print range, i.e. All, Internet, None.

Express Time: is the total amount of time available to an Express user in any day. The library determines session time. We recommend fifteen minutes, but any time increment can be specified. Consecutive Sessions and Daily login settings do not apply to Express users. Libraries can also restrict print settings for Express users: Page limit (is set per job), free pages (allowed per day), price per page and the applications that they can print from (Internet Only, All Applications or None).

Groups 1 – 4: SAM accommodates 4 custom groups that can be used for any special purpose. Members of these groups can have different settings for session, time, and print parameters explained above. The settings on this screen will override the global printer settings for Users that the library includes in specific groups. As a general rule, the “Express” settings are used to configure Express PCs and “Group 1 (Visitor Cards)” settings apply to users utilizing Visitor Cards.

Field Description - Zones			
Group Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Group Options screen	
Save		Click after making changes to save	Save information to database
Daily Time	Must equal or exceed session time	Daily Time allowed	Select settings for Standard User, Express, Group 1 (Visitor Cards), Group 2, Group 3, and Group 4
Session Time		Number of Minutes for each session	Select settings for Standard User, Express, Group 1 (Visitor Cards), Group 2, Group 3, and Group 4
Consecutive Sessions		Number of times user can login consecutively	Select settings for Standard User, Express, Group 1 (Visitor Cards), Group 2, Group 3, and Group 4
Daily Logins		Number of times user can login per day	Select settings for Standard User, Express, Group 1 (Visitor Cards), Group 2, Group 3, and Group 4
Enable Group Settings for Print		Group Settings will override global settings for all printers on the local workstations.	If this box is checked, users will be charged per settings under Express and Groups (per Group). If this box is not checked, users will be charged the same way as Standard users (per printer from Print Options)
Page Limit	0 = Can't Print	Number of pages user can print per print job	Select settings for Standard User, Express, Group 1 (Visitor Cards), Group 2, Group 3, and Group 4
Free Pages		Number of pages user can print free of charge per day	Select settings for Standard User, Express, Group 1 (Visitor Cards), Group 2, Group 3, and Group 4
Price / Page	Set by Printer for Standard User. Set by Group for groups	Price per printed page	
Applications		Application print range	All, Internet, None

LANGUAGE OPTIONS (ZONES)

Library has option to enter text translated in a choice of 3 languages. English is the default language.

To configure Languages:

1. Select the appropriate Zone from drop down options, Click Languages, and Click [Select].
2. Configure - Languages
3. Language - Current Language in use will be displayed. Select desired Language from drop down options.

Enter translated text for all available Fields / Labels to Configure Languages and click [Save].

Please select/enter the requested information and click Select

Zone

Configure Languages

Language

Language Options - Language 1

Zone ID

Language Name

Client

End Session Button	<input type="text" value="End Session"/>
Login Screen OK Button	<input type="text" value="OK"/>
Login Screen Policy Button	<input type="text" value="Library Policy"/>
Login Screen Reservation Message	<input type="text" value="This PC is reserved at"/>
Login Screen PC Assigned Message	<input type="text" value="This PC is assigned to"/>
Login Card Error	<input type="text" value="Invalid card number entered, please try again."/>
Login Password Error	<input type="text" value="Invalid PIN entered, please try again."/>
Login Password Doesn't Match	<input type="text" value="PINs don't match, Please enter the pin again."/>
Login Inactive Account	<input type="text" value="Your account is inactive. Please see the Librarian."/>
Login Expired Account	<input type="text" value="Your card has expired. Please see the Librarian."/>
Login Computer Reserved	<input type="text" value="Sorry, This computer is reserved at this time for another Patron"/>
Login Computer Assigned	<input type="text" value="Sorry, This computer has been assigned temporarily to another Patron"/>
Login Sessions Used	<input type="text" value="Patron has used all their sessions for today"/>
Login Patron Already Logged In	<input type="text" value="Patron is already working in another computer"/>
Login Password Required	<input type="text" value="The password is required. No blanks or special characters are allowed."/>
Login Disabled Due to Consecutive Session	<input type="text" value="Your Login Privilege is disabled for 1 session."/>
Netscape Disabled	<input type="text" value="Netscape has been disabled on this computer."/>
Internet Blocked	<input type="text" value="Your account is blocked for internet access, Please see the Librarian."/>
Internet Idle	<input type="text" value="Your internet session has been idle. Click OK to continue your session."/>

Computer Idle	Your computer session has been idle. Click OK to continue your session.
Browser Closed By Staff	Browser closed by Library staff.
Session Time Updated	Your session time has been updated.
Assignment Swap	You have been assigned to a different computer, would you like to swap your assignment to this one?
Zone Late Warning	It is too late to log into this Zone
Zone Age Limits	You are not within the proper age limits for this Zone
Control Zone Age Limits	You are not within the proper age limits for this Control Zone
Reservation Swap	You have a reservation on a different machine, would you like to swap it to this one?
Timer Reset	Timer has been reset
Timer Not Reset	Timer has not been reset
Session Reset	Login sessions have been reset
Time Extended	Your Computer time will be extended UNLESS you have used your maximum daily time.
Browser Closed Due To Inactivity	Sorry, browser closed due to inactivity.
End Session Query	Are you sure you want to end your session now?
End of Session Warning 1	Your computer session will terminate in 15 minutes. You should begin to finish your work now.
End of Session Warning 2	Your computer session will terminate in 10 minutes. You should begin to finish your work now.
End of Session Warning 3	Your computer session will terminate in 5 minutes. You should begin to finish your work now.
End of Time	Sorry, your session time has expired.
End of Daily Time Warning	Your time is almost up! Your internet session will soon end.
Library Close Warning 1	
Library Close Warning 2	
Library Close Warning 3	
Reserve Warning 1	There is a reservation within the hour, please be ready to release the computer when needed.
Reserved Please Release	This computer is reserved, please release this computer for the next Patron.
Session Will End	Your session will end now, Please release this computer for the next user
Library Will Close	The Library will close soon, Please finish all the activities in this computer.
Library Sign Off	Goodbye and thank you for using our library.
Reboot For Changes	Do you want to reboot now for these changes to take effect?
Reboot For Changes	Do you want to reboot now for these changes to take effect?
Lock Screen PC Locked	This PC is currently locked. Only a member of the staff can access this PC.
Lock Screen Unlock PC	Unlock PC
Lock Screen Library Card	Library Card:
License Expired	SAM license is expired. Please contact the system administrator.
Mandatory Sign Up	There are other patrons waiting to use the computers. Please wait your turn or check your card at the Sign Up
PC Disabled	This PC is currently disabled. Please use another PC.
Library Closed	The Library is closed, Please finish all the activities in this computer.
SAM Start Error	SAM was not initialized properly. Please restart program. If this problem continues, restart Windows and try
Inactivity Start Error	Error starting inactivity warning timer
Client - Print	
Print All - Instructions	Click Print All to print all your documents. The Library card holder agrees to pay the total charge indicated.
Print All - Patron ID	Patron ID:
Print All - Documents	Documents:
Print All - Free Pages	Free pages:
Print All - Total Charge	Total charge:
Print All - Library Policy	Library Policy
Print All - Cancel	Cancel
Print All - Print All Button	Print All
Failure Notification	Your document hasn't been printed due to problems with the printer or your computer; please contact your sys
Enter Information	To print this document(s), you must enter your Library Card Number and Password.
Successful Notification	Your document has been printed or sent to the print release station successfully.
Print Confirmation	Are you sure you want to print?
Number of Pages	Number of Pages:
Free Pages Remaining	Remaining Free Pages:
Pages Printed	Pages Printed:
Cost Per Page	Charge per Page:

Pages Printed	Pages Printed:
Cost Per Page	Charge per Page:
Total Cost	TOTAL CHARGE:
Account Balance	Account Balance:

Client – Pay For Session

Query	Would you like to deduct the amount from your account?
Insufficient Funds	Please deposit some money in your account to log in.
Account Balance	You currently have:
Cost	To acquire a session, it will cost:

Client – Session Info

Name	Name
Library Card	Library Card:
Filter Info Title	Internet Filtering Information
Access Level Title	Access Level Selections
Balance Information Title	Account Balance Information
Current Balance Title	Your Current Balance
Fine Line 1	The Library's records show that you owe
Fine Line 2	in
Fine Line 3	outstanding charges.
Fine Line 4	Select the amount you would like to pay
Fine Line 5	then click
Time Remaining	Time Remaining
Time Format	(hcu:min)
Current Access	Current Access Level
Account Balance	Account Balance
Reserved	This pc is reserved at:

Print Release Station

Insufficient Funds	You do not have sufficient funds to print this document. Please ask a staff member at the service desk for assistance.
Please Login	Please log in by using the Search Print Documents button.
Add Wireless	Please enter the required information to add this printer to the wireless system.
Clear Print Jobs	Do you want to clean all the printed jobs?
"Finish" Button	I'm Finished
Delete Job	Delete Job
Print Job	Print Job
Refresh Jobs	Refresh Print Jobs
Search Docs	Search Print Documents
Account Balance	Account Balance:
Free Pages	Free Pages:
Job Cost	Cost of Selected Job:
Instructions	1) Enter your Library Card:
Instructions 2	2) Highlight a Document, then click [PrintJob].
Instructions 3	3) Click the
Starting Print	Starting Jobs print
Job ID	Job ID
Title	Title
Number of Pages	Pages
Cost	Cost
Printed From	Printed From
Printer	Printer
Time	Time

Sign Up Station

Zone ID	Branch ID
Library Card	Library Card:

PIN	SUS PIN:
Waiting List Title	--- Waiting List ---
Assigned List Title	--- Assigned List ---
PC Status Title	--- PC Status ---
Sign Up Button	Sign up
View Button	View
Zone Waiting List	Location Waiting List
Zone PCs	Location PCs
Next Up	Next Up, Now up / Ends At..
Ticket	Ticket
Number	Number
Zone	Zone
PCID	PC ID
Patron ID	ID:
Now Up	Next Up, Now up / Ends At..
Expires	Expires
LED Already Assigned	Patron Card already assigned to a PC, Please see LED Display.
Card Already Scanned	Patron Card already scanned, Please wait for your turn.
Valid Card Required	You need a valid Library Card Number for this operation.
User Already Assigned	Patron Card already assigned to a PC, Please see SIGN-UP Station.
Invalid Sign Up	Sign Up Not Valid, Please See Staff.
Sign Up Confirmation	Are you sure that you want to Sign Up in the Zone:
Sign Up Too Late Warning	It is too late to sign-up, Library will soon be closed.
Zone Unavailable	This Branch is temporarily unavailable for sign-up.
Control Zone Unavailable	This Sub-Zone is temporarily unavailable for sign-up.
Select Control Zone	Please Select a Sub-Zone if you wish to sign up.
Start Wait Queue	Starting the waiting queue...
Sign Up Confirmed	Congratulations
Sign Up Zone Confirmed	You have successfully signed up for a computer in the Zone.
Ticket Number Confirmation	Your ticket number is:
Receipt Printing	Your receipt is being printed
Getting Config Parameters	Getting configuration parameters...
Transferring Zone Information	Transferring Branch information to Server...
Getting Zone Information	Getting Branch information...
Getting Zone Computers	Getting Branch computers...
Refreshing Computer Information	Refreshing computers information...
Refreshing Waiting List:	Refreshing waiting list information...
Original Password Incorrect	Original Password: Incorrect
New Password Incorrect	New passwords do not match
PCAM	
Zone ID	Branch ID
View Button	VIEW
Incorrect Password	
Trying to Send Invalid Message	Please enter a valid message.
Continue?	Patron Card already scanned, Please wait for your turn.
Delete Patron Confirmation	Do you really want to delete this Patron
Release Assignment	Do you really want to Release this computer's assignment?
Unfilter Patron PC	Do you really want to unfilter this PC?
Disable PC	Do you really want to disable this Computer?
Enable PC	Do you really want to enable this Computer?
Add Patron	Add Patron
End Patron Session	Do you really want to end this Patron's session?

Information Line 1

Valid on issue date only

Information Line 2

Not a library card

Information Line 3

Not for book borrowing

Field Description - Zones			
Language Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Message Options screen	
Save		Click after making changes to save	Save information to database
Configure		Languages	
Language		The current Language is displayed. Select a different Language from drop down options.	By default, all text is displayed in English. However, up 3 different Language choices are available.
Language Options - Language 1		Choice of 3 different languages available	Enter text translated in a choice of 3 languages. English is the default language.
Zone ID		Zone ID	
Restore Defaults		Will restore default values	
Save		Click after making changes to save	Save information to database
Language Name		Current Language is displayed in box	
Client			
End Session Button		End Session	Enter translated text
Login Screen OK Button		OK	Enter translated text
Login Screen Policy Button		Library Policy	Enter translated text
Login Screen Reservation Message		This PC is reserved at	Enter translated text
Login Screen PC Assigned Message		This PC is assigned to	Enter translated text
Login Card Error		Invalid card number entered, please try again	Enter translated text
Login Password Error		Invalid PIN entered, please try again	Enter translated text
Login Password Doesn't Match		PINs don't match, please enter the pin again	Enter translated text
Login Inactive Account		Your account is inactive. Please see the Librarian	Enter translated text
Login Expired Account		Your card has expired. Please see the Librarian	Enter translated text
Login Computer Reserved		Sorry, this computer is reserved at this time for another Patron	Enter translated text
Login Computer Assigned		Sorry, this computer has been assigned temporarily to another Patron	Enter translated text
Login Sessions Used		Patron has used all their sessions for today	Enter translated text
Login Patron Already Logged in		Patron is already working in another computer	Enter translated text

Field Description - Zones			
Language Options			
Field Label	Field Specifications	Description	Notes
Login Password Required		The password is required. No blanks or special characters are allowed.	Enter translated text
Login Disabled Due to Consecutive Sessions		Your Login Privilege is disabled for 1 session	Enter translated text
Netscape Disabled		Netscape has been disabled on this computer	Enter translated text
Internet Blocked		Your account is blocked for Internet access. Please see the librarian	Enter translated text
Internet Idle		Your Internet session has been idle. Click OK to continue your session	Enter translated text
Computer idle		Your computer session has been idle. Click OK to continue your session	Enter translated text
Browser Closed By Staff		Browse closed by Library staff	Enter translated text
Session Time Updated		Your session time has been updated	Enter translated text
Assignment Swap		You have been assigned to a different computer. Would you like to swap your assignment to this one?	Enter translated text
Zone Late Warning		It is too late to log into this Zone	Enter translated text
Zone Age Limits		You are not within the proper age limits for this Zone	Enter translated text
Control Zone Age Limits		You are not within the proper age limits for this Control Zone	Enter translated text
Reservation Swap		You have a reservation on a different machine, would you like to swap it to this one?	Enter translated text
Timer Reset		Timer has been reset	Enter translated text
Timer Not Reset		Timer has not been reset	Enter translated text
Session Reset		Login session has been reset	Enter translated text
Time Extended		Your Computer time will be extended UNLESS you have used your maximum daily time	Enter translated text
Browser Closed Due to Inactivity		Sorry, browser closed due to inactivity	Enter translated text
End Session Query		Are you sure you want to end your session now?	Enter translated text
End of Session Warning 1		Your computer session will terminate in 15 minutes. You should begin to finish your work now	Enter translated text
End of Session Warning 2		Your computer session will terminate in 10 minutes. You should begin to finish your work now	Enter translated text
End of Session Warning 3		Your computer session will terminate in 5 minutes. You should begin to finish your work now	Enter translated text
End of Time		Sorry, your session time has expired	Enter translated text
End of daily time Warning		Your time is almost up! Your Internet session will soon end	Enter translated text

Field Description - Zones			
Language Options			
Field Label	Field Specifications	Description	Notes
Reserve Warning 1		There is a reservation within the hour, please be ready to release the computer when needed	Enter translated text
Reserved Please Release		This computer is reserved, please release this computer for the next Patron	Enter translated text
Session Will End		Your session will end now. Please release this computer for the next user	Enter translated text
Library Will Close		The Library will close soon. Please finish all the activities in this computer	Enter translated text
Library Sign Off		Goodbye and thank you for using our library	Enter translated text
Reboot for changes		Do you want to reboot now for these changes to take effect?	Enter translated text
Lock Screen PC Locked		This PC is currently locked. Only a member of the staff can access this PC	Enter translated text
Lock Screen Unlock PC		Unlock PC	Enter translated text
Lock Screen Library Card		Library Card	Enter translated text
License Expired		SAM license is expired. Please contact the system administrator	Enter translated text
Mandatory Sign Up		There are other patrons waiting to use the computers. Please wait your turn or check your card at Sign Up Station	Enter translated text
PC Disabled		This PC is currently disabled. Please use another PC	Enter translated text
Library closed		The Library is closed. Please finish all the activities in this computer	Enter translated text
SAM Start Error		SAM was not initialized properly. Please restart program. If this problem continues, restart Windows and try again. Error Code: MH	Enter translated text
Inactivity Start Error		Error starting inactivity warning timer	Enter translated text
Client - Print			
Print All - instructions		Click Print All to print all your documents. The Library card holder agrees to pay the total charge indicated.	Enter translated text
Print All - Patron ID		Patron ID:	Enter translated text
Print All - Documents		Documents:	Enter translated text
Print All - Free Pages		Free pages:	Enter translated text
Print All - Total Charge		Total Charge	Enter translated text
Print All - Library Policy		Library Policy	Enter translated text
Print All - Cancel		Cancel	Enter translated text
Print All - Print All Button		Print All	Enter translated text
Failure Notification		Your document hasn't been printed due to problems with the printer or your computer, please contact your system Administrator.	Enter translated text

Field Description - Zones			
Language Options			
Field Label	Field Specifications	Description	Notes
Enter Information		To print this document(s), you must enter your Library Card Number and Password	Enter translated text
Successful Notification		Your document has been printed or sent to the print release station successfully	Enter translated text
Print Confirmation		Are you sure you want to print?	Enter translated text
Number of Pages		Number of Pages:	Enter translated text
Free Pages Remaining		Remaining Free Pages:	Enter translated text
Pages Printed		Pages Printed:	Enter translated text
Cost Per Page		Charge per Page:	Enter translated text
Total Cost		TOTAL CHARGE:	Enter translated text
Account Balance		Account Balance:	Enter translated text
Client - Pay For Session			
Query		Would you like to deduct the amount from your account?	Enter translated text
Insufficient Funds		Please deposit some more in your account to log in	Enter translated text
Account Balance		You currently have:	Enter translated text
Cost Per Page		To acquire a session, it will cost:	Enter translated text
Client - Session Info			Enter translated text
Name		Name	Enter translated text
Library Card		Library Card	Enter translated text
Filter Info Title		Internet Filtering Information	Enter translated text
Access Level Title		Access Level Selections	Enter translated text
Balance information title		Account Balance Information	Enter translated text
Current Balance Title		Your Current Balance	Enter translated text
Fine Line		The Library's records show that you owe	Enter translated text
Fine Line 2		in	Enter translated text
Fine Line 3		outstanding charges	Enter translated text
Fine Line 4		Select the amount you would like to pay	Enter translated text
Fine Line 5		then click:	Enter translated text
Time Remaining		Time Remaining	Enter translated text
Time Format		(hour:min)	Enter translated text
Current Access		Current Access Level	Enter translated text
Account Balance		Account Balance	Enter translated text
Reserved		This PC is reserved at:	Enter translated text
Print Release Station			
Insufficient Funds		You do not have sufficient funds to print this document. Please ask a staff member at the service desk for assistance on adding more value to your account. Thank you.	Enter translated text
Please Login		Please log in by using the Search Print Documents button	Enter translated text

Field Description - Zones			
Language Options			
Field Label	Field Specifications	Description	Notes
Add Wireless		Please enter the required information to add this printer to the wireless system.	Enter translated text
Clear Print Jobs		Do you want to clear all the print jobs?	Enter translated text
"Finish" Button		I'm Finished	Enter translated text
Delete Job		Delete Job	Enter translated text
Print job		Print job	Enter translated text
Refresh jobs		Refresh Print Jobs	Enter translated text
Search Docs		Search Print Documents	Enter translated text
Account Balance		Account Balance:	Enter translated text
Free Pages		Free Pages	Enter translated text
Job Cost		Cost of Selected Job:	Enter translated text
Instructions		1) Enter your Library Card:	Enter translated text
Instructions 2		2) Highlight a Document, then click [PrintJob]	Enter translated text
Instructions3		3) Click the	Enter translated text
Starting Print		Starting Jobs print	Enter translated text
Job ID		Job ID	Enter translated text
Title		Title	Enter translated text
Number of Pages		Pages	Enter translated text
Cost		Cost:	Enter translated text
Printed From		Printed From	Enter translated text
Printer		Printer	Enter translated text
Time		Time	Enter translated text
Sign Up Station			
Zone ID		Zone ID	Enter translated text
Library Card		Library Card:	Enter translated text
PIN		PIN:	Enter translated text
Waiting List Title		--- Waiting List ---	Enter translated text
Assigned List Title		--- Assigned List ---	Enter translated text
PC Status Title		--- PC Status ---	Enter translated text
Sign Up Button		Sign Up	Enter translated text
View Button		View:	Enter translated text
Zone Waiting List		Zone Waiting List	Enter translated text
Zone PCs		Zone PCs	Enter translated text
Next Up		Next Up	Enter translated text
Ticket		Ticket	Enter translated text
Number		Number	Enter translated text
Zone		Zone	Enter translated text
PCID		PCID	Enter translated text
Patron ID		ID:	Enter translated text
Now Up		Now up / Ends At	Enter translated text
Expires		Expires	Enter translated text

Field Description - Zones			
Language Options			
Field Label	Field Specifications	Description	Notes
LED Already Assigned		Patron Card already assigned to a PC. Please see LED Display	Enter translated text
Card Already Scanned		Patron Card already scanned. Please wait for your turn	Enter translated text
Valid Card Required		You need a valid Library Card Number for this operation	Enter translated text
User Already Assigned		Patron Card already assigned to a PC. Please see Sign UP Station	Enter translated text
Invalid Sign Up		Sign Up Not Valid. Please See Staff	Enter translated text
Sign Up Confirmation		Are you sure that you want to Sign Up in the Zone	Enter translated text
Sign Up Too Late Warning		It is too late to sign-up. Library will soon be closed	Enter translated text
Zone Unavailable		This Zone is temporarily unavailable for sign-up	Enter translated text
Control Zone Unavailable		This Control Zone is temporarily unavailable for sign-up	Enter translated text
Select Control Zone		Please Select a Control Zone if you wish to sign up	Enter translated text
Start Wait Queue		Starting the waiting queue...	Enter translated text
Sign Up Confirmed		Congratulations	Enter translated text
Sign Up Zone Confirmed		You have successfully signed up for a computer in the Zone	Enter translated text
Ticket Number Confirmation		Your ticket Number is:	Enter translated text
Receipt Printing		Your receipt is being printed	Enter translated text
Getting Config Parameters		Getting configuration parameters...	Enter translated text
Transferring Zone information		Transferring Zone information to Server	Enter translated text
Getting Zone information		Getting Zone information...	Enter translated text
Getting Zone computers		Getting Zone computers...	Enter translated text
Refreshing Computer Information		Refreshing computers information...	Enter translated text
Refreshing Waiting List		Refreshing waiting list information...	Enter translated text
Original Password Incorrect		You need a valid Library Card Number for this operation	Enter translated text
New Password Incorrect		New passwords do not match	Enter translated text
PCAM			
Zone ID		Location ID	Enter translated text
View Button		VIEW	Enter translated text
Incorrect Password		Incorrect Password	Enter translated text

Field Description - Zones			
Language Options			
Field Label	Field Specifications	Description	Notes
Trying to Send Invalid Message		Please enter a valid message	Enter translated text
Continue?		Do you want to continue with this operation?	Enter translated text
Delete Patron Confirmation		Do you really want to delete this Patron	Enter translated text
Release Assignment		Do you really want to Release this computer's assignment?	Enter translated text
Unfilter Patron PC		Do you really want to Unfilter this PC?	Enter translated text
Disable PC		Do you really want to disable this Computer?	Enter translated text
Enable PC		Do you really want to enable this Computer?	Enter translated text
Add Patron		Add Patron	Enter translated text
End Patron Session		Do you really want to end this Patron's session?	Enter translated text
PCAM - Visitor Card Printing			
Information Line 1		Valid on issue date only	Enter translated text
Information Line 2		Not a library card	Enter translated text
Information Line 3		Not for book borrowing	Enter translated text

INVOICE OPTIONS (ZONES)

You can change the information that appears on the Print Invoice (i.e. Last Name, Library Card Number, etc.) as well as turn the Print Invoice on/off.

To configure the Print Invoice:

1. Select the Zone and click [Select]
2. Click Print Invoice – if you wish to print the Print Invoice
3. Click Don't Print Invoice – if you do not wish to print the Print Invoice
4. Select the appropriate boxes to indicate the information you would like to be printed on the Print Invoice
5. Click [Save].

Please select/enter the requested information and click Select.

Zone:

Invoice Options

After making changes, click Save

Please Select The Information That Will Print On The Invoice.

Print Invoice
 Don't Print Invoice

<input checked="" type="checkbox"/> Zone ID	<input checked="" type="checkbox"/> PC ID	<input checked="" type="checkbox"/> Last <input type="text" value="4"/> Digits Of Account /ID Number
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Free Pages
<input type="checkbox"/> Copies	<input checked="" type="checkbox"/> Pages	<input type="checkbox"/> Document Title
<input checked="" type="checkbox"/> Total Amount	<input checked="" type="checkbox"/> Price Per Page	

Field Description - Zones			
Invoice Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Invoice Options screen	
Save		Click after making changes to save	Save information to database
Print Invoice		Select to Print Invoice	will print if selected
Don't Print Invoice		Select to Not Print Invoice	will not print if selected
Zone ID		Select to Print Zone ID on Invoice	will not print if not selected
PC ID		Select to Print PC ID on Invoice	will not print if not selected
First Name		Select to Print First Name on Invoice	will not print if not selected
Last Name		Select to Print Last Name on Invoice	will not print if not selected
Last xx Digits of Account/ID Number		Specify the last number of digits of Account/ID Number to print on Invoice	digits from end of Account / ID Number will print
Copies		Select to Print number of Copies on Invoice	will not print if not selected
Pages		Select to Print number of Pages on Invoice	will not print if not selected
Free Pages		Select to Print number of Free Pages on Invoice	will not print if not selected
Total Amount		Select to Print the Total Cost of print job on Invoice	will not print if not selected
Price Per Page		Select to Print Price Per Page on Invoice	will not print if not selected
Document Title		Select to Print Document Title on Invoice	will not print if not selected

OPAC OPTIONS (ZONES)

SAM can offer users some flexibility in selecting links displayed within your catalog. For example, SAM could let a person click on a link and go to an author's website. We call that "Clicks Beyond" the catalog, and SAM will recognize the click to the author's website as acceptable. SAM will not let the user go outside the number of "Clicks Beyond" that you specify. If a user goes beyond the allowed clicks, SAM will deny access and the users only option will be to return to your catalog. After someone has clicked beyond the allowed number, SAM will automatically return the user to your **Catalog Start Page URL**.

Select the Zone and click [Select]

You can also add a list of URL addresses and/or local paths for your catalog and databases (i.e. <http://www.ebsco.com>) in the SAM web interface that will allow users access **without** being redirected to the main catalog page.

Enter all appropriate information and click [Save].

Please select/enter the requested information and click Select Zone

OPAC Options

After making changes, click the Save button

Zone ID

Zone Name

Redirect User To Previous URL Original URL After Clicks Away From Sites Listed Below.

Original URL
URL with out http://

Listed Sites

<input type="button" value="Delete"/>	<input type="text" value="Site"/>	<input type="text" value="Type"/>
<input type="button" value="Add New Site"/>	<input type="text"/>	<input type="text" value="URL"/>

Field Description - Zones			
OPAC Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open OPAC Options screen	
Save		Click after making changes to save	Save information to database
Zone ID		Zone ID	
Zone Name		Zone Name	
Previous URL		Select to redirect User to Previous URL	
Original URL		Select to redirect User to Original URL	
After xx Clicks Away From Sites Listed Below		Access will be denied if user goes beyond the allowed number of clicks. User will be redirected to either Previous URL or Original URL per selection above	
Original URL	URL without http://	Enter the Start Page URL	
Listed Sites		URL addresses and/or local paths which users will be allowed access to without being redirected to the Original URL	
Delete		Select to Delete URL from list of allowed sites	
Add New Site		Enter URL to Add URL to list of allowed sites	
Type		Type of site	URL or Dictionary

PRINT OPTIONS (ZONES)

This section allows for the management of user printers. Each printer can be managed differently. You can set price per page, page limit (per job) and free pages (per day). These settings will apply to all standard Users. You can set special Group settings for print in the Group Manager section or individual User print settings on the respective User's record in the User Maintenance section.

To set up Print Options, please follow these steps:

1. Select the appropriate Zone and click [Select].
2. Printer Name and Port Name will be pre-populated.
3. Select the desired printer and click [Modify].

Please select/enter the requested information and click Select

Zone:

Print Options

Please select a printer from the list below to change.

Zone ID:

Zone Name:

Modify	Printer Name	Port Name
<input type="radio"/>	Color Phaser	IP_192.168.6.114
<input type="radio"/>	SignUp Printer	ESDPRT001
<input type="radio"/>	Visitor Cards Printer	ESDPRT001
<input type="radio"/>	Xerox Phaser 3500 PS	IP_192.168.6.116
<input type="radio"/>	Xerox Phaser 3500 PS_V	192.158.6.116

Upon clicking [Modify], the Printer Configuration window will open. From here, the following parameters can be set:

4. Printer Name – Printer Name need to be identical on the individual client PCs and in Print Options
5. Port Name – the IP address of the printer
6. Price Per Page (in cents), i.e. 25.
7. Page Limit - this is pages allowed to print per job.
8. Enter Applications where users are allowed to print from. The options are: Internet, All, or None.
9. Language is the PCL Driver language of the printer in use (i.e. PCL5, PCL6, etc.).
10. Enter all appropriate information and click [Save].

Please select/enter the requested information and click Select

Zone: Control [Select]

Print Options

After making changes, click the "Save" button

Zone ID: Control

Zone Name: Control

Modify	Printer Name	Port Name
+	Color Phaser	IP_192.168.6.114

Printer Name: Color Phaser

Port Name: IP_192.168.6.114

Price Per Page: 25 cents. Page Limit: 100

Applications allowed to print from (All, Internet, None): All

Language: PCL7

[Save] [Delete Printer]

To delete a Printer from the Zone, follow steps 1 to 3 above. Then, select the printer you wish to delete and click [Delete Printer]. Click OK when prompted to confirm deletion.

Please select/enter the requested information and click Select

Zone: Control [Select]

Print Options

After making changes, click the "Save" button

Zone ID: Control

Zone Name: Control

Modify	Printer Name	Port Name
+	Color Phaser	IP_192.168.6.114

Printer Name: Color Phaser

Port Name: IP_192.168.6.114

Price Per Page: 25 cents. Page Limit: 100

Applications allowed to print from (All, Internet, None): All

Language: PCL7

[Save] [Delete Printer]

Message from webpage

Delete this Printer?

[OK] [Cancel]

Field Description - Zones			
Print Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Print Options screen	
Modify		Select Printer to Modify	Click to open Printer Configuration screen
Save		Click after making changes to save	Save information to database
Delete Printer		Selected printer will be deleted	Confirm at pop up box to delete printer
Zone ID		Zone ID	
Zone Name		Zone Name	

Field Description - Zones			
Print Options			
Field Label	Field Specifications	Description	Notes
Modify		Confirm Printer Name and Port Name	Printer Name and Port Name will automatically be defaulted
Printer Name	255 character limit	Printer Name	
Port Name	256 character limit	Printer IP Address	
Price Per Page	Enter Price in Cents	Price Per Page	
Page Limit	5 character limit	Page Limit	Pages allowed to print per print job
Applications allowed to print from		Applications users will be allowed to print from.	Select from: Internet, All, or None.
Language	10 character limit	The PCL Driver language of the printer in use (i.e. PCL5, PCL6, etc.)	

RESOURCES (ZONES)

This section displays each client PC installed with SAM Client and their computer name and IP address. It allows you to assign more intuitive computer definitions to each PC in order to make it easier for the staff and users to identify during the reservation process. The name that you enter in "Resource ID" will be displayed on the PC screen when using the PC Time Manager running mode, on the PC Activity Manager, Sign Up Station, and on the Reservation Screen.

Please select/enter the requested information and click Select

Zone: Sam

Resources

Select the Resource to Change

Zone ID: Sam

Zone Name: Sam

Modify	Resource Name	Resource IP	Resource ID
<input type="radio"/>	QC02	192.168.6.152	QC02
<input type="radio"/>	QC03	192.168.6.128	QC03
<input type="radio"/>	QC06	192.168.6.154	QC06

Resource information can be modified by following these steps:

1. Select appropriate Zone from drop down.
2. Click [Select] to open Modify Resource screen
3. Select the Resource you wish to modify from the list and click [Modify].
4. Upon clicking the Modify button, the current Resource information will be displayed.
5. Name - name to be assigned to resource.
6. IP – IP address of the resource.
7. ID – PC identification label. This will display on the client PC, SUS, and PCAM.
8. Control Zone ID - Control Zone associated with this PC, if applicable.
9. OPAC – Check box to designate resource as a Catalog PC.
10. Users can reserve this resource – Check box to designate resource as a reservable PC.
11. Def 1, Def 2 and Def 3 –further define the Zone of the PCs with these fields. For example, Def 1 = Zone, Def 2 = Floor, and Def 3 = Section/Purpose. This resource definition will be viewable on the Reservation Station.
12. Click [Save] to save the information.

Please select/enter the requested information and click Select

Zone

Resources

After making changes, click the "Save" button

Zone ID

Zone Name

Modify	Name	IP	ID
	QC02	192.168.6.162	QC02

Computer Information

This section of the interface is meant to allow Administrators to set resource information.

Name IP ID

Sub-Zone ID Station

Opac Users can reserve this resource

Def 1 Def 2 Def 3

Click [Delete Resource] to delete a resource and confirm when prompted.

To delete a Resource from the Zone, follow steps 1 to 4 above. Then, select the Resource you wish to delete and click [Delete Resource]. Click OK when prompted to confirm deletion.

Please select/enter the requested information and click Select

Zone

Resources

After making changes, click the "Save" button

Zone ID

Zone Name

Modify	Name	IP	ID
	QC02	192.168.6.162	QC02

Computer Information

This section of the interface is meant to allow Administrators to set resource information.

Name IP ID

Sub-Zone ID Station

Opac Users can reserve this resource

Def 1 Def 2 Def 3

Message from webpage ✖

Delete this Resource?

Field Description - Zones			
Resources			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Resources screen	
Modify		Select resource to Modify	Click to open Resource Configuration screen
Save		Click after making changes to save	Save information to database
Delete Resource		Selected resource will be deleted	Confirm at pop up box to delete resource
Zone ID	50 character limit	Zone ID	
Zone Name	100 character limit	Zone Name	
Modify		Confirm resource Name, IP and ID	Resource Name and IP will automatically be defaulted

Field Description - Zones			
Resources			
Field Label	Field Specifications	Description	Notes
Name	100 character limit	Real computer name	Will be automatically imported during installation
IP	25 character limit	IP address of PC at time of installation	This can change in a DHCP network
ID	15 character limit	Resource ID	PC identification label
Control Zone ID	50 character limit	Control Zone associated with this PC	
Station	50 character limit	SUS IP address	SUS that this resource is associated with
OPAC	Unchecked by Default	Select to designate resource as a Catalog PC	Unchecked is not an OPAC PC
Users can reserve this resource	Unchecked by Default	Select to designate resource as a reservable PC	Unchecked is not a reservable PC
Def 1	255 character limit	Computer definition field 1	Example, Building
Def 2	255 character limit	Computer definition field 2	Example, Floor
Def 3	255 character limit	Computer definition field 3	Example, Department

SYSTEM OPTIONS (ZONES)

The System Options section is used to configure and set various parameters according to library policies and guidelines for filtering, printing, reservations, pay for time, etc.

Please select/enter the requested information and click Select Zone:

System Options

After making changes, click the Save button

Library Information

Zone ID:
 Zone Name:
Edit Zone Name here
 Location:

SAM Options	AUP Read	Age Advancement
Enable/Disable SAM's Options	Require Users To Accept Your Policy	Enter Age User Advances to Next Level
<input checked="" type="checkbox"/> Enable SAM	<input type="radio"/> Yes	Most Restrictive: <input type="text" value="01"/>
<input checked="" type="checkbox"/> Enable Print	<input checked="" type="radio"/> No	Child: <input type="text" value="01"/>
<input checked="" type="checkbox"/> Do Not Require A Pin / Password	<input type="checkbox"/> Reset Policies	Juvenile: <input type="text" value="01"/>
Mode: <input type="text" value="PC Manager"/>	<input type="checkbox"/> Require AUP Every Login	Youth: <input type="text" value="01"/>
		Adult: <input type="text" value="01"/>
		Unrestricted: <input type="text" value="01"/>
Reservations	Print	Login Options
Maximum Allowed Per Day: <input type="text" value="1"/> (Users will be allowed to make this many reservations)	<input checked="" type="checkbox"/> User will not print when <input type="text" value="0.00"/> owed	<input type="checkbox"/> Allow Concurrent Logins
<input checked="" type="radio"/> Strictly Enforce <input type="radio"/> Notify User Only	Print Mode: <input type="text" value="Print Express"/>	<input type="checkbox"/> Allow Login as Visitor When Server Unavailable
Length: <input type="text" value="1 Hour"/>	Print Release Station: <input type="text" value="192.168.6.104"/>	
Grace Period: <input type="text" value="10"/>	<input checked="" type="checkbox"/> Free Pages for Black & White ONLY	
Far in Advance: <input type="text" value="Week"/>		
Staff Override Pwd	Flex Time	Pay for Time
Password: <input type="text" value="Sam"/>	Percentage Limit: <input type="text" value="80"/>	Cost Per Session: <input type="text" value="0.00"/>
Age Restrictions	Sign Up	End Session Script
Minimum Age: <input type="text" value="00"/>	<input checked="" type="checkbox"/> Activate Sign Up Station	Script to run: <input type="text"/>
Maximum Age: <input type="text" value="28"/>	Prevent Sign Up: <input type="text" value="5"/> Minutes Before Closing	
<input type="checkbox"/> Enable Age Limits	Sign Up: <input type="text" value="NOT Mandatory"/>	

LIBRARY INFORMATION

- Zone ID
- Zone Name - Zone Name can be modified in the box. Remember to click [Save] after making changes.
- Location

SAM OPTIONS

Enable/Disable SAM's Options:

- Enable SAM – Check to Enable SAM in Zone, Uncheck to Disable SAM in Zone.
- Enable Print – Check to Enable SAM Printing in Zone, Uncheck to Disable SAM Printing in Zone.
- Do Not Require A Pin / Password – Uncheck to require users to enter Pin / Password to log onto a SAM PC.

MODE

The Running Mode determines how you want to set up your time manager. One option is to have users only be required to log-in if they want to use the Internet browser. Another option is to use this feature to control user access to the entire PC. Your decision must be consistent throughout all SAM-equipped PCs.

Please Note that Netscape and Mozilla browsers are not supported for thin clients at this time.

Mode:

- Internet Time Manager - set time for the use of Internet browser only.
- PC Manager - set time for the use of the client PC including Internet.
- OPAC w/ Print - for Catalog PC with printing capability.
- OPAC w/o Print - for Catalog PC without printing.

AUP READ

This feature gives libraries the option to require Users to read and accept the Library's Acceptable Use Policy when logging on for first time.

Require Users to Accept Your Policy:

- Yes - If selected, Users will not be able to use the PC or go to the Internet, depending on what Running Mode you have chosen, unless they accept the Library Acceptable Use Policy.
- No - If selected, Users will not have to accept the Library Acceptable Use Policy in order to use the PC.
- Reset Policies – If library changes their Library Acceptable Use Policy or just wants Users to be required to read it again, check this button.
- Require AUP Every Login – If selected, Users will be required to read and accept the Library Acceptable Use Policy at every login.

AGE ADVANCEMENT:

Enter Age User Advances to Next Level - Most Restrictive, Child, Juvenile, Youth, Adult, and Unrestricted.

This option is for Filtering only. Do not use this if you do not currently use Internet filtering with SAM.

If you use SAM's Internet Filtering based on user birth date, this feature can be activated. To set up your defaults for the 'Age Advancement' feature for your library, enter the age that you want a specific filter profile to take effect for all users. This is based on the user's birth date set for specific profiles.

An example of this feature:

The library is using 2 filter profiles of the 6 available; the profiles are Restricted and Full Access.

The library policy is that anyone under 18 is Restricted but on their 18th Birthday they are eligible to have Full Access. All new users will automatically receive Restricted Access if less than 18, so only the Full Access profile needs to be set for 18. This feature can be overridden for a single user in the User Profile section of the Administrator Interface.

RESERVATIONS

In the Reservations section, you can set how and when users can reserve library PCs.

This is where, the library can set:

- Maximum Allowed Per Day - How many reservations a User can make for one day. The choice is from 1 to 24.
- Strictly Enforce – End session and return the PC to the login screen.
- Notify User Only - Just notify the current user of reservation.
- Length - Length of the Reservation period. The choices are ½ hour or 1 hour.
- Grace Period - Select the length of the Grace Period. This is the time users have after PC assignment to log onto their assigned PC. The choice is from 1 to 30 minutes.
- Far in Advance – How far in advance the User can make a reservation. The choices include a day, 3 days, a week, 2 weeks, 1 month, 3 months, 6 months, 9 months or 12 months.

PRINT

User will not print when money owed – Specify a Credit limit dollar amount.

Print Mode

- Print Express – Print Jobs sent directly to Printer
- Print Release – Print Jobs sent to Print Release Station

Print Release Station – the IP for the Print Release Station

Free Pages for Black and White ONLY

LOGIN OPTIONS

Allow Concurrent Logins – Select to allow the same library card # to log onto multiple PCs at the same time. Useful for training sessions, classes, etc.

Allow Login as Visitor When Server Unavailable – If checked, there will be OK button to allow Visitor login at Sorry Screen when PC loses network connectivity.

STAFF OVERRIDE PWD

Staff Override Password – Staff will be required to enter this SAM Staff Password to perform any staff functions.

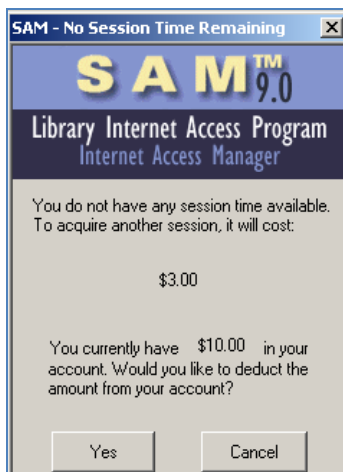
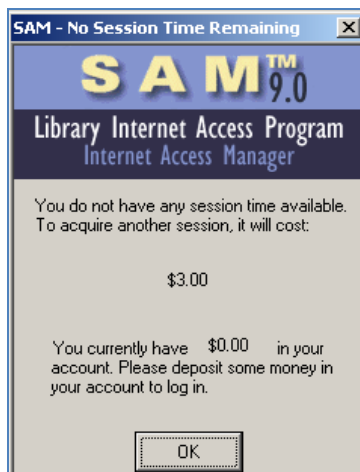
FLEX TIME

The library can choose to offer Flex Time. This is where Sam will extend a user's time automatically based on the percentage of available PCs at the end of the user's session time. For Example, if a library has 10 PCs and the Flex Time Percentage Limit is set at 80, Flex Time will be triggered when there are 7 or less PCs in use. This means, if 3 or more PCs are available, session time will automatically get extended for another full session. This is beneficial to both the library as well as users because they get the most usage from the public PCs. **Please Note** that the Flex Time feature is not available for thin clients at this time.

Percentage Limit – Select the Flex Time percent

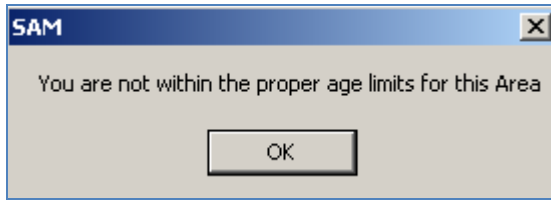
PAY FOR TIME

SAM can charge a price per session for a specific zone. Sam will check the patrons account for sufficient funds and ask if they would like to purchase a session. When a session is almost complete, SAM will ask if they would like to purchase another session. However, SAM will not ask to renew session if the library is about to close.



AGE RESTRICTIONS

The Library can designate the minimum and maximum user age for PC use. Users will either be allowed or restricted from logging on to PCs based on the age limits set.



Minimum Age – Minimum age requirement for PC logins in this Zone.

Maximum Age – Maximum age requirement for PC logins in this Zone.

Enable Age Limits – Check to enable Age Limits for PC log on.

SIGN UP

Activate Sign Up Station - Check box to enable Sign Up Station in Zone.

Prevent Sign Up selected minutes Before Closing – Users will not be allowed to Sign Up for PCs selected minutes before library close time.

Sign Up:

- Mandatory at All Times – Users will have to sign up at Sign Up Station to use client PCs.
- Mandatory When Someone on List – Users only have to Use Sign Up Station when there is a wait list.
- NOT Mandatory – Users are not required to sign up for use client PCs.

END SESSION SCRIPT

Script to run - Enter script to run when user session ends.

Field Description - Zones			
System Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open System Options screen	
Save		Click after making changes to save	Save information to database
Zone ID		Zone ID	
Zone Name		Zone Name	Zone Name can be changed here
Location		Select Location	
Sam Options		Select Sam options that apply	
Enable SAM		Select to Enable SAM in Zone	
Enable Print		Select to Enable Print in Zone	
Do not Require A Pin / Password		Select to not Require Pin / Password to login to SAM PC	Pin / Password will not be required to login to SAM PC

Field Description - Zones			
System Options			
Field Label	Field Specifications	Description	Notes
Mode		Internet Time Manager set the time for the use of Internet browser only. PC Manager set the time for the use of the client PC including Internet. OPAC w/ Print for Catalog PC with printing capability. OPAC w/o Print for Catalog PC without printing	PC Manager, Internet Time, Manager, OPAC w/ Print, OPAC w/o Print
AUP Read			
Require Users to Accept Your Policy		Gives the option to require users to read and accept the Library's Acceptable Use Policy when logging on for first time	
Yes		Users will not be able to use the PC or go to the Internet unless they accept the Library's Use Policy	
No		Users do not have to accept the policy to be able to use the PC	
Reset Policies		Select option to require users to read policy again if policy is changed	
Require AUP Every Login		Select option to require users to read policy for each login	
Age Advancement		For Filtering only. Do not use if you do not currently use Internet Filtering with SAM.	Based on user's birth date to which the specific profile is set
Enter Age User Advances to Next Level		Select the age that you want a specific filter profile to take effect for all users	
Most Restrictive	Filter Level Name set by Library will be displayed	Select the age when user advances to next level	
Child	Filter Level Name set by Library will be displayed	Select the age when user advances to next level	
Juvenile	Filter Level Name set by Library will be displayed	Select the age when user advances to next level	
Youth	Filter Level Name set by Library will be displayed	Select the age when user advances to next level	
Adult	Filter Level Name set by Library will be displayed	Select the age when user advances to next level	
Unrestricted	Filter Level Name set by Library will be displayed	Select the age when user advances to next level	
Reservations			
Maximum Allowed Per Day		Number of reservation for each user per day. 0 equals no reservations allowed	
Strictly Enforce		Strictly end session and return the PC to login screen	
Notify User Only		Just notify the current user	
Length		Length of reservation	One hour or Half hour
Grace Period		Number of Minutes to hold PC for user who reserved the PC	Other users cannot login to PC during this period

Field Description - Zones			
System Options			
Field Label	Field Specifications	Description	Notes
Far in Advance		Number of days PC can be reserved in advance	
Print			
User will not print when \$xx owed		Select a credit limit dollar amount	
Print Mode		Select Print Mode	Print Express or Print Release
Print Release Station		Enter the IP of the Print Release Station this PC is associated with	
Free Pages for Black & White ONLY		If checked, no charge for Black & White printing only	
Login Options			
Allow Concurrent Logins		Allow concurrent logins for the same card number	Used for training, class, etc.
Allow Login as Visitor When Server Unavailable		Allow Visitor login when PC loses connection to server	OK button on Sorry screen only if box is checked
Staff Override Pwd		Password for Staff Functions	All of the Staff Functions are Password Protected
Password		Enter the Staff Password	
Flex Time		Sam will extend user's time automatically based on the percentage of PCs in use at the end of user's session time	
Percentage Limit		Select the percent for flex time	
Pay for Time		Library may elect to charge users	
Cost Per Session		Select cost per session to be charged users	
Age Restrictions			
Minimum Age		Select Minimum Age allowed for user to login to PC	
Maximum Age		Select Maximum Age allowed for user to login to PC	
Enable Age Limits		Check to enforce Age Limits for login to PC	
Sign Up			
Activate Sign Up Station		Select to enable use of Sign Up Station	
Prevent Sign Up xx Minutes Before Closing		Select the number of minutes before close time when users will no longer be allowed to sign up for PCs	Correlates with Library scheduled close time. restrict users from signing up after the selected time.
Sign Up		Select the desired Sign Up mode	Mandatory At All Times, Mandatory When Someone on List, or NOT Mandatory

TIME OPTIONS (ZONES)

The library can change the default settings for the Inactivity Timer (3 minutes) Inactivity Time Warning and the End-of -Session Warning (2 minutes). If you want to use the Library Closing Timers, you may want to keep or change the default settings for the Initial Warning (15 minutes before the scheduled closing), Second Warning (10 minutes) and the Final Warning (5 minutes).

Select Zone and click [Select]. Then, select / Enter all appropriate information and click [Save].

Please select/enter the requested information and click Select

Zone

Time Options

After making changes, click the Save button

Zone ID

Zone Name

Inactivity Time Minutes

Inactivity Time Warning Minutes

End of Session Warning 1 Minutes

End of Session Warning 2 Minutes

End of Session Warning 3 Minutes

Library Close Warning 1 Minutes

Library Close Warning 2 Minutes

Library Close Warning 3 Minutes

Field Description - Zones			
Time Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Time Options screen	
Save		Click after making changes to save	Save information to database
Zone ID		Zone ID	
Zone Name		Zone Name	
Inactivity Time	In minutes	Time of Inactivity before message will display	
Inactivity Time Warning	In minutes	Time without keyboard or mouse input	
End of Session Time Warning 1	In minutes	Select time when user sees 1st End of Session message	1st warning prior to end of session
End of Session Time Warning 2	In minutes	Select time when user sees 2nd End of Session message	2nd warning prior to end of session
End of Session Time Warning 3	In minutes	Select time when user sees 3rd End of Session message	3rd warning prior to end of session
Library Close Warning 1	In minutes	Select time when user sees 1st Library Close message	1st warning prior to Library Closing
Library Close Warning 2	In minutes	Select time when user sees 2nd Library Close message	2nd warning prior to Library Closing
Library Close Warning 3	In minutes	Select time when user sees 3rd Library Close message	3rd warning prior to Library Closing

SCHEDULE OPTIONS (ZONES)

From Schedule Options, library can enter the hours of operation for each day. Also, set Holiday schedules for closings or modified hours for specific dates. As well as choose PC mode for close time.

Select Zone and click [Select]. On the next screen, Select / Enter all appropriate information and click [Save].

- Once you enter the 'Open Time' and 'Close Time' for a particular day, click on the Save box for that day. This enables the 'End of Day Session Timer' to be activated.
- Close PCs selected minutes before library closing – PCs will be closed selected minutes before scheduled library closing.
- Mode - The library can choose Logoff, Shutdown, Restart, Power Down or **None** for PCs at close time by selecting the appropriate setting in the drop down options. Remember to check [Save Mode]. When **None** is selected, SAM closes but PCs remain turned on and server updates are downloaded to the PCs overnight. SAM is not launched so PCs are left at the Desktop.
- Zone Closed Days – This lets you set Holiday schedules for closings or modified hours for specific dates. Select the Month and Day from drop down options.
- Reason – Enter reason for close day and Open and Close time.
- Library is Closed – Check box if Library is closed on selected day.
- Recognize - After entering the holiday information you must select "Recognize" before you save the information.
- Add Day – this will add the day to the list of Zone Closed Days.
- Delete – select from list to delete date from Zone Closed Days.

There are 3 timer warnings you can set that alert the User before closing time that the library can set in the Message Options.

Please select/enter the requested information and click Submit Zone

Schedule Options

After making changes, click the "Save" button

Zone ID
 Zone Name

	Open Time		Close Time	Save
Sunday	<input type="text" value="9 AM"/>	to	<input type="text" value="9 PM"/>	<input type="checkbox"/>
Monday	<input type="text" value="9 AM"/>	to	<input type="text" value="9 PM"/>	<input type="checkbox"/>
Tuesday	<input type="text" value="9 AM"/>	to	<input type="text" value="9 PM"/>	<input type="checkbox"/>
Wednesday	<input type="text" value="9 AM"/>	to	<input type="text" value="9 PM"/>	<input type="checkbox"/>
Thursday	<input type="text" value="9 AM"/>	to	<input type="text" value="9 PM"/>	<input type="checkbox"/>
Friday	<input type="text" value="9 AM"/>	to	<input type="text" value="9 PM"/>	<input type="checkbox"/>
Saturday	<input type="text" value="9 AM"/>	to	<input type="text" value="9 PM"/>	<input type="checkbox"/>

Close PC's Before Library Closing

Mode
 Save Mode

Zone Closed Days

Month Day
 Reason Open Close
 Library is Closed Recognize Add Day

Delete	Date	Reason	Open	Close	Closed?	Enabled?
<input type="radio"/>	December 25	Holiday	-	-	Yes	Yes
<input type="radio"/>	December 31	Holiday	9 AM	2 PM	No	Yes

Field Description - Zones			
Schedule Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Schedule Options screen	
Save		Click after making changes to save	Save information to database
Zone ID		Zone ID	
Zone Name		Zone Name	
Sunday		Select scheduled Sunday Open Time	
Sunday		Select scheduled Sunday Close Time	
Save		After entering Open and Close time, click on the Save box for each day	This enables the 'End of Day Session Timer'
Monday		Select scheduled Monday Open Time	
Monday		Select scheduled Monday Close Time	
Save		After entering Open and Close time, click on the Save box for each day	This enables the 'End of Day Session Timer'
Tuesday		Select scheduled Tuesday Open Time	
Tuesday		Select scheduled Tuesday Close Time	
Save		After entering Open and Close time, click on the Save box for each day	This enables the 'End of Day Session Timer'
Wednesday		Select scheduled Wednesday Open Time	
Wednesday		Select scheduled Wednesday Close Time	
Save		After entering Open and Close time, click on the Save box for each day	This enables the 'End of Day Session Timer'
Thursday		Select scheduled Thursday Open Time	
Thursday		Select scheduled Thursday Close Time	
Save		After entering Open and Close time, click on the Save box for each day	This enables the 'End of Day Session Timer'
Friday		Select scheduled Friday Open Time	
Friday		Select scheduled Friday Close Time	
Save		After entering Open and Close time, click on the Save box for each day	This enables the 'End of Day Session Timer'
Saturday		Select scheduled Saturday Open Time	
Saturday		Select scheduled Saturday Close Time	
Save		After entering Open and Close time, click on the Save box for each day	This enables the 'End of Day Session Timer'
Close PC's xx minutes before Library Closing	In minutes	Select minutes to Close PCs per closing Mode selected below	PCs will close xx minutes before close time according to mode selected below
Mode		Closing PC Mode	Logoff, Shutdown, Power Down, or None
Save Mode		Click after making changes to save	Save information to database
Zone Closed Days		Set Holiday Schedule for closings or modified hours for specific dates	Select Recognize before saving information
Month		Select Month of Close day	
Day		Select Day of Close day	
Reason	255 character limit	Enter Reason for Close day	
Open		Open Time for modified schedule	
Close		Close Time for modified schedule	

Field Description - Zones			
Schedule Options			
Field Label	Field Specifications	Description	Notes
Library is Closed		Select to add Library Close Days	
Recognize		After entering Holiday information, you must select Recognize before you save information	Select Recognize before you save information
Add Day		Select to add Library Close Days to Schedule	
Delete		Select Dates to remove days from list	

MENU OPTIONS (ZONES)

Select the Zone and Access Level and click [Select]. Select the desired options for each of the Access Levels and click [Save]. Only the selected items will be available to each of the Access Levels.

Please select/enter the requested information and click Select

Zone: Access Level:

Menu Options

After making changes, click Save.

User Maintenance

<input checked="" type="checkbox"/> Admin Add User	<input type="checkbox"/> Staff Add User	<input checked="" type="checkbox"/> Admin Modify User	<input type="checkbox"/> Staff Modify User
<input checked="" type="checkbox"/> Admin Account Status	<input type="checkbox"/> Staff Account Status	<input checked="" type="checkbox"/> Import User	<input checked="" type="checkbox"/> Register User
<input checked="" type="checkbox"/> User Reconciliation	<input checked="" type="checkbox"/> User Exceptions		

Reservations

<input checked="" type="checkbox"/> PC Activity Info	<input checked="" type="checkbox"/> Add Single	<input checked="" type="checkbox"/> Add Block	<input checked="" type="checkbox"/> Add Multiple
<input checked="" type="checkbox"/> Delete Single	<input checked="" type="checkbox"/> Delete Block	<input checked="" type="checkbox"/> Delete Multiple	

Zone Maintenance

<input checked="" type="checkbox"/> Add Zone	<input checked="" type="checkbox"/> Associate Device	<input checked="" type="checkbox"/> Browser Options	<input checked="" type="checkbox"/> Day Pass Options
<input checked="" type="checkbox"/> Free Page Options	<input checked="" type="checkbox"/> Group Options	<input checked="" type="checkbox"/> MessageOptions	<input checked="" type="checkbox"/> Invoice Options
<input checked="" type="checkbox"/> OPAC Options	<input checked="" type="checkbox"/> Print Options	<input checked="" type="checkbox"/> Resources	<input checked="" type="checkbox"/> System Options
<input checked="" type="checkbox"/> Time Options	<input checked="" type="checkbox"/> Schedule Options		<input checked="" type="checkbox"/> LPC Options
<input checked="" type="checkbox"/> Client Config - Themes		<input checked="" type="checkbox"/> Client Config - Language	

Staff Maintenance

<input checked="" type="checkbox"/> Add Staff	<input checked="" type="checkbox"/> Modify Staff
---	--

Zone Maintenance

<input checked="" type="checkbox"/> Add Zone	<input checked="" type="checkbox"/> Modify Zone
--	---

App/Web Site Maintenance

<input checked="" type="checkbox"/> Add App/WebSite	<input checked="" type="checkbox"/> Modify App/WebSite
---	--

Reports

<input checked="" type="checkbox"/> Director's	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Duplicate Names	<input checked="" type="checkbox"/> User Usage
<input checked="" type="checkbox"/> Acct By Zone	<input checked="" type="checkbox"/> Acct By Device	<input checked="" type="checkbox"/> Acct By User	<input checked="" type="checkbox"/> Acct By Group
<input checked="" type="checkbox"/> Device Reconciliation	<input checked="" type="checkbox"/> Print Control	<input checked="" type="checkbox"/> Group	<input checked="" type="checkbox"/> Computer
<input checked="" type="checkbox"/> Reservations	<input checked="" type="checkbox"/> Agency	<input checked="" type="checkbox"/> Statistic Detail	<input checked="" type="checkbox"/> Statistic Summary
<input checked="" type="checkbox"/> Missed Reservation	<input checked="" type="checkbox"/> App/WebSite	<input checked="" type="checkbox"/> Visitor	<input checked="" type="checkbox"/> Wireless
<input checked="" type="checkbox"/> PC Usage	<input checked="" type="checkbox"/> SUS	<input checked="" type="checkbox"/> LPC Current Change	<input checked="" type="checkbox"/> LPC Reconciliation
<input checked="" type="checkbox"/> LPC Visitor			

Help

<input checked="" type="checkbox"/> User Manual	<input checked="" type="checkbox"/> Contact Comprise
---	--

Field Description - Zones			
Menu Options			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Access Level		Options selected will vary according to designated Access Level	Administrator, Staff, IT Manager, Report Manger, POS Manager, POS User
Select		Open Menu Options screen	
Save		Click after making changes to save	Save information to database
Users			
Admin Add User		Select to grant rights/access to selected Access Level	
Staff Add User		Select to grant rights/access to selected Access Level	
Admin Modify User		Select to grant rights/access to selected Access Level	
Staff Modify User		Select to grant rights/access to selected Access Level	
Admin Account Status		Select to grant rights/access to selected Access Level	
Staff Account Status		Select to grant rights/access to selected Access Level	
Import User		Select to grant rights/access to selected Access Level	
Register User		Select to grant rights/access to selected Access Level	
User Reconciliation		Select to grant rights/access to selected Access Level	
User Exceptions		Select to grant rights/access to selected Access Level	
Reservations			
PC Activity Info		Select to grant rights/access to selected Access Level	
Add Single		Select to grant rights/access to selected Access Level	
Add Block		Select to grant rights/access to selected Access Level	
Add Multiple		Select to grant rights/access to selected Access Level	
Delete Single		Select to grant rights/access to selected Access Level	
Delete Block		Select to grant rights/access to selected Access Level	
Delete Multiple		Select to grant rights/access to selected Access Level	
Zones			
Add Zone		Select to grant rights/access to selected Access Level	
Associate Device		Select to grant rights/access to selected Access Level	
Browser Options		Select to grant rights/access to selected Access Level	

Field Description - Zones			
Menu Options			
Field Label	Field Specifications	Description	Notes
Visitor Card / Sign Up Ticket Options		Select to grant rights/access to selected Access Level	
Free Page Options		Select to grant rights/access to selected Access Level	
Group Options		Select to grant rights/access to selected Access Level	
Message Options		Select to grant rights/access to selected Access Level	
Invoice Options		Select to grant rights/access to selected Access Level	
OPAC Options		Select to grant rights/access to selected Access Level	
Print Options		Select to grant rights/access to selected Access Level	
Resources		Select to grant rights/access to selected Access Level	
System Options		Select to grant rights/access to selected Access Level	
Time Options		Select to grant rights/access to selected Access Level	
Schedule Options		Select to grant rights/access to selected Access Level	
Payment Center Options		Select to grant rights/access to selected Access Level	
Client Config - Themes		Select to grant rights/access to selected Access Level	
Client Config - Language		Select to grant rights/access to selected Access Level	
Staff			
Add Staff		Select to grant rights/access to selected Access Level	
Modify Staff		Select to grant rights/access to selected Access Level	
Control Zones			
Add Control Zone		Select to grant rights/access to selected Access Level	
Modify Control Zone		Select to grant rights/access to selected Access Level	
Metering			
Add App / Web Site		Select to grant rights/access to selected Access Level	
Modify App / Web Site		Select to grant rights/access to selected Access Level	
Reports			
Director's		Select to grant rights/access to selected Access Level	
User		Select to grant rights/access to selected Access Level	

Field Description - Zones			
Menu Options			
Field Label	Field Specifications	Description	Notes
Duplicate Names		Select to grant rights/access to selected Access Level	
User Usage		Select to grant rights/access to selected Access Level	
Acct By Zone		Select to grant rights/access to selected Access Level	
Acct By Device		Select to grant rights/access to selected Access Level	
Acct By User		Select to grant rights/access to selected Access Level	
Acct By Group		Select to grant rights/access to selected Access Level	
Device Reconciliation		Select to grant rights/access to selected Access Level	
Print Control		Select to grant rights/access to selected Access Level	
Group		Select to grant rights/access to selected Access Level	
Computer		Select to grant rights/access to selected Access Level	
Reservations		Select to grant rights/access to selected Access Level	
Agency		Select to grant rights/access to selected Access Level	
Statistic Detail		Select to grant rights/access to selected Access Level	
Statistic Summary		Select to grant rights/access to selected Access Level	
Missed Reservation		Select to grant rights/access to selected Access Level	
App / Web Site		Select to grant rights/access to selected Access Level	
Visitor		Select to grant rights/access to selected Access Level	
Wireless		Select to grant rights/access to selected Access Level	
PC Usage		Select to grant rights/access to selected Access Level	
SUS		Select to grant rights/access to selected Access Level	
Payment Center Current Change		Select to grant rights/access to selected Access Level	
Payment Center Reconciliation		Select to grant rights/access to selected Access Level	
Payment Center Visitor		Select to grant rights/access to selected Access Level	

Field Description - Zones			
Menu Options			
Field Label	Field Specifications	Description	Notes
Help			
User Manual		Select to grant rights/access to selected Access Level	
Contact Comprise		Select to grant rights/access to selected Access Level	

THEMES (ZONES)

To configure Themes:

1. Select the appropriate Zone from drop down options, Click Themes, and Click [Select].
2. Personal Session Manager – Check all information to be displayed in Personal Session Manager.
3. Allow Patron to change filter level when age: Select age when patron will be allowed to change their filter level.
4. Screen Saver: Check to enable SAM screen saver.
5. Languages – Check to Enable appropriate Language: Language 1, Language 2, or Language 3.
6. Default Language: **Please note: The Language selected in the Default Language box is the first Language users will view.**
7. Themes: Current Theme: Current Theme in use will be displayed. Select desired Theme from drop down options.

Enter / Select all appropriate information to Configure Themes and click [Save].

Please select/enter the requested information and click Select

Zone Catalog Select

Configure Themes

Restore Defaults Save

Themes

Zone ID Catalog

Personal Session Manager
Check to make visible

My Account
 Reserve PC
 Filter
 Balance
 History
 Payment

Lock PC

Allow Patron to change filter level when age All

Screen Saver
Check to Enable

Enable

Languages
Check to Enable

Language 1
 Language 2
 Language 3

Themes
Current Theme Theme 2

Theme 1

Main Screen C:\Sam\Themes\Anytown\AnytownLogin.bmp

Lock Screen C:\Sam\Themes\Anytown\AnytownLockedPC.bmp

PSM C:\Sam\Themes\Anytown\AnytownMyAccount.bmp

PRS C:\Sam\Themes\Anytown\AnytownPrintRelease.bmp

Sign Up C:\Sam\Themes\Anytown\AnytownSignUp.bmp

Sorry C:\Sam\Themes\Anytown\SorryScreen.bmp

Button Red 75	Button Green 76	Button Blue 84
Font Red 227	Font Green 229	Font Blue 224
Text Red 75	Text Green 76	Text Blue 84
Font Arial		

Theme 2						
Main Screen	C:\Sam\Themes\CardCatalog\CardCatalogLogin.bmp					
Lock Screen	C:\Sam\Themes\CardCatalog\CardCatalogLockedPC.bmp					
PSM	C:\Sam\Themes\CardCatalog\CardCatalogMyAccount.bmp					
PRS	C:\Sam\Themes\CardCatalog\CardCatalogPrintRelease.bmp					
Sign Up	C:\Sam\Themes\CardCatalog\CardCatalogSignUp.bmp					
Sorry	C:\Sam\Themes\CardCatalog\SorryScreen.bmp					
Button Red	181	Button Green	170	Button Blue	184	
Font Red	34	Font Green	32	Font Blue	35	
Text Red	0	Text Green	100	Text Blue	255	
Font	Arial					
Theme 3						
Main Screen	C:\Sam\Themes\Forrest\ForrestLogin.bmp					
Lock Screen	C:\Sam\Themes\Forrest\ForrestLockedPC.bmp					
PSM	C:\Sam\Themes\Forrest\ForrestMyAccount.bmp					
PRS	C:\Sam\Themes\Forrest\ForrestPrintRelease.bmp					
Sign Up	C:\Sam\Themes\Forrest\ForrestSignUp.bmp					
Sorry	C:\Sam\Themes\Forrest\SorryScreen.bmp					
Button Red	139	Button Green	145	Button Blue	127	
Font Red	237	Font Green	224	Font Blue	153	
Text Red	0	Text Green	100	Text Blue	255	
Font	Arial					
Theme 4						
Main Screen	C:\Sam\Themes\HandWritten\HandLogin.bmp					
Lock Screen	C:\Sam\Themes\HandWritten\HandPCLock.bmp					
PSM	C:\Sam\Themes\HandWritten\HandMyAccount.bmp					
PRS	C:\Sam\Themes\HandWritten\HandPrintRelease.bmp					
Sign Up	C:\Sam\Themes\HandWritten\HandSignUp.bmp					
Sorry	C:\Sam\Themes\HandWritten\SorryScreen.bmp					
Button Red	76	Button Green	84	Button Blue	164	
Font Red	207	Font Green	209	Font Blue	227	
Text Red	0	Text Green	100	Text Blue	255	
Font	Arial					

Please refer to Themes section for examples of available Themes.

Field Description - Zones			
Themes			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Configure		Themes will be selected by default	
Select		Open Themes Options screen	
Restore Defaults			
Save		Select Theme and click to save	
Zone ID		Selected Zone will be displayed	
Personal Session Manager			
My Account		Select to show option in Personal Session Manager window	Option will be visible only if selected
Reserve a PC		Select to show option in Personal Session Manager window	Option will be visible only if selected
Filter		Select to show option in Personal Session Manager window	Option will be visible only if selected
Balance		Select to show option in Personal Session Manager window	Option will be visible only if selected

Field Description - Zones			
Themes			
Field Label	Field Specifications	Description	Notes
History		Select to show option in Personal Session Manager window	Option will be visible only if selected
Payment		Select to show option in Personal Session Manager window	Option will be visible only if selected
Lock PC		Select to show option in Personal Session Manager window	Option will be visible only if selected
Allow Patron to change filter level when age		Select age when user will be allowed to change filter level	
Screen Saver			
Enable		Select to enable SAM screen saver	Refer to Screen Saver section in manual for examples
Languages		Check to enable appropriate Language	By default, all text is displayed in English. However, up 3 different Language choices are available.
Language 1		Select to enable Language 1	
Language 2		Select to enable Language 2	
Language 3		Select to enable Language 3	
Default Language		All text will be shown in Default Language whether Language 1, Language 2, Language 3, or all are selected to be enabled.	Select the appropriate Language as the default language from the options.
Themes		4 Default Themes available. Library can also create custom theme. Refer to Creating a Custom Theme section.	Anytown Theme, Card Catalog Theme, Forrest Theme, HandWritten Theme
Current Theme		Current Theme will be selected as default	Select the appropriate Theme as the default Theme from the options.
Theme 1			
Main Screen		C:\Sam\Themes\Anytown\AnytownLogin.bmp	
Lock Screen		C:\Sam\Themes\Anytown\AnytownLockedPC.bmp	
PSM		C:\Sam\Themes\Anytown\AnytownMyAccount.bmp	Personal Session Manager screen
PRS		C:\Sam\Themes\Anytown\AnytownPrintRelease.bmp	PrintReleaseStation
Sign Up		C:\Sam\Themes\Anytown\AnytownSignUp.bmp	Sign Up Station
Sorry		C:\Sam\Themes\Anytown\SorryScreen.bmp	
Button Red	Red color range value from 0 to 255	75	0 for no red color and 255 for total red color saturation
Button Green	Green color range value from 0 to 255	76	0 for no green color and 255 for total green color saturation
Button Blue	Blue color range value from 0 to 255	84	0 for no blue color and 255 for total blue color saturation
Font Red	Red color range value from 0 to 255	227	0 for no red color and 255 for total red color saturation
Font Green	Green color range value from 0 to 255	229	0 for no green color and 255 for total green color saturation

Field Description - Zones			
Themes			
Field Label	Field Specifications	Description	Notes
Font Blue	Blue color range value from 0 to 255		224 0 for no blue color and 255 for total blue color saturation
Text Red	Red color range value from 0 to 255		75 0 for no red color and 255 for total red color saturation
Text Green	Green color range value from 0 to 255		76 0 for no green color and 255 for total green color saturation
Text Blue	Blue color range value from 0 to 255		84 0 for no blue color and 255 for total blue color saturation
Font		Arial	
Theme 2		Default Values for CardCatalog Theme	
Main Screen		C:\Sam\Themes\CardCatalog\CardCatalogLogin.bmp	
Lock Screen		C:\Sam\Themes\CardCatalog\CardCatalogLocke dPC.bmp	
PSM		C:\Sam\Themes\CardCatalog\CardCatalogMyAccount.bmp	Personal Session Manager screen
PRS		C:\Sam\Themes\CardCatalog\CardCatalogPrintRelease.bmp	PrintReleaseStation
Sign Up		C:\Sam\Themes\CardCatalog\CardCatalogSignUp.bmp	Sign Up Station
Sorry		C:\Sam\Themes\CardCatalog\SorryScreen.bmp	
Button Red	Red color range value from 0 to 255		181 0 for no red color and 255 for total red color saturation
Button Green	Green color range value from 0 to 255		170 0 for no green color and 255 for total green color saturation
Button Blue	Blue color range value from 0 to 255		184 0 for no blue color and 255 for total blue color saturation
Font Red	Red color range value from 0 to 255		34 0 for no red color and 255 for total red color saturation
Font Green	Green color range value from 0 to 255		32 0 for no green color and 255 for total green color saturation
Font Blue	Blue color range value from 0 to 255		35 0 for no blue color and 255 for total blue color saturation
Text Red	Red color range value from 0 to 255		75 0 for no red color and 255 for total red color saturation
Text Green	Green color range value from 0 to 255		100 0 for no green color and 255 for total green color saturation
Text Blue	Blue color range value from 0 to 255		255 0 for no blue color and 255 for total blue color saturation
Font		Arial	
Theme 3		Default Values for Forest Theme	
Main Screen		C:\Sam\Themes\Forrest\ForrestLogin.bmp	
Lock Screen		C:\Sam\Themes\Forrest\ForrestLockedPC.bmp	
PSM		C:\Sam\Themes\Forrest\ForrestMyAccount.bmp	Personal Session Manager screen
PRS		C:\Sam\Themes\Forrest\ForrestPrintRelease.bmp	PrintReleaseStation

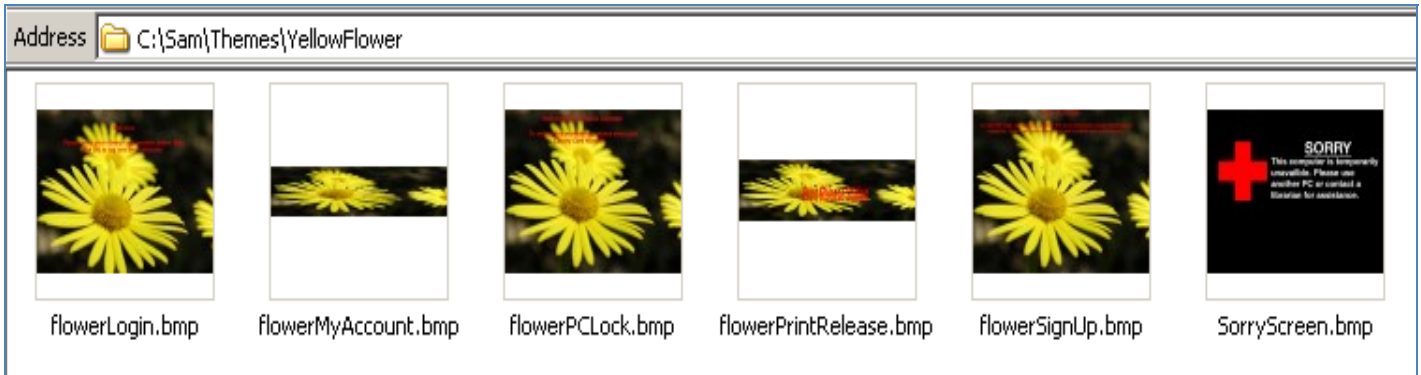
Field Description - Zones			
Themes			
Field Label	Field Specifications	Description	Notes
Sign Up		C:\Sam\Themes\Forrest\ForrestSignUp.bmp	Sign Up Station
Sorry		C:\Sam\Themes\Forrest\SorryScreen.bmp	
Button Red	Red color range value from 0 to 255	139	0 for no red color and 255 for total red color saturation
Button Green	Green color range value from 0 to 255	145	0 for no green color and 255 for total green color saturation
Button Blue	Blue color range value from 0 to 255	127	0 for no blue color and 255 for total blue color saturation
Font Red	Red color range value from 0 to 255	237	0 for no red color and 255 for total red color saturation
Font Green	Green color range value from 0 to 255	224	0 for no green color and 255 for total green color saturation
Font Blue	Blue color range value from 0 to 255	153	0 for no blue color and 255 for total blue color saturation
Text Red	Red color range value from 0 to 255	75	0 for no red color and 255 for total red color saturation
Text Green	Green color range value from 0 to 255	100	0 for no green color and 255 for total green color saturation
Text Blue	Blue color range value from 0 to 255	255	0 for no blue color and 255 for total blue color saturation
Font		Arial	
Theme 4		Default Values for Handwritten Theme	
Main Screen		C:\Sam\Themes\HandWritten\HandLogin.bmp	
Lock Screen		C:\Sam\Themes\HandWritten\HandPCLock.bmp	
PSM		C:\Sam\Themes\HandWritten\HandMyAccount.bmp	Personal Session Manager screen
PRS		C:\Sam\Themes\HandWritten\HandPrintRelease.bmp	PrintReleaseStation
Sign Up		C:\Sam\Themes\HandWritten\HandSignUp.bmp	Sign Up Station
Sorry		C:\Sam\Themes\HandWritten\SorryScreen.bmp	
Button Red	Red color range value from 0 to 255	76	0 for no red color and 255 for total red color saturation
Button Green	Green color range value from 0 to 255	84	0 for no green color and 255 for total green color saturation
Button Blue	Blue color range value from 0 to 255	164	0 for no blue color and 255 for total blue color saturation
Font Red	Red color range value from 0 to 255	0	0 for no red color and 255 for total red color saturation
Font Green	Green color range value from 0 to 255	0	0 for no green color and 255 for total green color saturation
Font Blue	Blue color range value from 0 to 255	0	0 for no blue color and 255 for total blue color saturation

Field Description - Zones			
Themes			
Field Label	Field Specifications	Description	Notes
Text Red	Red color range value from 0 to 255	75	0 for no red color and 255 for total red color saturation
Text Green	Green color range value from 0 to 255	100	0 for no green color and 255 for total green color saturation
Text Blue	Blue color range value from 0 to 255	255	0 for no blue color and 255 for total blue color saturation
Font		Arial	

CREATING A CUSTOM THEME

To create your own Theme:

1. Select the desired image. Customize the image for each of the following: LockedPC, Login, Account, PrintRelease, and SignUp. The Sorry Screen is the same for all Themes.
2. Use one of the default Themes (Forrest, for example) as a guide for placement of text. Because monitor sizes and resolutions vary, exact coordinates cannot be provided.
3. After all the images have been compiled, to change the theme in a zone globally from the server:
 - a. On the server, create a **(Custom Theme)** folder within. C:\Sam\SamUpdater\Sam\[Zone]\[Client, PrintRelease, and SignUp]\Themes. (YellowFlower, for example).
 - b. Place the customized images in the folder.
4. Replace one of the existing 4 Themes with the **(Custom Theme)**.



5. Modify the Web Interface settings from Zones / Themes appropriately:

Theme 1

Main Screen

Lock Screen

PSM

PRS

Sign Up

Sorry

Button Red	<input type="text" value="75"/>	Button Green	<input type="text" value="76"/>	Button Blue	<input type="text" value="84"/>
Font Red	<input type="text" value="227"/>	Font Green	<input type="text" value="229"/>	Font Blue	<input type="text" value="224"/>
Text Red	<input type="text" value="75"/>	Text Green	<input type="text" value="76"/>	Text Blue	<input type="text" value="84"/>
Font	<input type="text" value="Arial"/>				

6. Save all changes and reboot PCs for new custom Theme settings to take effect.

7. After reboot, confirm on the PCs locally **(Custom Theme)** folder within C:\SAM\Themes has the customized images (YellowFlower, for example)

Field Description - Zones			
Themes			
CREATING A CUSTOM THEME (YellowFlower)			
Field Label	Field Specifications	Description	Notes
Theme 1		Default Values for YellowFlower Theme	
Main Screen		C:\Sam\Themes\YellowFlower\flowerLogin.bmp	
Lock Screen		C:\Sam\Themes\YellowFlower\flowerLockedPC.bmp	
PSM		C:\Sam\Themes\YellowFlower\flowerMyAccount.bmp	Personal Session Manager screen
PRS		C:\Sam\Themes\YellowFlower\flowerPrintRelease.bmp	PrintReleaseStation
Sign Up		C:\Sam\Themes\YellowFlower\flowerSignUp.bmp	Sign Up Station
Sorry		C:\Sam\Themes\YellowFlower\SorryScreen.bmp	
Button Red	Red color range value from 0 to 255	75	0 for no red color and 255 for total red color saturation
Button Green	Green color range value from 0 to 255	76	0 for no green color and 255 for total green color saturation
Button Blue	Blue color range value from 0 to 255	84	0 for no blue color and 255 for total blue color saturation
Font Red	Red color range value from 0 to 255	227	0 for no red color and 255 for total red color saturation
Font Green	Green color range value from 0 to 255	229	0 for no green color and 255 for total green color saturation
Font Blue	Blue color range value from 0 to 255	224	0 for no blue color and 255 for total blue color saturation
Text Red	Red color range value from 0 to 255	75	0 for no red color and 255 for total red color saturation
Text Green	Green color range value from 0 to 255	76	0 for no green color and 255 for total green color saturation
Text Blue	Blue color range value from 0 to 255	84	0 for no blue color and 255 for total blue color saturation
Font		Arial	

CONTROL ZONES

This section allows the Administrator to add, modify or delete Control Zones, as well as set filter levels for each Control Zone, session time, page limits and price per page, number of free pages, library close time, Internet access, and PC percentage limit (for flex time).



ADD CONTROL ZONE (CONTROL ZONES)

To Add Control Zone, please follow these steps:

1. Select the appropriate Zone from the drop down list and click [Select]
2. Enter new Control Zone ID to be added
3. Select / Enter all the appropriate Information for the new Control Zone
4. Click [Submit]

A message confirming New Control Zone has been added will be displayed on the screen.

Please select/enter the requested information and click Select

Zone: Control

Add Control Zone

Enter the Zone Information

Zone ID	<input type="text" value="Control"/>	Control Zone ID	<input type="text"/>
Zone Name	<input type="text" value="Control"/>	Mode	<input type="text" value="InActive"/>
Computer Percentage Limit	<input type="text" value="InActive"/>	Filter Level	<input type="text" value="InActive"/>
Session Time	<input type="text" value="InActive"/>	Page Limit	<input type="text" value="InActive"/>
Price Per Page	<input type="text" value="InActive"/>	Applications	<input type="text" value="InActive"/>
Free Pages	<input type="text" value="InActive"/>	Purse Limit	<input type="text" value="InActive"/>
Purse Operation	<input type="text" value="InActive"/>	AUP Read?	<input type="text" value="Yes"/>
Print Release Station	<input type="text"/>	IP	<input type="text"/>
Close Time	<input type="text" value="InActive"/>	Maximum Age	<input type="text" value="99"/>
<input checked="" type="checkbox"/> Pin / Password Required			
Start Page	<input type="text"/>		
Port	<input type="text"/>		
Minimum Age	<input type="text" value="00"/>		
<input type="checkbox"/> Activate Sign Up Station			
Cost Per Session	<input type="text" value="0.00"/>		

Field Description - Zones			
Add Control Zone			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Add Control Zone screen	
Submit		Click after making changes to save	Save information to database
Zone ID			
Zone Name			
Control Zone ID		Enter Control Zone ID	
Computer Percentage Limit		Select InActive or the Percent for flex time	
Mode		Select InActive or Mode	Logoff, Shutdown, Restart, PowerDown, None
Session Time		Select InActive or Session Time	Select session time
Filter Level	Filter Level Name set by Library will be displayed	Select InActive or Filter Level	For example: Level 1 to Level 6
Price Per Page		Select InActive or Cost per Page	
Page Limit		Select InActive or Page Limit	Number of pages user can print per print job, per printer
Free Pages		Select InActive or # of Free Pages	Number of pages user can print free of charge per day
Applications		Select Applications to print	All, Internet, None
Purse Operation		Select InActive or Purse Operation Mode	InActive, Notify user when purse is empty, Stop user from printing when purse is empty
Purse Limit		Select InActive or amount	Amount in cents that user will be able to spend when purse is empty
Print Release Station		Enter IP of Print Release Station	
Close Time		Enter Close Time	
AUP Read?		Select Yes, No, or InActive	Yes, No, or InActive
Pin / Password Required		Select to required Pin / Password to login	
Start Page		URL Address of Start Page	
IP		IP Address	
Port		Port	
Minimum Age		Select Minimum Age required to login	
Maximum Age		Select Maximum Age allowed to login	
Activate Sign Up Station		Select if associated with Sign Up Station	
Cost Per Session		Enter Cost Per Session, if applicable	

MODIFY / DELETE CONTROL ZONE (CONTROL ZONES)

To Modify a Control Zone:

1. Select the Control Zone and click [Modify].
2. Make the necessary changes to modify Control Zone configuration.
3. Click [Save] to save changes.

To Delete a Control Zone:

1. Select the Control Zone and click [Delete Control Zone]
2. Click [OK] to confirm Control Zone deletion when prompted.

Please select/enter the requested information and click Select

Zone: Control

Buttons: Save, Delete Control Zone

Message from webpage: Delete this Control Zone? (OK, Cancel)

Modify Control Zone

After making Changes, click the "Save" button

Control Zone ID: Control

Filter: InActive

Fields: Zone ID, Computer Percentage Limit, Session Time, Price Per Page, Free Pages, Purse Operation, Print Release Station, Close Time, Require Pin / Password, Start Page, Port, Minimum Age, Activate Sign Up Station, Cost Per Session, Control Zone ID, Mode, Filter Level, Page Limit, Applications, Purse Limit, AUP Read?, IP, Maximum Age.

Field Description - Control Zones			
Modify / Delete Control Zone			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Open Modify Control Zone Options screen	
Modify		Select Control Zone to Modify	Click to open Modify Control Zone screen
Save		Click after making changes to save	Save information to database
Delete Resource		Selected Control Zone will be deleted	Confirm at pop up box to delete resource
Zone ID		Zone ID	Can be changed from here
Control Zone ID		Control Zone Name	Can be changed from here
Computer Percentage Limit		Select InActive or the Percent for flex time	
Mode		Select InActive or Mode	Logoff, Shutdown, Restart, PowerDown, None
Session Time		Select InActive or Session Time	Select session time
Filter Level	Filter Level Name set by Library will be displayed	Select InActive or Filter Level	For example: Filtered, Unfiltered, Block, or Level 1 to Level 6
Price Per Page		Select InActive or Cost per Page	

Field Description - Control Zones			
Modify / Delete Control Zone			
Field Label	Field Specifications	Description	Notes
Page Limit		Select InActive or Page Limit	Number of pages user can print per print job, per printer
Free Pages		Select InActive or # of Free Pages	Number of pages user can print free of charge per day
Applications		Select Applications to print	All, Internet, None
Purse Operation		Select InActive or Purse Operation Mode	InActive, Notify user when purse is empty, Stop user from printing when purse is empty
Purse Limit		Select InActive or amount	Amount in cents that user will be able to spend when purse is empty
Print Release Station		Enter IP of Print Release Station	
Close Time		Enter Close Time	
AUP Read?		Select Yes, No, or InActive	Yes, No, or InActive
Require Pin / Password		Select to required Pin / Password to login	
Start Page		URL Address of Start Page	
IP		IP Address	
Port		Port	
Minimum Age		Select Minimum Age required to login	
Maximum Age		Select Maximum Age allowed to login	
Activate Sign Up Station		Select if associated with Sign Up Station	
Cost Per Session		Enter Cost Per Session, if applicable	

METERING

Metering is a feature that allows staff to monitor applications and web sites that are visited as well as time used, by PC and Zone. It is installed on the Administrator Interface. An Administrator may add, modify, or delete an app/web site from within the interface as well. Administrators or Staff members can then generate reports based on these criteria.



ADD APPLICATION / WEBSITE (METERING)

Enter the information and click [Save].

Please select/enter the requested information and click Select

Zone

Add Application/Website

After making changes, click the Save button

Zone ID

Zone Name

Name

Identifier

Type

Applications/Websites

Name	Identifier	Type
There are currently no Applications/Websites associated with this Zone		

Field Description - Metering			
Add Application / Web Site			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Click to open Add Application / Web Site screen	
Save		Select / Enter information and click Save	Application / Web Site will be added to database and list
Zone ID			
Zone Name			
Name		Enter Application, Web Site Name	
Type		Select Type	Application, Web Site
Identifier		Enter Application, Web Site Identifier	

MODIFY / DELETE APPLICATION/WEBSITE (METERING)

Enter all appropriate changes and click [Save] to save changes.

Please select/enter the requested information and click Select

Zone:

Modify Application/Website

After making selection, click the "Modify" button

Zone ID:

Zone Name:

Applications/Websites

Modify	Name	Identifier	Type
<input type="radio"/>	test2	test2	Application

Name: Type:

Identifier:

Click [Delete App/Web Site] and click OK on confirmation window to delete.

Please select/enter the requested information and click Select

Zone:

Modify Application/Website

After making selection, click the "Modify" button

Zone ID:

Zone Name:

Applications/Websites

Modify	Name	Identifier	Type
<input type="radio"/>	test2	test2	Application

Name: Type:

Identifier:

Message from webpage

Delete this App/Web Site?

Field Description - Metering			
Modify Application / Web Site			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Click Select to open Modify Application / Web Site screen for Zone	
Modify		Select Modify Application / Web Site to change and click Modify button	
Delete App/Web Site		Select Application / Web Site to delete and click Delete App/Web Site button to Delete	Application / Web Site will be removed from database and list
Modify		Click Modify after making changes to save	
Name		Enter Name to Modify	
Type		Select Type to Modify	
Identifier		Enter Identifier to Modify	

REPORTS

Reports can be generated from the Administrative as well as the Staff Interface. Therefore, the origin of the report request will determine the available report selections and options. All reports are date range driven and can be run for all or individual zones with summary and detail options available for selected reports as well. New SAM reports are developed periodically to meet client needs and/or requests. Please contact Comprise for report inquiries.

The screenshot shows the SAM™ Interface Reports menu. The menu is located in the top right corner of the interface, under the 'Reports' dropdown. The menu items are: Director's, User, Duplicate Name, User Usage, Account Reports, Print Control, Group, Computer, Reservation, Agency, Statistic Reports, Missed Reservation, App/Web Site, Visitor, PC Usage, and SUS. The main content area of the interface displays the SAM™ logo with the tagline 'The Professional's Choice', a welcome message 'Welcome to the SAM™ Interface', and a link to 'View/Modify Settings Here'. A reminder 'Don't Forget to SAVE all changes' is also present.

DIRECTOR'S REPORT (ADMIN REPORTS)

The director's report is a summary of all aspects of the technology managed by SAM. Library management can understand in a snapshot, the number and frequency of computer sessions, use of Internet and catalog resources, document printing, as well as exactly how much money was collected, spent and remains in SAM prepaid accounts. In addition, the director's report can also show statistics on average wait for a PC if the library is using SAM sign-up stations.

Directors Report Selection Criteria

Select Zone and click [Select].

The screenshot shows the Director's Report selection criteria form. It includes a text input field for 'Zone' with a dropdown menu showing 'Control Branch'. A 'Select' button is located to the right of the dropdown. Below the form, there is a section titled 'Director's Report' with the instruction 'Select report criteria above.'

Sample Director's Report

5/18/2010 11:46:24 AM Director's Report			
Session Management:			
	Month to Date	Last Month:	Last Year
Number of PC Sessions	90	104	104
Average Session Length	00:04:55	00:04:03	00:04:03
Number of Unique Users	8	10	10
Number of 1 Session Users	1	4	4
Number of 2 Session Users	1	0	0
Number of 3 Session Users	1	0	0
Number of 4 Session Users	0	0	0
Number of 5 Session Users	0	0	0
Number of 6 Session Users	0	1	1
Number of 7 Session Users	0	1	1
Number of 8 Session Users	1	0	0
Number of 9 Session Users	0	0	0
Number of 10 Session Users	0	0	0
Number of 10+ Session Users	1	0	0
Internet/Application Management			
	Month To Date	Last Month:	Last Year
Print Management			
	Month To Date	Last Month:	Last Year
Number of Print Documents	0	0	0
Average Document Pages	0	0	0
Number of Unique Printers	0	0	0
Number of 1 Document/Session	0	0	0
Number of 2 Document/Session	0	0	0
Number of 3 Document/Session	0	0	0
Number of 4 Document/Session	0	0	0

Field Description - Reports			
Director's Report			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Select		Click Select to generate Director's Report	Report will be generated and displayed

USER REPORT (ADMIN REPORTS)

The User Report is a list of patron records within SAM along with statistical detail.

User Report Criteria Selection:

1. Select the Sort by option from drop down
2. Select the Report Type
3. Click [Submit].

Please select/enter the requested information and click Submit

Sort By:

Report Type: Summary Detail

User Report
Select report criteria above.

Sample User Report (Detail)

5/18/2010 User Report Detail						
Account/ID Number	User Name	Pin / Password	Date Of Birth	Group	Sorted By: Name Ascending Account Balance	
11	11 11	11	01/01/1997	Group 1		\$77.50
121212	121212 121212	121212	01/01/1997	Group 1		\$0.00
22	22 22	22	01/01/1996	Group 1		\$0.00
33	33 33	33	01/01/2010	Group 1		\$0.00
654321	654321 654321	654321	01/01/1996	Group 1		\$0.00
7854321	7854321 7854321	7854321	01/01/1996	Group 1		\$0.00
888555	888555 888555	888555	01/01/1997	Group 1		\$0.00
95195195195	Another Test Astoer			Group 1		\$20.00
90619018272822	C-2822 C-2822	2822	12/31/2004	Group 1		\$0.00
12345678901234	fourteen digit	12345678901234	01/01/1982	Standard Patron		\$0.00
08271982	Hayes Christopher	55555	08/27/1982	Standard Patron		\$0.00
88888	Hayes Christopher	88888	08/27/1982	Group 2		\$0.00
82108	Imp Ant	82108	08/17/1986	Group 1		\$0.00
01230123012	LASTNAMELONGERTHANTWENTYFIVECHARACTERSTHISNAMESHOULDBEOVERFIFTYCHARACTERS LongLastName	1111	01/01/1980	Group 1		\$95.00
01234567890123	LongFirstName FIR3TNAMELONGERTHANTWENTYFIVECHARACTERSTHISNAMESHOULDBEOVERFIFTYCHARACTERS	1111	01/01/1970	Group 1		\$95.00
12345	Loser Ralph	12345	12/12/2000	Group 1		\$9.29
55555	Morton Mark	55555	01/01/1985	Group 1		\$5.65
33333	Murphy Jack	33333	08/27/1982	Group 1		\$2.40
44444	Park Dan	44444	08/27/1982	Group 1		\$4.50
11111	Smith John	11111	12/12/1980	Group 1		\$4.00
12345678915	Test Patron1	1561		Group 1		\$0.00
156456456	test			Standard Patron		\$0.00
15648972312845	Test Danielle			Group 1		\$0.00

Sample User Report (Summary)

5/18/2010 User Report: Summary			
Total Number Of Users :	35	Total Balance	\$313.31

Field Description - Reports			
User Report			
Field Label	Field Specifications	Description	Notes
Sort By		Select Sort Criteria	
Report Type		Select Report Type	
Summary		Select for Summary Report	
Detail		Select for Detail Report	
Submit		Click to generate User Report	Report will be created based on selected criteria

DUPLICATE NAMES REPORT (ADMIN REPORTS)

The Duplicate Names Report is a list of patron records within SAM with matching last names.

Sample Duplicate Names Report

Duplicate Names				
Name	Account/ID Number	Pin	Date of birth	
Hayes Christopher	08271982	55555	08/27/1982	
Hayes Christopher	88888	88888	08/27/1982	

Field Description - Reports			
Duplicate Name Report			
Field Label	Field Specifications	Description	Notes
Duplicate Name Report		Select Duplicate Name from drop down list	Report will be created based on selected criteria

USER USAGE REPORT (ADMIN REPORTS)

Refer to Staff Reports

ACCOUNT REPORTS (ADMIN REPORTS)

- Account by Zone: provides a Detailed or Summary list of all monetary transactions by Zone.
- Account by device: provides a Detailed or Summary list of all monetary transactions by device.
- Account by user: provides a Detailed or Summary list of all monetary transactions by user.
- Account by group: provides a Detailed or Summary list of all monetary transactions by group.

Account Reports Criteria Selection

The screenshot displays four distinct report configuration sections, each with a 'Submit' button in the top right corner:

- Account By User:** Includes a 'Library Card Number' text input field. The 'From' date is set to May 10, 2010. Radio buttons for 'Single' and 'Detail' are present, with 'Single' selected. The 'To' date is also set to May 10, 2010. Radio buttons for 'All' and 'Summary' are present, with 'All' selected.
- Account By Group:** The 'From' date is May 18, 2010, and the 'To' date is May 18, 2010. Radio buttons for 'Summary' and 'Detail' are present, with 'Summary' selected.
- Account By Zone:** Includes a 'Zone' dropdown menu currently set to 'District(All)'. The 'From' date is May 18, 2010, and the 'To' date is May 18, 2010. Radio buttons for 'Summary' and 'Detail' are present, with 'Summary' selected.
- Account By Device:** Includes a 'Device Name' text input field. The 'Device Type' dropdown is set to 'All'. The 'From' date is May 18, 2010, and the 'To' date is May 18, 2010. Radio buttons for 'Summary' and 'Detail' are present, with 'Summary' selected.

Sample Account by User Report (All, Summary)

5/18/2010					
Account Activity Report -By User - Summary					
From 5/18/2008 To 5/18/2010					
Account/ID Number	User Name	Previous Balance	Addition	Charge	Ending Balance
12345678910		\$0.00	\$7.35	\$0.00	\$2.85
17112627537398	Test Test10	\$0.00	\$2.01	\$2.01	\$0.01
28123614284786		\$0.00	\$1.30	\$0.30	\$0.00
40831624155291		\$0.00	\$1.25	\$0.25	\$0.00
44444	Dan Park	\$0.00	\$1.00	\$0.00	\$1.00
48213682823957		\$0.00	\$7.00	\$0.00	\$4.50
48423788286908		\$0.00	\$1.25	\$0.00	\$1.25
55555	Mark Morton	\$0.00	\$1.50	\$0.00	\$0.50
58223918287828		\$0.00	\$42.75	\$48.50	\$5.65
66666	Six Test	\$0.00	\$1.00	\$0.00	\$1.00
75024094289688		\$0.00	\$0.05	\$0.00	\$0.05
90618018272822	C-2822 C-2822	\$0.00	\$1.00	\$0.00	\$1.00
95195195195	Antoer Another Test:	\$0.00	\$25.00	\$5.00	\$20.00
p12145		\$0.00	\$0.30	\$81.00	\$0.00
		\$0.00	\$93.96	\$117.06	\$38.81

Sample Account by User Report (Single, Detail)

5/18/2010									
Account Activity Report -By User - Detail									
From 4/2/2010 To 5/18/2010									
Account/ID Number	User Name	Branch	Device Type	Device/Staff Member Name	Starting Balance	Addition	Charge	Adjustments	Ending Balance
11111	John Smith	Sam	Admin	administrator	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
11111	John Smith	Sam	adminiator	administrator	\$1.00	\$3.00	\$0.00	\$0.00	\$4.00
					N/A	\$4.00	\$0.00	N/A	

Sample Account by Group Report (Summary)

9/24/2010		
Account Activity Report -By Group - Summary		
From 9/1/2010 To 9/24/2010		
Group	Addition	Subtraction
GROUP 1	\$0.00	\$0.30
	\$0.00	\$0.30

Sample Account by Group Report (Detail)

9/24/2010									
Account Activity Report - By Group - Detail									
From 9/1/2010 To 9/24/2010									
Group	Account/ID Number	User Name	Branch	Device Type	Device/Staff Member Name	Previous Balance	Addition	Subtraction	Ending Balance
GROUP 1	55555	test test	Control	Printer	Xerox Phaser 3500 PCL 6 (\$1.80	\$0.00	\$0.10	\$1.70
GROUP 1	55555	test test	Control	Printer	Printer 1 - Black/White	\$1.70	\$0.00	\$0.10	\$1.60
GROUP 1	55555	test test	Control	Printer	Xerox Phaser 3500 PS	\$1.60	\$0.00	\$0.10	\$1.50
						N/A	\$0.00	\$0.30	N/A

Sample Account by Zone Report (Summary)

			5/18/2010	
			Account Activity Report -By Zone - Summary	
			From 5/18/2008 To 5/18/2010	
Zone	Addition	Subtraction		
Comprise	\$7.50	\$0.00		
Headquarters	\$0.00	\$16.50		
Sam	\$30.81	\$32.01		
	\$38.31	\$48.51		

Sample Account by Zone Report (Detail)

									5/18/2010	
									Account Activity Report - By Zone - Detail	
									From 5/18/2008 To 5/18/2010	
Zone	Device Type	Device/Staff Member Name	Account/ID Number	User Name	Starting Balance	Addition	Charge	Ending Balance		
Comprise	ADJ	administrator	55555	Mark Morton	\$4.00	\$1.50	\$0.00	\$5.50		
Comprise	ADJ	StaffPCAM	55555	Mark Morton	\$2.00	\$1.00	\$0.00	\$3.00		
Comprise	Admin	administrator	44444	Dan Park	\$2.50	\$2.00	\$0.00	\$4.50		
Comprise	Admin	administrator	55555	Mark Morton	\$3.00	\$1.00	\$0.00	\$4.00		
Comprise	Staff	StaffPCAM	55555	Mark Morton	\$0.00	\$2.00	\$0.00	\$2.00		
Headquarters	Printer	BlackWhite	55555	Mark Morton	\$5.50	\$0.00	\$5.50	\$0.00		
Headquarters	Printer	BlackWhite	55555	Mark Morton	\$5.50	\$0.00	\$5.50	\$0.00		
Headquarters	Printer	BlackWhite	55555	Mark Morton	\$5.50	\$0.00	\$5.50	\$0.00		
Sam	ADJ	administrator	55555	Mark Morton	\$0.00	\$1.00	\$0.00	\$1.00		
Sam	Admin	administrator	55555	Mark Morton	\$2.20	\$2.00	\$0.00	\$4.20		
Sam	Admin	administrator	55555	Mark Morton	\$4.20	\$0.00	\$2.00	\$2.20		
Sam	Admin	administrator	55555	Mark Morton	\$2.20	\$0.00	\$30.00	\$0.00		
Sam	Admin	administrator	55555	Mark Morton	-\$27.80	\$27.80	\$0.00	\$0.00		
Sam	Copier	9	12345678910	Test Test10	\$0.00	\$0.01	\$0.01	\$0.01		
						N/A	\$38.31	\$48.51	N/A	

Sample Account by Device Report (Summary)

					5/19/2010	
					Account Activity Report -By Device - Summary	
					From 5/18/2008 To 5/19/2010	
Device Type	Branch	Device/Staff Member Name	Addition	Subtraction		
administrator	Comprise	administrator	\$1.50	\$0.00		
StaffPCAM	Comprise	StaffPCAM	\$1.00	\$0.00		
administrator	Sam	administrator	\$1.00	\$0.00		
Admin		NONE	\$10.00	\$0.00		
Admin		StaffPCAM	\$25.00	\$5.00		
Admin	Comprise	administrator	\$3.00	\$0.00		
Admin	Sam	administrator	\$29.80	\$32.00		
Printer	Headquarters	BlackWhite	\$0.00	\$16.50		
Copier		9	\$2.00	\$2.00		
Copier	Sam	9	\$0.01	\$0.01		
Staff	Comprise	StaffPCAM	\$2.00	\$0.00		
ONLINE-FINE		ONLINE-FINE	\$0.00	\$81.00		
			\$75.31	\$116.51		

Sample Account by Device Report (Detail)

								5/18/2010	
								Account Activity Report - By Device - Detail	
								From 5/2/2010 To 5/18/2010	
Device Type	Branch	Device/Staff Member Name	Account/ID Number	User Name	Starting Balance	Addition	Charge	Ending Balance	
administrator	Comprise	administrator	55555	Mark Morton	\$4.00	\$1.50	\$0.00	\$5.50	
StaffPCAM	Comprise	StaffPCAM	55555	Mark Morton	\$2.00	\$1.00	\$0.00	\$3.00	
Admin Interface	Comprise	administrator	44444	Dan Park	\$2.50	\$2.00	\$0.00	\$4.50	
Admin Interface	Comprise	administrator	55555	Mark Morton	\$3.00	\$1.00	\$0.00	\$4.00	
Printer	Headquarters	Black/White	55555	Mark Morton	\$5.50	\$0.00	\$5.50	\$0.00	
Printer	Headquarters	Black/White	55555	Mark Morton	\$5.50	\$0.00	\$5.50	\$0.00	
Printer	Headquarters	Black/White	55555	Mark Morton	\$5.50	\$0.00	\$5.50	\$0.00	
Staff Interface	Comprise	StaffPCAM	55555	Mark Morton	\$0.00	\$2.00	\$0.00	\$2.00	
						N/A	\$7.50	\$16.50	N/A

Field Description - Reports			
Account Reports			
Field Label	Field Specifications	Description	Notes
Account By User			
Submit		Select report criteria and click Submit to generate Account By User Report	Report will be generated based on selected criteria
All		Select All to include All users	
Single		Select Single to include Single user	
Library Card Number		Enter Library Number	
From		Select start date for report	
To		Select end date for report	
Summary		Select for Summary Report	
Detail		Select for Detail Report	
Account By Group			
Submit		Select report criteria and click Submit to generate Account by Group Report	Report will be generated based on selected criteria
From		Select start date for report	
To		Select end date for report	
Summary		Select for Summary Report	
Detail		Select for Detail Report	
Account By Zone			
Submit		Select report criteria and click Submit to generate Account By Zone Report	Report will be generated based on selected criteria
Zone		Select Zone	
From		Select start date for report	
To		Select end date for report	
Summary		Select for Summary Report	
Detail		Select for Detail Report	
Account By Device			
Submit		Select report criteria and click Submit to generate Account By Device Report	Report will be generated based on selected criteria
Device Type		Select Device	
Device Name		Enter Device Name	
From		Select start date for report	
To		Select end date for report	
Summary		Select for Summary Report	
Detail		Select for Detail Report	

PRINT CONTROL REPORT (ADMIN REPORTS)

Refer to Staff Reports

GROUP REPORT (ADMIN REPORTS)

The Group Report shows how various filter groups are using the library computers. This report defines group level, # of patrons, total hours, average session for a group (as defined by run dates), and the average usage time per day for a given group. This is a cumulative report and does not show details, just the sum of each group by date range specified. **Note:** This report is only available if you are using SAM's Internet Filtering.

Group Report Criteria Selection

Please select/enter the requested information and click Submit

Zone:

Database: Current History (Date Range Below)

From:

To:

Report Type: Summary Detail

Group Report
Select report criteria above.

Sample Group Report (History, Summary)

9/24/2010

Group Report - Summary - Control
Run Dates: From 9/1/2010 To 9/24/2010

Zone	Group Name	Number of Users	Number of Sessions	Time Logged	Average User Session	Average Daily Use
Control						
	Number Of Used Profiles			3		
	Number of Users			10		
	Number of Sessions			236		
	Time Logged			23:31:16		
	Average User Session			00:05:59		

Sample Group Report (History, Detail)

9/24/2010

Group Report - Detail - Control
Run Dates: From 9/1/2010 To 9/24/2010

Zone	Group Name	Number of Users	Number of Sessions	Time Logged	Average User Session	Average Daily Use
Control	Group 1	6	167	16:56:32	00:06:05	00:42:21
Control	Group 4	2	41	03:42:38	00:05:26	00:09:17
Control	Standard Patron	2	28	02:52:05	00:06:09	00:07:10
Control						
	Number Of Used Profiles			3		
	Number of Users			10		
	Number of Sessions			236		
	Time Logged			23:31:16		
	Average User Session			00:05:59		

Field Description - Reports			
Group Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate Group Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	
Report Type			
Summary		Select for Summary Report	
Detail		Select for Detail Report	

COMPUTER REPORT (ADMIN REPORTS)

The Computer Report allows you to learn about the number of patrons using a particular computer and for how long their use is. This report also provides cumulative totals.

Computer Report Criteria Selection

Please select/enter the requested information and click Submit

Zone:

Database: Current History (Date Range Below)

From:

To:

Report Type: Summary Detail

Computer Report
Select report criteria above.

Sample Computer Report (History, Summary)

9/24/2010

Computer Report - Summary - Control

Run Dates: From 9/1/2010 To 9/24/2010

Zone	Computer IP	Computer Name	Number of Users	Total Hours Online	Number of Sessions	Average Session	Average Daily Use
Control							
			Number Of Existing Computers	9			
			Total Hours	24:12:59			
			Number of All User Sessions	237			
			Average Session	00:06:08			
			Average Daily Use Of Existing Computers	01:00:32			

Sample Computer Report (History, Detail)

9/24/2010
Computer Report - Detail - Control
Run Dates: From 9/1/2010 To 9/24/2010

Zone	Computer IP	Computer Name	Number of Users	Total Hours Online	Number of Sessions	Average Session	Average Daily Use
Control	10.0.0.118	D88MSX21	1	00:43:08	2	00:21:34	00:01:48
Control	192.168.8.33	M-3DXXVZ1S6DXM	7	00:27:22	15	00:01:49	00:01:08
Control	192.168.8.20	PRIYA-PC	5	04:09:41	34	00:07:21	00:10:24
Control	192.168.8.163	QC01	3	02:12:07	20	00:06:36	00:05:30
Control	192.168.8.128	QC03	4	01:04:47	11	00:05:53	00:02:42
Control	192.168.8.36	QC07	9	03:04:53	48	00:10:06	00:20:12
Control	192.168.8.1	QCPCAM	6	01:19:24	17	00:04:40	00:03:18
Control	192.168.8.29	QCSUS	7	05:59:27	84	00:04:17	00:14:59
Control	192.168.8.19	VIRTUALXP-96692	1	00:12:11	6	00:02:02	00:00:30

Control

Number Of Existing Computers	9
Total Hours	24:12:59
Number of All User Sessions	237
Average Session	00:06:08
Average Daily Use Of Existing Computers	01:00:32

Field Description - Reports			
Computer Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate Computer Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	
Report Type			
Summary		Select for Summary Report	
Detail		Select for Detail Report	

RESERVATION REPORT (REPORTS)

Refer to Staff Reports

AGENCY REPORT (ADMIN REPORTS)

The Agency Report identifies individual patrons by Zone, date, time and computer (if machine data is available). The Computer Name will only be available if, at the time of install, the information is entered. In addition, the computer IP or other machine identifier will be used.

Agency Report Criteria Selection

Please select/enter the requested information and click Submit

Zone: Account/ID Number:

Database: Current History (Date Range Below)

From: To:

Agency Report
Select report criteria above.

Sample Agency Report (Sam, Current)

9/24/2010

Agency Report - Control

Run Dates: From 9/13/2010 To 9/13/2010

Zone	Date	Start Time	End Time	Total Time	Computer ID	User Name	Account/ID Number
Control	9/13/2010	9:54	10:09	00:15:00	PRIYA-PC	test test	55555

Sample Agency Report (Sam, History)

9/24/2010

Agency Report - Control

Run Dates: From 9/13/2010 To 9/16/2010

Zone	Date	Start Time	End Time	Total Time	Computer ID	User Name	Account/ID Number
Control	9/13/2010	9:54	10:09	00:15:00	PRIYA-PC	test test	55555
Control	9/13/2010	11:52	12:07	00:15:00	QCSJS	test6 test6	86666
Control	9/13/2010	15:09	15:11	00:01:24	QC03	John Smith	11111
Control	9/13/2010	15:11	15:12	00:01:10	QC03	lasttest	12345
Control	9/13/2010	16:21	16:22	00:01:03	QC03	John Smith	11111
Control	9/13/2010	16:22	16:37	00:15:00	QC03	lasttest	12345
Control	9/14/2010	12:02	12:17	00:15:00	QC03	John Smith	11111
Control	9/16/2010	15:40	15:56	00:15:00	QCSJS	Jill an Smith	22222
Control	9/16/2010	16:16	16:17	00:01:14	M-3DXXVZ1566DXM	Test Test	33333

Field Description - Reports

Agency Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate Agency Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	

STATISTIC REPORT (ADMIN REPORTS)

The Statistic Detail Report enables you to see which computers are being reserved and for what amounts of time for the date range specified.

The Statistic Summary Report enables you to see which computers are being reserved and for what amounts of time by Zone.

Statistic Report Criteria Selection

Statistic Detail Submit

Please select/enter the requested information and click Submit

Zone:

Database: Current History (Date Range Below)

From: To:

Statistic Summary Submit

Please select/enter the requested information and click Submit

Zone:

Database: Current History (Date Range Below)

From: To:

Sample Statistic Report (Detail, History)

9/24/2010

Reservation Statistic Detail Report - Control

Run Dates: From 9/8/2010 To 9/10/2010

Date	Zone	Computer IP	Computer Name	Non-Reserved	Reserved Hours
9/8/2010	Control	192.168.8.20	PRIYA-PC	00:17:14	00:00:00
9/8/2010	Control	192.168.8.38	QC07	00:14:13	00:00:00
9/9/2010	Control	192.168.8.20	PRIYA-PC	00:35:41	00:00:00
9/9/2010	Control	192.168.8.123	QC03	00:15:00	00:00:00
9/10/2010	Control	192.168.8.20	PRIYA-PC	02:30:03	00:00:00

Control

Number Of Zone Computers 9
Hours Non-Reserved 03:52:11
Hours Reserved 00:00:00

Sample Statistic Report (Summary, History)

Reservation Statistic Summary Report - Navesink Public Library

Run Dates: From 1/3/2011 To 1/4/2011

Zone	Number Of Computers Used	Date	Non-Reserved Hours	Reserved Hours	Total Hours
Navesink Public Library	1	1/3/2011	01:23:47	00:00:00	01:23:47
Navesink Public Library	1	1/4/2011	00:13:33	00:00:00	00:13:33

Navesink Public Library

Total Hours Non-Reserved 01:42:20
Total Hours Reserved 00:00:00
Total Hours 01:42:20

Field Description - Reports			
Statistic Report			
Field Label	Field Specifications	Description	Notes
Statistic Detail			
Submit		Select report criteria and click Submit to generate Statistic Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	
Statistic Summary			
Submit		Select report criteria and click Submit to generate Statistic Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	

MISSED RESERVATION REPORT (ADMIN REPORTS)

The Missed Reservation Report allows you to view missed reservations by patron name so that you can enforce a policy regarding reservation cancellations. Simply select the Zone and month you wish to view data for.

Missed Reservation Report Criteria Selection

Please select/enter the requested information and click Submit

Zone:

Month:

Missed Reservation Report
Select report criteria above.

Sample Missed Reservation Report (Dist All)

5/18/2010

Missed Reservation Report - District(All)

The Month of: Apr

Zone Date Start Time End Time Computer IP Computer Name User Name Account/ID Number

Field Description - Reports			
Missed Reservation Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate Missed Reservation Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Month		Select Month and Year	

APPLICATION / WEB SITE REPORT (ADMIN REPORTS)

The App/Web Site Report enables you to see which applications were accessed and web sites visited as well as time used, by computer.

Application / Web Site Report Criteria Selection (Reports)

Please select/enter the requested information and click Submit

Zone:

Sub-Zone:

From: To:

Report On: Application Web Site

Report Type: Summary Detail

App/Web Site Report
Select report criteria above.

Sample Application / Web Site Report (Application, Summary)

Application Report - District(All) - Summary					
10/12/2010					
Control Zones - All					
From: 10/12/2008 To 10/12/2010					
Zone	Control Zone	Computer	Application	Time Used	Requests

10/12/2010 Web Site Report - Control - Detail					
Control Zone - All					
From: 10/12/2008 To 10/12/2010					
District	Zone	Control Zone	Computer	Web Site	Total
	Control	Filter			
		Public			
		No Zone			
			PC01		
			PC01		
			PC02		
			PC09		
				MSN	0
			QC02		
				MSN	0
			QC03		
			QC07		
			Test		
			XP9		
		No Zone Totals			
		Web Site	Total Requests		
		MSN	0		
		Control Totals			
		Web Site	Total Requests		
		MSN	0		

Field Description - Reports			
App / Web Site Report			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone Name	
Submit		Select report criteria and click Submit to generate App / Web Site Report	Report will be generated based on selected criteria
Control Zone		Select Control Zone	
From		Select start date for report	
To		Select end date for report	
Report On			
Application		Select for Application Report	
Web Site		Select for Web Site Report	
Report Type			
Summary		Select for Summary Report	
Detail		Select for Detail Report	

VISITOR REPORT (ADMIN REPORTS)

This report shows the number of Visitor Cards that were printed during the selected time frame.

Visitor Report Criteria Selection

Select A Date Range And Report Type Submit

From To

Visitor Report
Select report criteria above.

Sample Visitor Report

5/13/2010 2:05:37 PM
Visitor Card Report
From 5/18/2008 to 5/18/2010

Number of Cards Created 117

Field Description - Reports			
Visitor Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate Visitor Report	Report will be generated based on selected criteria
From		Select start date for report	
To		Select end date for report	

PC USAGE REPORT (ADMIN REPORTS)

This report shows the computer usage by hour.

PC Usage Report Criteria Selection

Please select/enter the requested information and click Submit Submit

Zone

Database Current History (Date Range Below)

From To

Breakdown By PC

PC Usage Report
Select report criteria above.

Sample PC Usage Report (Current, Breakdown By PC)

Computer Usage By Hour				Run Date: 5/18/2010 2:34:59 PM From 5/18/2008 to 5/18/2010	
Zone: Control Branch		Computer: PC01			
	Time Used (in minutes)	Avg % Used		Time Used (in minutes)	Avg % Used
12 AM - 1 AM	0	0.00	12 PM - 1 PM	0	0.00
1 AM - 2 AM	0	0.00	1 PM - 2 PM	0	0.00
2 AM - 3 AM	0	0.00	2 PM - 3 PM	0	0.00
3 AM - 4 AM	0	0.00	3 PM - 4 PM	0	0.00
4 AM - 5 AM	0	0.00	4 PM - 5 PM	1	0.00
5 AM - 6 AM	0	0.00	5 PM - 6 PM	0	0.00
6 AM - 7 AM	0	0.00	6 PM - 7 PM	0	0.00
7 AM - 8 AM	0	0.00	7 PM - 8 PM	0	0.00
8 AM - 9 AM	0	0.00	8 PM - 9 PM	0	0.00
9 AM - 10 AM	0	0.00	9 PM - 10 PM	0	0.00
10 AM - 11 AM	0	0.00	10 PM - 11 PM	0	0.00
11 AM - 12 PM	1	0.00	11 PM - 12 AM	0	0.00
Zone: Control Branch		Computer: PC01			
	Time Used (in minutes)	Avg % Used		Time Used (in minutes)	Avg % Used
12 AM - 1 AM	0	0.00	12 PM - 1 PM	80	0.18
1 AM - 2 AM	0	0.00	1 PM - 2 PM	17	0.04
2 AM - 3 AM	0	0.00	2 PM - 3 PM	41	0.09
3 AM - 4 AM	0	0.00	3 PM - 4 PM	31	0.07
4 AM - 5 AM	0	0.00	4 PM - 5 PM	32	0.07
5 AM - 6 AM	0	0.00	5 PM - 6 PM	0	0.00
6 AM - 7 AM	0	0.00	6 PM - 7 PM	0	0.00

Sample PC Usage Report (History)

Usage By Hour - District(All)				Run Date: 6/21/2010 3:06:18 PM From: 6/21/2007 to 6/21/2010	
	Time Used (in minutes)	Avg % Used		Time Used (in minutes)	Avg % Used
12 AM - 1 AM	0	0.00	12 PM - 1 PM	560	0.85
1 AM - 2 AM	0	0.00	1 PM - 2 PM	682	1.04
2 AM - 3 AM	0	0.00	2 PM - 3 PM	816	1.24
3 AM - 4 AM	0	0.00	3 PM - 4 PM	679	1.03
4 AM - 5 AM	0	0.00	4 PM - 5 PM	634	0.96
5 AM - 6 AM	0	0.00	5 PM - 6 PM	257	0.39
6 AM - 7 AM	0	0.00	6 PM - 7 PM	95	0.14
7 AM - 8 AM	1	0.00	7 PM - 8 PM	60	0.09
8 AM - 9 AM	60	0.09	8 PM - 9 PM	87	0.13
9 AM - 10 AM	232	0.35	9 PM - 10 PM	0	0.00
10 AM - 11 AM	735	1.12	10 PM - 11 PM	0	0.00
11 AM - 12 PM	927	1.41	11 PM - 12 AM	0	0.00

Field Description - Reports			
PC Usage Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate PC Usage Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	
Report Type			
Summary		Select for Summary Report	
Detail		Select for Detail Report	
Breakdown By PC		Select to view Report by PC	

SUS REPORT (ADMIN REPORTS)

This report provided Sign Up Station statistics such as total wait time, sign up denied, etc.

SUS Report Criteria Selection

Please select/enter the requested information and click Submit

Zone

Database Current History (Date Range Below)

From To

SUS Report
Select report criteria above.

Sample SUS Report (Control I, Current)

SUS Report - Control1		
Run Dates: From 5/13/2010 To 5/18/2010		
<u>Zone</u>	<u>Action</u>	<u>Amount</u>
Control Branch	User Assigned	11
Control Branch	User Denied: Ahead	1
Control Branch	User Log In	20
Control Branch	User Signed Up	13
Control Branch	Total Denied	1
Control Branch	Total Wait Time	00:00:00
Control Branch	Avg Wait Time	00:00:00
District(All)	Total User Assigned	11
District(All)	Total User Login	20
District(All)	Total User Signed Up	13
District(All)	Total Denied	1
District(All)	Total Wait Time	00:00:00
District(All)	Avg Wait Time	00:00:00

Sample SUS Report (Control1, History)

			5/19/2010
			SUS Report - Control1
			Run Dates: From 5/19/2008 To 5/19/2010
<u>Zone</u>	<u>Action</u>		<u>Amount</u>
Control Branch	User Assigned		55
Control Branch	User Denied: Alread		2
Control Branch	User Denied: Incorr		1
Control Branch	User Denied: Invali		8
Control Branch	User Denied: Zone D		4
Control Branch	User Log In		49
Control Branch	User Signed Up		82
Control Branch	Total Denied		13
Control Branch	Total Wait Time		00:00:00
Control Branch	Avg Wait Time		00:00:00
District(All)	Total User Assigned		55
District(All)	Total User Login		49
District(All)	Total User Signed Up		82
District(All)	Total Denied		13
District(All)	Total Wait Time		00:00:00
District(All)	Avg Wait Time		00:00:00

Field Description - Reports			
SUS Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate SUS Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	

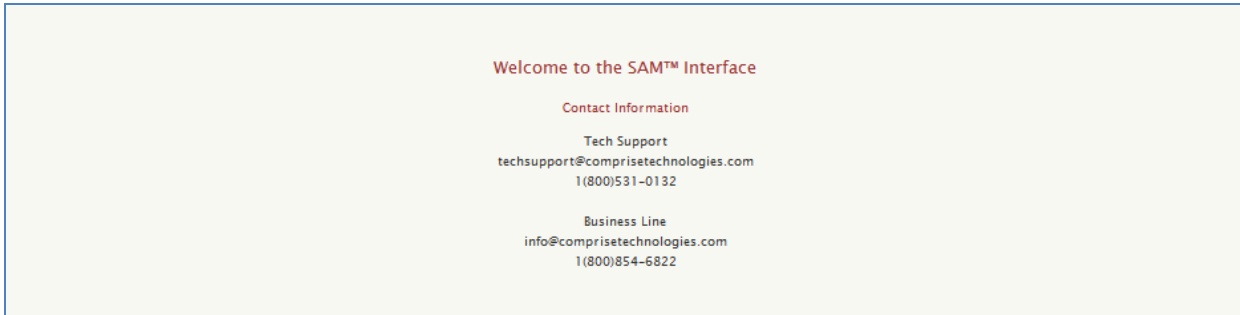
The Help link will allow library personnel to view the Sam User Manual and Comprise Contact information.



USER MANUAL (HELP)

Field Description - Help			
User Manual			
Field Label	Field Specifications	Description	Notes
User Manual		Select User Manual from selection	User Manual will open

CONTACT COMPRISE (HELP)



Field Description - Help			
Contact Comprise			
Field Label	Field Specifications	Description	Notes
Contact Comprise		Select Contact Comprise from selection	Screen will open with Comprise contact information

STAFF WEB INTERFACE

Staff members can access SAM by entering a User Name and Password at the SAM start page. The Staff Menu is password protected. It can be accessed from any PC with Internet access. The SAM Administrator can determine what information can be viewed / edited under a Staff Login.

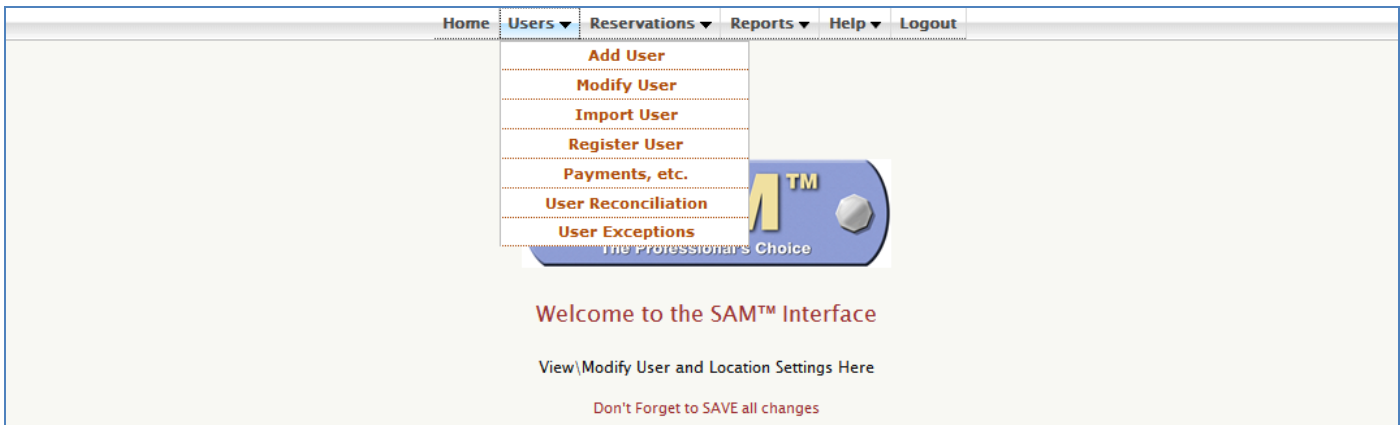
STAFF ACCESS

Links on the Staff Web Interface Menu



USERS

This section allows staff to add new users, and modify or delete current users. Staff can also import and register users. As well as access user accounts.



ADD USER (STAFF USERS)

Enter the information for the new user. This step includes entering Account/ID Number, Last Name, First Name, Date of Birth, Pin/Password, User Status, Internet Access Level, Group, Issue Date, Expiration Date and Guardian's Name. **Important:** Password is user created, so it does not have to be entered here. The required fields in the first step are Account/ID Number and Last Name.

Once all information is entered, click [Add User].

Note: Fields in red are required.

Add User

Please Enter The New User's Information Below.

Fields in this color are required

Account/ID Number	22222	First Name	Jane	Middle Name	
Last Name	Smith	Pin / Password			
Date Of Birth		Internet Access	Most Restrictive	Group	Standard User
User Status	Active	Expiration Date	08/02/2013	Guardian's Name	
Issue Date	08/02/2010				
Address		Address 2		Dept.	Library
City		State		Zip Code	
Home Phone		Office Phone		SSN	
<input type="checkbox"/> Accepted Use Policy		Notes			
DBCN					

Field Description - Staff Users			
Add User			
Field Label	Field Specifications	Description	Notes
Add User		Click after adding information to save	
Clear		Click to clear information entered	
Account/ID Number	Required field 19 character limit	User Account Number	
Last Name	Required field 8,000 character limit	Last Name	
First Name	8,000 character limit	Last Name	
Middle Name	8,000 character limit	Middle Name	
Date Of Birth	(MM/DD/YYYY) 10	Date of Birth	
Pin / Password	19 character limit	User Pin / Password	
User Status		Status	Active/Inactive
Internet Access	Filter Level Names set by Library will be displayed.	Select appropriate Internet Access Level	For example: Most Restrictive, Child, Juvenile, Youth, Adult, Unrestricted, Block. Or, Level 1 to Level 6 and Block.
Group		Select Group	Standard, Groups 1 to 4. Groups 1-4 do not authenticate with the ILS
Issue Date	(MM/DD/YYYY) 10 character limit	Account Number issue date	
Expiration Date	(MM/DD/YYYY) 10 character limit	Account Number expiration date	
Guardian's Name	50 character limit	Guardian's Name	
Address	35 character limit	User Address	
Address 2	35 character limit	User Address	
Dept.		Library Dept.	Library, Parks, etc.
City	35 character limit	User City	
State	2 character limit	User State	
Zip Code	10 character limit	User Zip Code	
Home Phone	21 character limit	Home Phone	

Field Description - Staff Users			
Add User			
Field Label	Field Specifications	Description	Notes
Office Phone	21 character limit	Office Phone	
SSN	11 character limit	User SSN	
Accepted Use Policy		Indicates whether use policy was accepted or not	
DBCN	50 character limit	Unique Identifier. Database Control #	
Notes	255 character limit		
Add User		Click after adding information to save	
Clear		Click to clear information entered	

Confirmation displays that new user account has been added.

User With Account/ID Number 22222 Has Been Added

MODIFY USER (STAFF USERS)

Enter the user's Account Number, Name, or Date of Birth and click on [Search].

This will open a screen containing the user's current information. After making changes, you can click [Save] to save the changes.

DELETE USER (STAFF USERS)



User will not be deleted if there is money in SAM account.

Delete User procedure:

From the Modify User screen that displays the user's current information.

1. If SAM account is zero, click [Delete User]
2. If SAM account is not zero:
 - a. First, zero out SAM account from Payments, etc. screen.
 - b. Then, return to Modify User screen and click [Delete User].
3. For a replacement card, use method A or B:
 - A.
 - a. First, zero out SAM account from Payments, etc. screen.
 - b. Return to Modify User screen and click [Delete User].
 - c. Then, create new account and transfer the balance from the old card # into the newly created account.

B.

- a. In the Account/ID Number box, replace the old card # with new card #.
- b. Click [Save].

Transactions for the old card # are still associated with the old card #. Transactions for the new card # will be associated with the new card # going forward.

Please select/enter the requested information and click Search Search

By Account/ID Number Account/ID Number
 By Name Last Name First Name
 By DBCN By DBCN

Modify User Save Delete User Clear

After making changes, click Save

Fields in this color are required

Account/ID Number	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>	Pin / Password	<input type="text"/>	<input type="checkbox"/> Change Pin / Password Next Time	
Date Of Birth	<input type="text" value="05/14/1967"/> (MM/DD/YYYY)	Internet Access	<input type="text" value="Filtered"/>	Group	<input type="text" value="Group 2"/>
User Status	<input type="text" value="Active"/>	Expiration Date	<input type="text" value="01/01/2014"/> (MM/DD/YYYY)	Guardian's Name	<input type="text"/>
Issue Date	<input type="text" value="01/01/2011"/> (MM/DD/YYYY)	Screen Name	<input type="text"/>		
Time Used Today	<input type="text" value="00:00:00"/>	<input type="checkbox"/> Reset Patron's Time			
Total Pages Printed	<input type="text" value="0"/>	<input type="checkbox"/> <input type="text" value="1"/> Free Pages Allowed		Circulation Debit	<input type="text" value="0"/>
<input type="checkbox"/> User is on PC		<input type="checkbox"/> Reset User's Logs		Last Time Patron Logged in	<input type="text"/>
<input type="checkbox"/> User is on Payment Center					
<input type="checkbox"/> User is on Print Release Station					
<input type="checkbox"/> User is on Copier Control					

Address	<input type="text"/>	Address	<input type="text"/>	County Dept.	<input type="text" value="Library"/>
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Home Phone	<input type="text"/>	Office Phone	<input type="text"/>	SSN	<input type="text"/>
<input checked="" type="checkbox"/> Accepted Use Policy		Acceptance Date	<input type="text"/>	Way Accepted	<input type="text"/>
DBCN	<input type="text"/>	Notes	<input type="text"/>		

Session Settings	Print Information	Age Advancement
<input type="checkbox"/> Activate Session Settings	<input type="checkbox"/> Activate Print Information	Enter Age User Advances to Next Level
Consecutive Sessions <input type="text" value="0"/>	Price Per Page <input type="text" value="1 Cent"/>	NOT USED <input type="text" value="0"/>
Session Time <input type="text" value="15 Min"/>	Page Limit <input type="text" value="1 Page"/>	NOT USED <input type="text" value="0"/>
Sessions / Day <input type="text" value="1"/>	Free Pages <input type="text" value="None"/>	Filtered <input type="text" value="0"/>
Reservations / Day <input type="text" value="1"/>	Applications <input type="text" value="All"/>	NOT USED <input type="text" value="0"/>
Daily Hours <input type="text" value="30 Min"/>		Unfiltered <input type="text" value="0"/>
		NOT USED <input type="text" value="0"/>

Reservations

The User has no reservations

Field Description - Staff Users			
Modify / Delete User			
Field Label	Field Specifications	Description	Notes
Search		Click to open Modify User Screen	
Account/ID		Enter User's Account/ID Number	Search by Account/ID Number
Last Name	8,000 character limit	Enter User's Last Name	Search by User's Last Name
First Name	8,000 character limit	Enter User's First Name	Search by User's First Name
DBCN	50 character limit	Enter DBCN	Search by DBCN
Save		After making changes, click to save	
Delete User	User SAM account has to be zero	Click to Delete User from database	Cannot delete User if there is money in SAM account.
Clear		Click to Clear changes without saving	
Account/ID	Required 19 character limit	User Account Number	
Last Name	Required 8,000 character limit	Last Name	
First Name	8,000 character limit	First Name	
Middle Name	8,000 character limit	Middle Name	
Date Of Birth	(MM/DD/YYYY) 10	Date of Birth	
Pin / Password		User Pin / Password	
Change Pin / Password Next Time		Check box to require user to change Pin / Password at next login	Allows user to reset Pin / Password to desired one.
User Status		Select Status	Active/Inactive
Internet Access	Filter Level Names set by Library will be displayed.	Select appropriate Internet Access Level	For example: Most Restrictive, Child, Juvenile, Youth, Adult, Unrestricted, Block. Or, Level 1 to Level 6 and Block.
Group		Select Group	Standard, Groups 1 to 4
Issue Date	(MM/DD/YYYY) 10	Account Number issue date	
Expiration Date	(MM/DD/YYYY) 10	Account Number expiration date	
Guardian's Name	50 character limit	Guardian's Name	
Time Used Today	HH:MM:SS	Time used by user today	
Update Patron's Time		Select minutes to update time	N/A, 10 min, 15 min, 30 min, 60 min, or Reset Timer.
Total Pages Printed		Pages user has printed today	
Free Page Allowed		Number of free pages	1 to 100
Circulation Debit		Imported from ILS	
Reset User's Logs		Will reset user's logs for the day	Staff can check / uncheck if needed
Last Time Patron Logged in		Indicates last time when user logged in	
User is on PC		Box will be checked while user is logged on at a PC	Staff can check / uncheck if needed
User is on Payment Center		Box will be checked while user is logged on at an Payment Center	Users restricted from logging onto the Payment Center, Print Release Station, and/or Copier Controller concurrently, can only log onto one device at a time.
User is on Print Release Station		Box will be checked while user is logged on at a Print Release Station	

Field Description - Staff Users			
Modify / Delete User			
Field Label	Field Specifications	Description	Notes
User is on Copier Control		Box will be checked while user is logged on at a Copier Control	
Address	35 character limit	User Address	
Address	35 character limit	User Address	
County Dept.		Library Dept.	Municipal, Parks, Library, etc.
City	35 character limit	User City	
State	2 character limit	User State	
Zip Code	2 character limit	User Zip Code	
Home Phone	21 character limit	Home Phone	
Office Phone	21 character limit	Work Phone	
SSN	11 character limit	User SSN	
Accepted Use Policy		Indicates whether use policy was accepted or not	
Acceptance Date	(MM/DD/YYYY) 10 character limit	Date user last accepted user policy	
Way Accepted		Method used to accept Use Policy	Login, Create new user from web Interface
DBCN	50	Unique Identifier	
Notes	255 character limit		

IMPORT USER (STAFF USERS)

Import Users from the ILS

Enter the user's Account Number and click on [Submit Query].

Import User [Submit Query]

Please enter the User's information below

Account/ID Number

Field Description – Staff Users			
Import User			
Field Label	Field Specifications	Description	Notes
Submit Query		Click after entering information to save	User will be imported to database
Account/ID Number	19 character limit	Enter User Account/ID Number	
Pin/Password	Optional	Optional, based on ILS requirements	Only shows if applicable

REGISTER USER (STAFF USERS)

Self-registration is used in lieu of an automatic link to the patron database. This feature enables the patron to self-register the first time they use SAM. Staff can verify the information. This feature is only used when the library has an ILS that does not support SIP or API's.

Register User

To Register a User with the information displayed below either click their card number, name or the 'Register' Button
 To Change or Add A User's Information Before Registering them, please Click the 'Add More Info' Button

Barcode Number	Name	PIN	DOB	Group	Library Member	
2006122019548	abrams, gail			Standard Patron	No	<input type="button" value="Register"/> <input type="button" value="Add More Info"/>
20085119236	Campasano, Nick	8272		Standard Patron	No	<input type="button" value="Register"/> <input type="button" value="Add More Info"/>
20072719926	ellis, kaitlyn			Standard Patron	No	<input type="button" value="Register"/> <input type="button" value="Add More Info"/>
200741017931	ellis, Kaitlyn			Standard Patron	Yes	<input type="button" value="Register"/> <input type="button" value="Add More Info"/>
2007129153448	ferreira, Andrew	24853		Standard Patron	Yes	<input type="button" value="Register"/> <input type="button" value="Add More Info"/>
2007129143513	ferreira, Matthew	28980		Standard Patron	No	<input type="button" value="Register"/> <input type="button" value="Add More Info"/>

Field Description - Staff Users			
Register User			
Field Label	Field Specifications	Description	Notes
Register		Click the card number, name or the 'Register' Button to Register a User with the current information displayed	
Add More Info		Click the 'Add More Info' Button to Change or Add a User's information before Registering them	

PAYMENTS, ETC. (STAFF USERS)

Please note, to protect the integrity of SAM account balances, users will be blocked from logging onto the Payment Center, Print Release Station and Copy Controller concurrently. Users can only log onto one of these devices at a time.

Enter the user's Account Number and click on [Search].

This will open a screen containing the user's current information. After making the changes, you can click [Save] to save changes.

Field Description - Staff Users			
Payments, etc.			
Field Label	Field Specifications	Description	Notes
Account/ID Number		Enter User's Account/ID Number	Search by Account/ID Number
Name		Enter User's Last Name	Search by User's Last Name
Name		Enter User's First Name	Search by User's First Name
DBCN		Enter DBCN	Search by DBCN
Search		Click to open User Payments, etc. screen	
Save		Click after making changes to Save	User Account Balance will be adjusted appropriately according to amount added or deducted. New Balance will be displayed in The User has this Amount in their Account box on top.
Reset		Click to Reset values	
Account/ID Number	19 character limit	User's Account/ID Number	
User Name	8,000 character limit	User's Name	
The User has this Amount in their Account		User's Current Account Balance is displayed	
The User Owes this Amount		Amount user owes will be displayed	
Enter Amount Paid		Amount to be added or deducted from Account	Typing a positive number will add while typing a negative number will subtract.

Field Description - Staff Users			
Payments, etc.			
Field Label	Field Specifications	Description	Notes
Non-Cash Adjustment		Staff can check box for non-cash transactions.	Adjustments for print job that did not print, etc.
This User has no print jobs		Print jobs for user will be shown if applicable.	

USER RECONCILIATION (STAFF USERS)

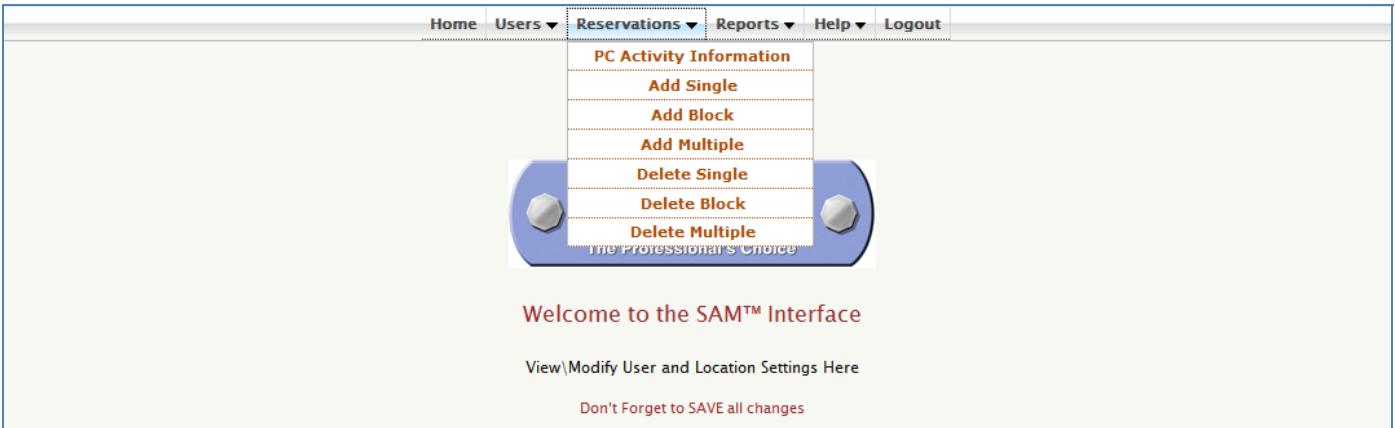
Enter the User's Account Number and click on [Submit]. This will open a screen with the user's current information.

Patron Information									
8/2/2010 1:24:38 PM Patron Reconciliation Information									
Library Card Number:	22222			Name :	Jane Smith				
Starting Balance:	\$0.00	Additions:	\$4.00	Charges:	\$0.00	Ending Balance:	\$2.00		
Transactions									
Date & Time	Branch	Device Used	Device Name	Previous Amount	Addition	Subtraction	Ending Amount	Pages	Copies
8/2/2010 1:20:40 PM	Comprise Public Library	Staff Interface	StaffPCAM	\$0.00	\$2.00	\$0.00	\$2.00		
8/2/2010 1:24:27 PM	StaffPCAM	Staff Interface	StaffPCAM	\$0.00	\$2.00	\$0.00	\$2.00		

Field Description - Staff Users			
User Reconciliation			
Field Label	Field Specifications	Description	Notes
Submit		Click after Entering information	Will open User Reconciliation information page
Account/ID Number	19 character limit	Enter Account/ID Number	

STAFF MANAGED RESERVATIONS

Staff members can Make or Delete reservations by selecting the appropriate option. They must choose a Zone and date at the top of the screen then click on [Submit]. The library can set which PCs can be reserved in the Administrator/Zones/Resources page. After reviewing the status of PCs that can be reserved, click on the radio button next to the resource to be reserved, enter the Library Card Number, and then click [Make Reservation]. A confirmation on that same screen will indicate “You have a Reservation at (time, Resource). To make a reservation for another day, click on the Calendar icon at the top, select the date, enter the library card number and click [Submit] to get the Reservation schedule for the date selected. Utilize the appropriate link to delete reservations.



PC ACTIVITY INFORMATION (STAFF RESERVATIONS)

The PC Activity Information screen allows staff to view what resources are “Reserved”, “In Use” or Available (Available is represented by a blank radio button). Select a Zone and click on [Submit].

This will open a screen with the current PC Activity Information.

Please select/enter the requested and click Submit Submit Close

Zone Name Control Branch ▼

PC Activity Information

Zone Name
[Make Single Reservations](#) [Make Block Reservations](#) [Make Multiple Reservations](#)
[Delete Single Reservations](#) [Delete Block Reservations](#) [Delete Multiple Reservations](#)

Computer	Time Available	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM	9 PM	9:30 PM	10 PM	10:30 PM	11 PM	11:30 PM		
QC01	1:11 PM	Park	Park	Park	Park	Park	Park	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	
QC02	0:0	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02
QC03	1:12 PM	Morton	Morton	Morton	Morton	Morton	Morton	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03
QC04	1:01 PM	Murphy	Murphy	Murphy	Murphy	Murphy	Murphy	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04
QC05	10:36 AM	Morton	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05	QC05
QC06	0:0	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06	QC06
QC07	1:12 PM	Test	Test	Test	Test	Test	Test	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07	QC07

Field Description - Staff Reservations			
PC Activity			
Field Label	Field Specifications	Description	Notes
Submit		Click to open PC Activity screen	
Close		Click to Close page	
Zone Name		PC Activity for Zone entered will be displayed below.	
Computers		List of all PCs in Zone	
Time Available		Available PCs and Times use will be reflected in the grid	
Make Single Reservations		Link for Make Single Reservations	Will open Make Single Reservations screen
Make Block Reservations		Link for Make Block Reservations	Will open Make Block Reservations screen
Make Multiple Reservations		Link for Make Multiple Reservations	Will open Make Multiple Reservations screen
Delete Single Reservations		Link for Delete Single Reservations	Will open Delete Single Reservations screen
Delete Block Reservations		Link for Delete Block Reservations	Will open Delete Block Reservations screen
Delete Multiple Reservations		Link for Delete Multiple Reservations	Will open Delete Multiple Reservations screen

WEB RESERVATIONS [STAFF USE] (STAFF RESERVATIONS)

Staff members can Make or Delete web reservations by selecting the appropriate option. They must choose a Zone and date at the top of the screen then click on [Submit].

ADD SINGLE (STAFF RESERVATIONS)

The next screen will display the resources of the Zone and the times available. Enter the library card number and click the radio button for the time of the desired reservation next to the appropriate resource. Then click [Add Reservation].

Please select/enter the requested information and click submit

Zone Date

Make Single Reservation

After deciding on a computer and time, click the corresponding radio button. Then click "Add Reservation".

Zone Date

Account/ID Number

Reservations Are For One Half Hour

PC ID	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
QC01	In Use	In Use	In Use	In Use	In Use	In Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QC02	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QC03	In Use	In Use	In Use	In Use	In Use	In Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QC04	In Use	In Use	In Use	In Use	In Use	In Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A confirmation message displays that says "A Reservation for (user name) with Library Card Number (***) (Time) on (Date) Computer (PC ID) Has Been Added", and the time is blocked out with an "x" for that particular reservation period, making it unavailable to other users to select for that time.

Please select/enter the requested information and click submit

Zone Date

A Reservation For Testtwo, With Library Card Number 22222 ,For 12 PM On 5/19/2010 Computer QC02 Has Been Added

Make Single Reservation

After deciding on a computer and time, click the corresponding radio button. Then click "Add Reservation".

Zone Date

Account/ID Number

Reservations Are For One Half Hour

PC ID	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
QC01	In Use	In Use	In Use	In Use	In Use	In Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QC02	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QC03	In Use	In Use	In Use	In Use	In Use	In Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QC04	In Use	In Use	In Use	In Use	In Use	In Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Field Description - Staff Reservations			
Add Single Reservation			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Date		Enter date	Click Calendar to open and select future date.
Submit		Open Make Single Reservation Screen	
Main		Return to Main screen	
Zone Name		Zone Name for reservation	
Date		Date for reservation	
Account/ID Number	19 character limit	Enter Account/ID Number for reservation	
PC ID's and Time Grid		Select PC ID and Time of reservation	
Add Reservation		Box for selected PC ID and time will be marked with an "X". Reservation will be added to database	PC will be unavailable for other users
Clear		Reservation selection will be cleared from PC ID/Time grid	
Confirmation		Message confirming Reservation will be displayed on top of screen	Name, Library Card Number, Time, Date, and PC ID.

ADD BLOCK (STAFF RESERVATIONS)

To add a Block Reservation, choose a Zone and date at the top of the screen then click on [Submit].

The next screen will display the resources of the Zone and the times available. Select Zone, Date, enter the library card number, Select start and end Block Reservation times, and select the PC to add Block Reservation. Then click [Make Reservation].

Please select/enter the requested information and click submit

Zone Date

Make Block Reservations

Select PC(s) And the time for the reservation, then click "Make Reservation".

Zone Date Account/ID Number

Start Block Reservation at: End Block Reservation at:

PC's

QC01 QC02 QC03 QC04

PC ID	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
QC01	In Use	In Use	In Use	In Use	In Use	In Use	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01
QC02	QC02	QC02	QC02	Testtwo	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02
QC03	In Use	In Use	In Use	In Use	In Use	In Use	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03
QC04	In Use	In Use	In Use	In Use	In Use	In Use	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04

A confirmation message displays that says "The Reservation for (PC ID) Has Been Added", and the time is blocked out with the user name for that particular reservation period, making it unavailable to other users to select for that time.

Please select/enter the requested information and click submit

Zone Date

The Reservation For QC02 has been added

Make Block Reservations

Select PC(s) And the time for the reservation, then click "Make Reservation".

Zone Date Account/ID Number

Start Block Reservation at: End Block Reservation at:

PC's

QC01 QC02 QC03 QC04

PC ID	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
QC01	In Use	In Use	In Use	In Use	In Use	In Use	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01
QC02	QC02	QC02	QC02	Testtwo	QC02	Testtwo	Testtwo	Testtwo	Testtwo	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02
QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03
QC04	In Use	In Use	In Use	In Use	In Use	In Use	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04

Field Description - Staff Reservations

Add Block Reservations

Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Date		Enter date	Click Calendar to open and select future date.
Submit		Open Make Block Reservations Screen	
Main		Return to Main screen	
Zone		Zone Name for reservation	
Date		Date for reservation	

Field Description - Staff Reservations			
Add Block Reservations			
Field Label	Field Specifications	Description	Notes
Account/ID Number	19 character limit	Enter Account/ID Number for reservation	
Start Block Reservation at:		Select reservation start time	
End Block Reservation at:		Select reservation end time	
PC's		List of all reservable PCs in Zone.	
Make Reservations		Box for selected PC ID and time will be filled in with user name. Reservation will be added to database	PC will be unavailable for other users
Clear		Reservation selection will be cleared	
Confirmation		Message confirming Reservation will be displayed on top of screen	PC ID

ADD MULTIPLE (STAFF RESERVATIONS)

To add a Multiple Reservations, choose a Zone and date at the top of the screen then click on [Submit].

The next screen will display the resources of the Zone and the times available. Select Zone, Date, enter the library card number, Select start times for Multiple Reservations, then, click [Save].

Make Multiple Reservations Save Clear

After Making Modifications, Please click the "Save" button

Zone ID Zone Name Date Refresh

Account/ID Number

Computer	9 AM	9:30 AM	10 AM	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
QC01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QC02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
QC03	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QC04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Clear

You will now see a confirmation message that says "Reservations have been added", and the times are blocked out with an "x" for that particular reservation period, making it unavailable to other users to select for that time.

Reservations(s) have been made

Make Multiple Reservations Save Clear

After Making Modifications, Please click the "Save" button

Zone ID Zone Name Date Refresh

Account/ID Number

Computer	9 AM	9:30 AM	10 AM	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
QC01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QC02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
QC03	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QC04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Clear

Field Description - Staff Reservations			
Add Multiple Reservations			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Date		Enter date	Click Calendar to open and select future date.
Submit		Open Make Multiple Reservations Screen	
Main		Return to Main screen	
Save		Boxes for selected PC ID and times will be marked with an "X". Reservation will be added to database	PC will be unavailable for other users
Clear		Reservation selection will be cleared	
Zone ID		Zone ID for reservation	
Zone Name		Zone Name for reservation	
Date		Date for reservation	
Account/ID Number	19 character limit	Enter Account/ID Number for reservation	
Refresh		Reservation information will be Refreshed	
PC's and Time Grid		Select PC ID and Time of reservation	
Save		Boxes for selected PC ID and times will be marked with an "X". Reservations will be added to database	PC will be unavailable for other users
Clear		Reservation selection will be cleared	
Confirmation		Message confirming Reservation will be displayed on top of screen	Reservations have been made.

DELETE SINGLE (STAFF RESERVATIONS)

To Delete a Single Reservation, choose a Zone and date at the top of the screen then click on [Delete Reservation]. The next screen will display the current reservations. After deciding on a PC and time, click the corresponding radio button. Then click "Delete Reservation".

Please select/enter the requested information and click submit

Zone: Date:

Delete Single Reservation

After deciding on a computer and time, click the corresponding radio button. Then click "Delete Reservation".

Zone: Date:

PC ID	4:00 PM	5 PM	6:00 PM	6 PM	6:00 PM	7 PM	7:00 PM	8 PM	8:00 PM
0001	--	--	--	--	--	--	--	--	--
0002	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0003	--	--	--	--	--	--	--	--	--
0004	--	--	--	--	--	--	--	--	--

The Single Reservation will be removed for the selected PC and time.

Delete Single Reservation

After deciding on a computer and time, click the corresponding radio button. Then click "Delete Reservation".

Zone: Date:

PC ID	4:00 PM	5 PM	6:00 PM	6 PM	6:00 PM	7 PM	7:00 PM	8 PM	8:00 PM
0001	--	--	--	--	--	--	--	--	--
0002	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0003	--	--	--	--	--	--	--	--	--
0004	--	--	--	--	--	--	--	--	--

Field Description - Staff Reservations			
Delete Single Reservation			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Date		Enter date	Click Calendar to open and select future date.
Submit		Open Delete Single Reservation Screen	
Main		Return to Main screen	
Delete		Reservations for selected PC ID and times will be deleted from database	PC will be available for other users
Delete All		Delete all of the day's Reservations	Confirm deletion at pop-up box. PC will become available for other users.
Clear		Reservation selection will be cleared	
Zone Name		Zone Name for reservation to be deleted	
Date		Date for reservation to be deleted	
PC ID's and Time Grid		Click Radio Button for PC ID and Time of reservation to be deleted	
Delete Reservation		Radio Button for selected PC ID and time will be removed. Reservation will be deleted from database	PC will become available for other users
Clear		Reservation selection will be cleared from PC ID/Time grid	

DELETE BLOCK (STAFF RESERVATIONS)

To Delete a Block Reservation, select Zone, Date, select start and end Block Reservation times, and select the PC. Then click [Submit].

Delete Block Reservations Delete Reservation Delete All Clear

Select PC(s) And the time for the reservation, then click "Delete Reservation".

Zone: Date:

Starting Time: Ending Time:

PC's

QC01 QC02 QC03 QC04 Submit Clear

PC ID	4:40 PM	5 PM	5:40 PM	6 PM	6:40 PM	7 PM	7:40 PM	8 PM	8:40 PM
QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01
QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02
QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03
QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04

The Block Reservation will be removed for the selected PC and time.

The Reservations have been deleted.

Delete Block Reservations Delete Reservation Delete All Clear

Select PC(s) And the time for the reservation, then click "Delete Reservation".

Zone: Date:

Starting Time: Ending Time:

PC's

QC01 QC02 QC03 QC04 Submit Clear

PC ID	4:40 PM	5 PM	5:40 PM	6 PM	6:40 PM	7 PM	7:40 PM	8 PM	8:40 PM
QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01	QC01
QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02	QC02
QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03	QC03
QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04	QC04

Field Description - Staff Reservations			
Delete Block Reservations			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Date		Enter date	Click Calendar to open and select future date.
Submit		Open Delete Block Reservations Screen	
Main		Return to Main screen	
Delete Reservation		User Name will be cleared from the box of selected PC ID and time. Reservation will be deleted from database	PC will become available for other users
Delete All		Delete all of the day's Reservations	Confirm deletion at pop-up box. PC will become available for other users.
Clear		Reservation selection will be cleared	
Zone		Zone Name for reservation to be deleted	
Date		Date for reservation to be deleted	
Start Block Reservation at:		Select start time of reservation to be deleted	
End Block Reservation at:		Select end time of reservation to be deleted	
PC's		List of all reservable PCs in Zone.	
Submit		User Name will be cleared from the box of selected PC ID and time. Reservation will be deleted from database	PC will become available for other users
Clear		Reservation selection will be cleared	
Confirmation Message		Message confirming deletion of Reservations	Reservations have been deleted will be displayed on top of screen

DELETE MULTIPLE (STAFF RESERVATIONS)

Select Zone, Date, and Select start times for Multiple Reservations to be deleted. Then click [Delete].

Delete Multiple Reservations

After Making Modifications, Please click the "Delete" button

Zone ID Zone Name Date

Computer	9 AM	9:30 AM	10 AM	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	7 PM	7:30 PM	8 PM	8:30 PM
PC01	-	-	-	<input checked="" type="checkbox"/>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PC02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-
PC03	-	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/>	-	-	-	-
PC04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	-

The Multiple Reservations will be removed for the selected PC and times.

Delete Multiple Reservations

After Making Modifications, Please click the "Delete" button

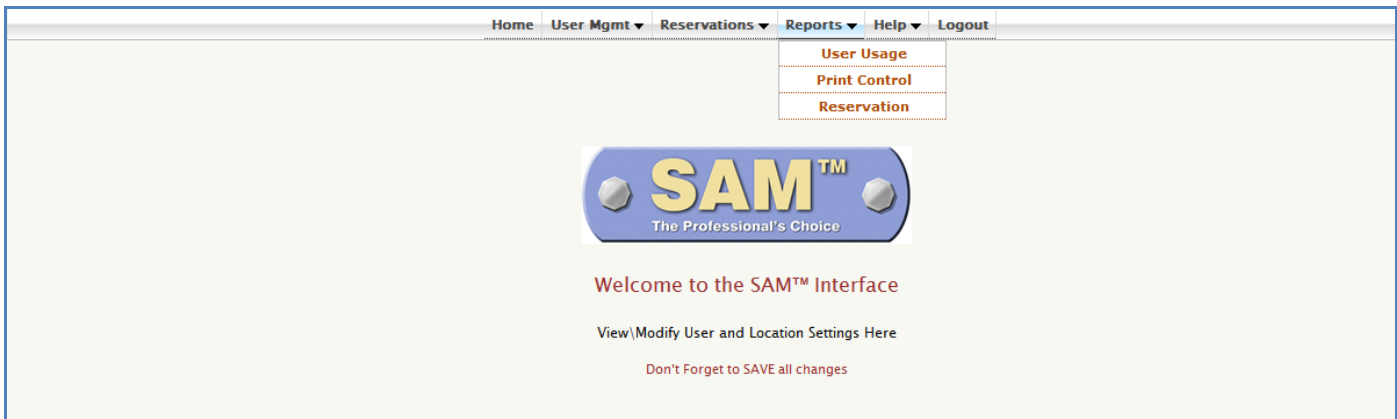
Zone ID:
 Zone Name:
 Date:

Computer	9 AM	9:30 AM	10 AM	10:30 AM	11 AM	11:30 AM	12 PM	12:30 PM	1 PM	1:30 PM	2 PM	2:30 PM	3 PM	3:30 PM	4 PM	4:30 PM	5 PM	5:30 PM	6 PM	6:30 PM	7 PM	7:30 PM	8 PM	8:30 PM	
QC01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
QC02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
QC03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
QC04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Field Description - Staff Reservations			
Delete Multiple Reservations			
Field Label	Field Specifications	Description	Notes
Zone		Select Zone	
Date		Enter date	Click Calendar to open and select future date.
Submit		Open Delete Multiple Reservations Screen	
Main		Return to Main screen	
Delete		Reservations for selected PC ID and times will be deleted from database	PC will be available for other users
Delete All		Delete all of the day's Reservations	Confirm deletion at pop box. PC will become available for other users.
Clear		Reservation selection will be cleared	
Zone ID		Zone ID for reservation to be deleted	
Zone Name		Zone Name for reservation	
Date		Date for reservation to be deleted	
Refresh		Reservation information will be Refreshed	
PC's and Time Grid		Select PC ID and Times of reservation to be deleted	
Delete		Reservations for selected PC ID and times will be deleted from database	PC will be available for other users
Clear		Reservation selection will be cleared	
Confirmation		Message confirming deletion of Reservations	Reservations have been deleted will be displayed on top of screen

REPORTS

Staff members have limited access to Reports based on Administrator selections from Menu Options. Staff can generate reports based on the available options.



USER USAGE REPORT (STAFF REPORTS)

The User Usage Report shows how much time the library computers are being used by patrons. The report identifies who uses the computers, the length of time the computers are used for, per session or multiple sessions. Also included are statistical averages of session time. This report can be run for any date range.

User Usage Report Criteria Selection

Please select/enter the requested information and click Submit

Zone:

Database: Current History (Date Range Below)

From: To:

Order By: Account/ID Number Name

Report Type: Summary Detail

User Usage Report
Select report criteria above.

Sample User Usage Report (Current, Summary)

5/18/2010

User Usage Report - Summary - Control Branch
Run Dates: From 5/13/2010 To 5/18/2010
Sorted By Account/ID Number

User Name	Account/ID Number	Internet Access Level	Zone	Total Time	Number Of Sessions	Average Session Time
Control Branch						
				Number Of Existing Users Logged	7	
				Total Hours	02:12:56	
				Number Of Existing User Sessions	13	
				Average Session Time	00:10:14	

Sample User Usage Report (History, Detail)

User Usage Report - Detail - Control Branch						
Run Dates: From 5/13/2008 To 5/18/2010						
Sorted By Account/ID Number						
User Name	Account/ID Number	Internet Access Level	Zone	Total Time	Number Of Sessions	Average Session Time
Visitor			Control Branch	00:00:13	17	00:00:01
John Smith	11111	Unrestricted	Control Branch	05:13:10	35	00:09:00
Ralph Loser	12345	Adult	Control Branch	00:04:04	1	00:04:04
Testtwo	22222	Most Restrictive	Control Branch	01:53:18	32	00:03:32
Jack Murphy	33333	Most Restrictive	Control Branch	01:33:04	34	00:02:53
Dan Park	44444	Most Restrictive	Control Branch	00:31:53	17	00:01:53
Mark Morton	55555	Most Restrictive	Control Branch	03:50:02	46	00:05:00
Six Test	66666	Most Restrictive	Control Branch	00:03:35	3	00:01:12
seven test	77777	Most Restrictive	Control Branch	01:07:46	8	00:08:28
User Valid	99999	Most Restrictive	Control Branch	00:00:48	1	00:00:48

<u>Control Branch</u>	
Number Of Existing Users Logged	10
Total Hours	14:24:54
Number Of Existing User Sessions	194
Average Session Time	00:04:27

Field Description - Staff Reports			
User Usage Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate User Usage Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	
Order By			
Account / ID Number		Sort report by Account / ID Number	
Name		Sort report by Name	
Report Type			
Summary		Select for Summary Report	
Detail		Select for Detail Report	

PRINT CONTROL REPORT (STAFF REPORTS)

The Print Control Report gives a detailed history of print jobs by invoice. You can choose the dates to run it.
 Print Control Report Criteria Selection

Please select/enter the requested information and click Submit

Zone:

Report On: Balances

From: To:

Print Control Report
 Select report criteria above.

Sample Print Control Report (Sam, All)

10/13/2010

Print Control Report - Control

Run Dates: From 9/1/2010 To 9/30/2010

<u>Zone</u>	<u>Invoice Number</u>	<u>Amount</u>	<u>Page Count</u>	<u>Free Page Count</u>	<u>Status</u>	<u>Date</u>	<u>Account/ID Number</u>	<u>User Name</u>
Control	849	\$.10	1	0	Paid	9/2/2010	55555	test: test
Control	850	\$.10	1	0	Paid	9/2/2010	55555	test: test
Control	851	\$.10	2	1	Paid	9/13/2010	55555	test: test
Control	852	\$.00	1	1	Paid	9/14/2010	11111	John Smith
Control	853	\$.00	1	1	Paid	9/22/2010	11111	John Smith
		\$.30	6	3				

Field Description - Staff Reports			
Print Control Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate Print Control Report	Report will be generated based on selected criteria
Zone		Select Zone	
Report On		Select Balance type	All, Paid, Unpaid
From		Select start date for report	
To		Select end date for report	

RESERVATION REPORT (STAFF REPORTS)

The Reservation Report produces a printed schedule of PC reservations for both staff and patron use. The run date is shown at the top of the report.

Reservation Report Criteria Selection

Please select/enter the information and click Submit

Zone:

From: To:

Reservation Report
Select report criteria above.

Sample Reservation Report (Sam)

5/18/2010

Reservation Schedule - Control Branch

Run Date:

Date	Zone	Start Time	End Time	Computer IP	Computer Name	User Name	Account/ D Number
May 17 2010	Control Branch	9:30:00 AM	10:00:00 AM	192.188.6.128	QC03	John Smith	11111
May 17 2010	Control Branch	4:30:00 PM	5:00:00 PM	192.188.6.162	QC02	John Smith	11111
May 17 2010	Control Branch	5:00:00 PM	5:30:00 PM	192.188.6.163	QC01	John Smith	11111
May 17 2010	Control Branch	5:30:00 PM	6:00:00 PM	192.188.6.162	QC02	John Smith	11111
May 17 2010	Control Branch	6:30:00 PM	7:00:00 PM	192.188.6.124	QC04	John Smith	11111
May 17 2010	Control Branch	7:30:00 PM	8:00:00 PM	192.188.6.162	QC02	John Smith	11111

Field Description - Staff Reports

Reservation Report			
Field Label	Field Specifications	Description	Notes
Submit		Select report criteria and click Submit to generate Reservation Report	Report will be generated based on selected criteria
Zone		Select Zone Name	
Database			
Current		Select for Current	
History		Select Date Range for History	
From		Select start date for report	
To		Select end date for report	

SIGN UP STATION

SAM's Sign-Up Station (Self-Service Sign-Up) minimizes the wait time and optimizes public access to PC resources. It allows Users and/or Visitors to sign up for PCs on a 1st available basis. Users are not required to register at the Sign Up Station if PCs are available, but if they do SAM will immediately assign a specific PC to them. When implemented on a dedicated PC, the Sign-Up information display can support multiple Zones or Control Zones without regard to the number of PCs.

ADD MULTIPLE ZONES TO SIGN-UP STATION

To add multiple Zones to the Sign Up Station, you need to modify the Clntinfo.ini file located in the C:\Sam directory.

1. First, terminate the Sign Up Station application.
2. Open the Clntinfo.ini file from C:\Sam.
3. There will be a section labeled [Branches]. Type the Zone ID followed by a “%” sign. Without adding any spaces, type the next Zone ID followed by a “%”. For example:

```
[Branches]
Names=Zone1%Zone2%Zone3%
```

Each time you add a new zone to a single sign up station, just remember to separate the Zone IDs with a %, and always make sure that there is a % after the last one.

4. There is another heading in the Clntinfo.ini file called [Branch]. No changes need to be made here.
5. After adding the Zones, save the Clntinfo.ini file and restart the Sign Up Station to see the additional Zones displayed.

The Sign Up Station can also relay information to large LED or plasma displays.

Comprise Best Practice recommendations:

Implement on a dedicated PC

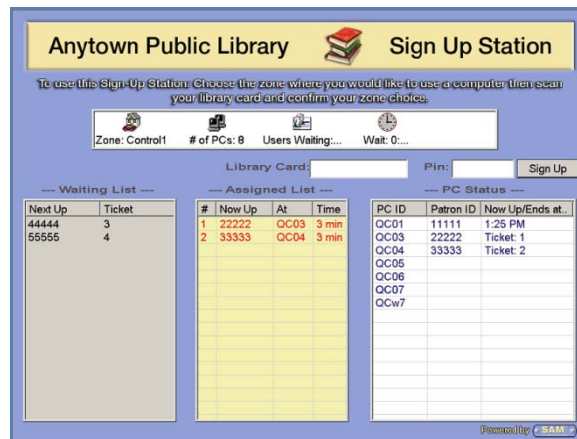
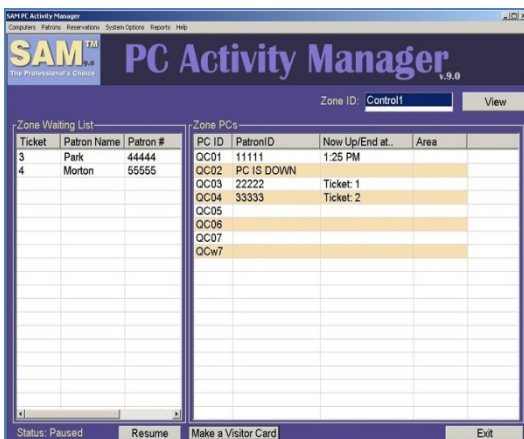
Must be on the same local network as the Client PCs.

Library can use a receipt printer to print Sign Up ticket. The printer name has to be “**SignUp Printer**”.

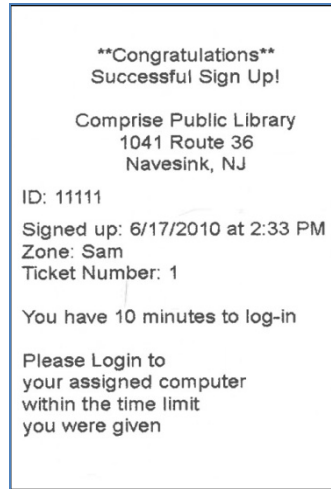
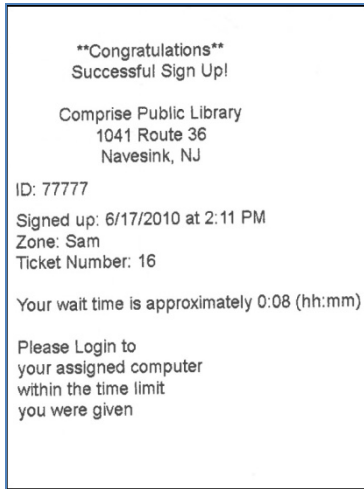
If all Public PCs are in use, users or visitors can enter their library card number to get on line for a PC. When a PC becomes available, either because a user logs off or SAM ends a session, the Sign Up Station automatically assigns that PC to the next user on the list. It is each user's responsibility to monitor the Sign Up Station for their PC assignment.

The PC Activity Manager will indicate when a PC is down and unavailable to be assigned (**QC02**).

The Sign Up Station will not list any PCs that are down and unavailable to be assigned (**QC02**).



The library can elect to have a Sign Up Ticket print each time a user signs up at the Sign Up Station. This ticket will indicate the date and time when a user signed up, the zone, ticket #, approximate wait time, and the duration of the grace period that the user has to log in at the assigned computer. Note: The printer name has to be "SignUp Printer".



Wait time is calculated based on the number of patrons waiting, divided by the number of computers, multiplied by the average session time, plus the shortest of (the time left of the earliest session end OR the time left on Assigned List). Please note: The wait time is an **estimate**.

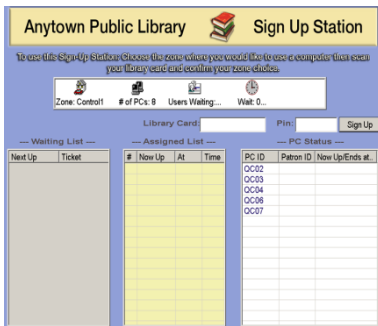
SAM SIGN-UP CAN BE USED IN TWO WAYS:

Self Service Kiosk

Self Service Station

(Requires a Dedicated PC)

(runs from a staff PC)

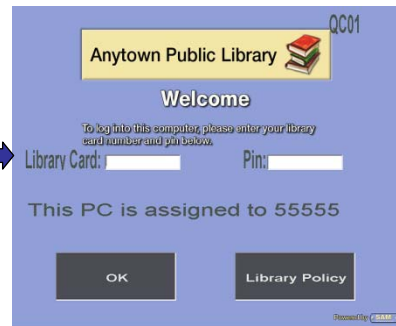


Sign-Up PC

&

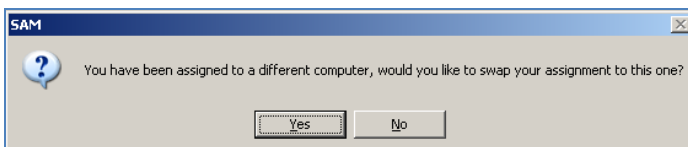


Sign Up Station



both make it easy to find a PC!

If a user is assigned to a PC but logs in at a different PC, a message alerting them will be displayed on the screen. At that point, the user can either click [Yes] to swap their assignment; or, click [No] and keep the original assignment.



The library can determine what personally identifying information is displayed in the User ID field.

For example:

- 1 ticket number
- 2 first 4 letters of last name, first letter of first name (i.e., Curt,P)
- 3 partial bar code

SIGN UP STATION CONFIGURATION SCREEN

Libraries can select what information as well as the format of the information displayed on the Sign Up Station screen on the Sign Up Station Configuration Screen. To access the Sign Up Station Configuration Screen:

1. From the main Sign Up Station screen, press “Ctrl+S”
2. Enter the Staff Password when prompted.
3. Click [OK].

This will open the Sign Up Station Configuration screen.



LIBRARY CARD INFORMATION

The default length for the library card is 14 digits. However, a different length can be entered in the configuration screen. Libraries can also select whether or not a PIN will be required to Sign Up.

DISPLAY INFORMATION FOR THE SIGN UP STATION

Libraries have the option to display users' concatenated name, first 4 letters of the last name and first initial. Or, display a specific number of digits starting from the end of user' library card. This information will be displayed in all 3 sections where the user information is displayed on the Sign Up Station.

DISPLAY INFORMATION FOR LED DISPLAYS

Libraries have the option to display users' concatenated name, first 4 letters of the last name and first initial. Or, display a specific number of digits starting from the end of user' library card. This information will be displayed in all 3 sections where the user information is displayed on the Sign Up Station. Enter the IP address of the network adapter for the LED.

The Grace Period set within the SAM Interface in System Options will appear here. Selecting this option will make the Sign Up Station wait for the specified time to allow users to logon to assigned PCs.

Check the “Enable Flex Time Manager at the Sign Up Station” box to enable the Flex Time feature at the Sign Up Station. Selecting this option will extend User sessions based on the Percentage Limit set in System Options.

CONFIGURATION INFORMATION

1. Sign Up Station ID – Sign Up Station Identifier
2. Change Filters – settings apply to Staff mode (PCAM)
3. Change Password – change Staff password. Enter current, new, and confirm new staff password to change
4. Columns – change size of selected columns
5. OK – save changes
6. Cancel – cancel changes
7. Terminate Station – Close Sign Up Station application

CLOSE THE SIGN UP STATION APPLICATION

To close the Sign Up Station application, click [Terminate Station] at the bottom of the Sign Up Station configuration screen.

Sign Up Station Configuration Screen	
Field Label	Description
Library Card Information	
Library Card Length	Default is 14 digits
PIN is required to Sign Up	Select whether or not PIN will be required to Sign Up
Display information for the Sign Up Station	
Last Name (First 4 letters), First Initial	This is the information that will be displayed in the user sign up station within 3 sections where the user information is displayed
Library Card	
Number of digits starting from the end to be displayed	If Library Card is selected to display, specify the numbers of digits starting from the end
Last Name (First 4 letters), First Initial	This is the information that will be displayed in the user sign up station within 3 sections where the user information is displayed
Library Card	
Number of digits starting from the end to be displayed	
LED IP Address	Enter the IP address of the LED device
Set the Grace Timer to match the server reservation Grace Timer	Selecting this option will make the Sign Up Station wait for the time specified as the Grace Period in System Options.
Enable Flex Time Manager at the Sign Up Station	Selecting this option will extend User sessions based on the Percentage Limit set in System Options.
Sign Up Station Configuration Screen	
Field Label	Description
Configuration Information	
Sign Up Station ID	Enter the Sign Up Station IP
Change Filters	settings apply to Staff mode (PCAM)
Display information for LED Displays	
Change Password	enter current, new, and confirm new staff password to change
Columns	Re-size selected columns
OK	click to save changes
Cancel	click to cancel changes
Terminate Station	Close the Sign Up Station

When a user attempts to sign up for a PC at the Sign Up Station, the system performs several confirmation checks to make sure that the user will be able to login at the assigned PC.

1. The user will not be allowed to sign up in more than 1 Zone at any given time and will not be able to sign up for another PC at the Sign-Up Station while still logged onto a PC.
2. The user has not used all the allotted daily time the zone allows (Daily Time).
3. The user has not used all the available logins the zone allows (Daily Logins).
4. The user has not exceeded the consecutive sessions the zone allows and has to wait for a session before they can log in again.
5. The user status is not disabled.
6. The user card is not expired.
7. ILS Link restrictions will also affect the sign up process. The Library can specify “allowance” rules. For example, a person whose ILS record indicates excessive fees, or a child in an adult zone, can be blocked from signing up for a PC.

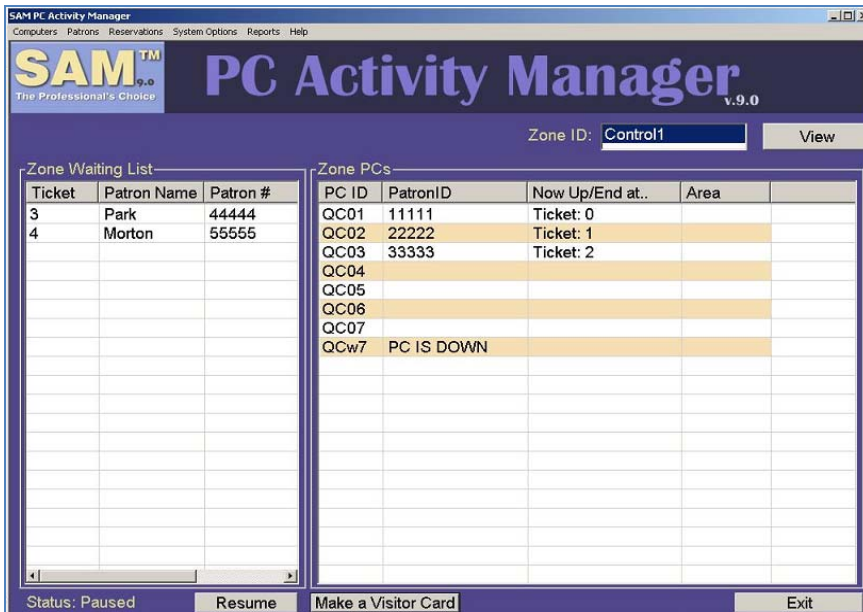
PC ACTIVITY MANAGER

Staff members can exercise a great deal of control over user computers from their desk via the PC Activity Manager. Staff has the ability to perform functions such as Add User to Waiting List, Send Messages to Client PCs, View PCs and Waiting List by Zone, Pause and Resume user queue, as well as Make Visitor Cards.

Comprise Best Practice recommendations:

PC Activity Manager must be on the same local network as the Client PCs.

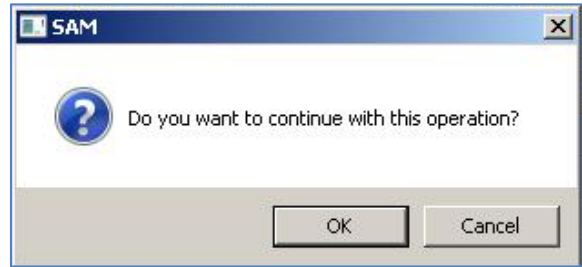
PC Activity Manager must have access to Client PCs (exception for port 2002 and firewall)



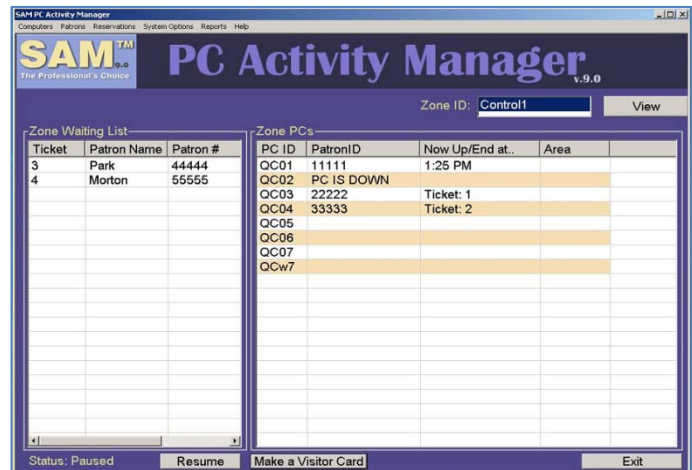
Field Description - PCAM

Field Label	Description
Zone ID	Zone ID to view PC activity from
View	Click to View updated information
Zone Waiting List	
Ticket	Ticket assigned to user in wait queue
Patron Name	User Name
Patron #	Library Card Number of user
Zone PCs	
PC ID	List of all available PCs in Zone
Patron ID	Library Card Number of user
Now Up/End at	Ticket # or the session end time of assigned user
Control Zone	Control Zone where user is assigned
Status	status of the PC Activity Manager queue
Field Description - PCAM	
Field Label	Description
Paused	queue is Paused
Resume	click to Resume queue
Make a Visitor Card	click to Make a Visitor Card
Exit	Exit out to PC Activity Manager

Staff will be prompted to confirm selected option each time.

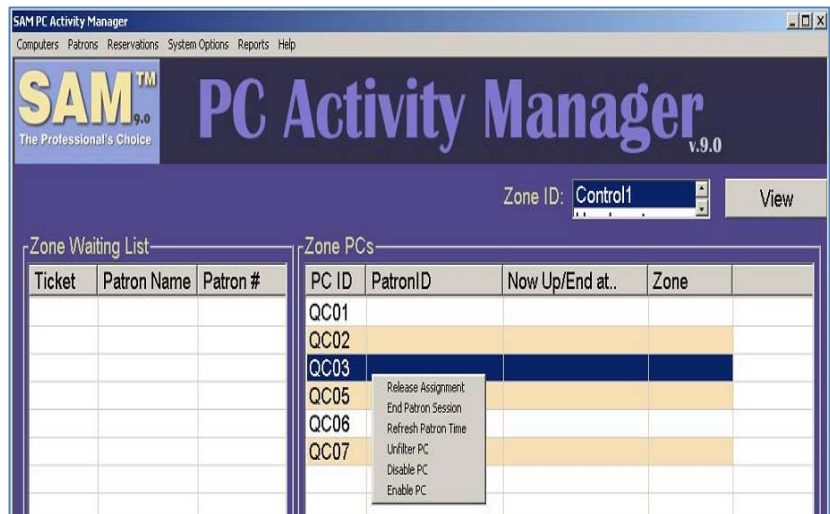


Staff can disable PC to remove it from the resource list for repairs, for example. The PC Activity Manager will indicate when a PC is down and unavailable for patron assignment.



Staff can also double click on any PCs in the list and have access to:

- Release Assignment – Patron assignment will be released from PC
- End Patron Session - Patron session will be ended on PC
- Refresh Patron Time – Patron time can be refreshed on PC
- Unfilter PC – PC will be unfiltered
- Disable PC – PC will be disabled, not available for patron assignment (for repairs etc.)
- Enable PC – PC will be enabled, made available for patron assignment



COMPUTERS

Shutdown - PC will shutdown

Restart - PC will be restarted

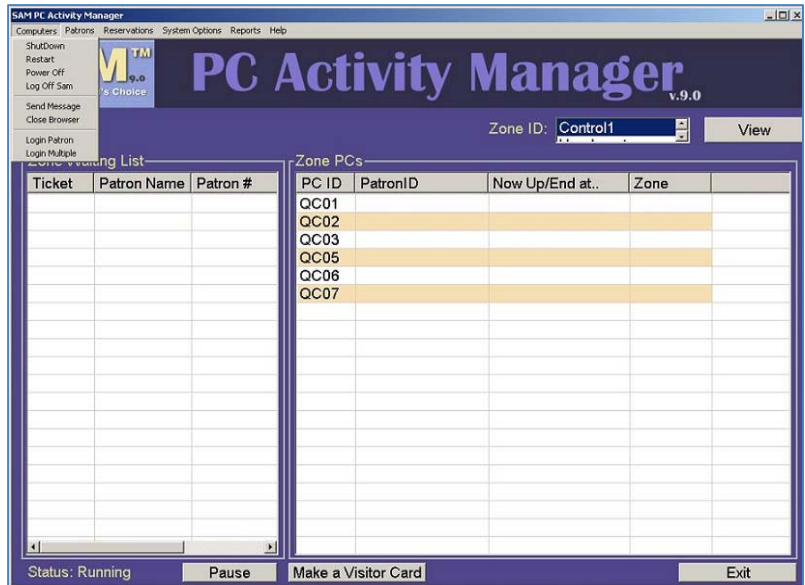
Power Off - PC will Power Off

Log Off - PC will Log Off

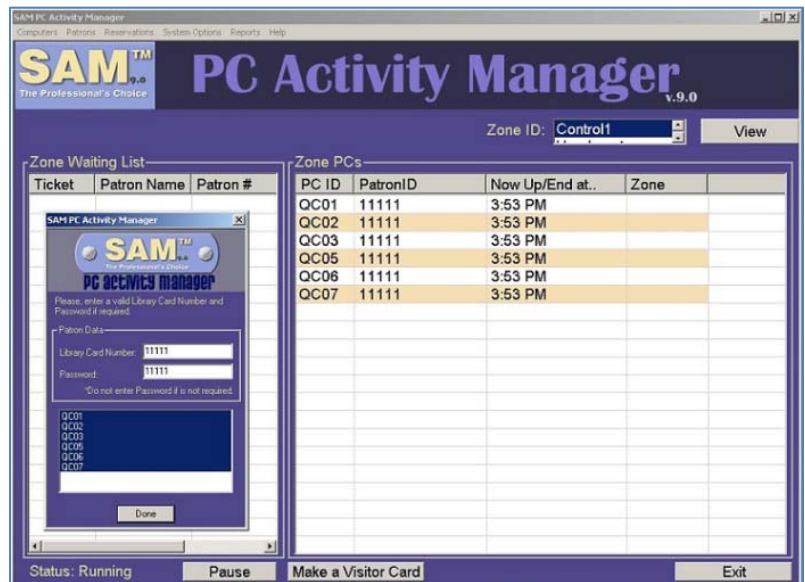
Send Message - Staff can send message to selected PC

Close Browser - Staff can close Browser on Client PC. For example, if user is viewing inappropriate content.

Login Patron - Staff can login single library card number at selected PC



Login Multiple - Staff can login with the same library card number on multiple PCs simultaneously from the PC Activity manager.



PATRONS

End Session - Double Click the PC ID and OK on confirmation box to end user session on selected PC.

Patron Record - Opens Modify User screen on Web Interface

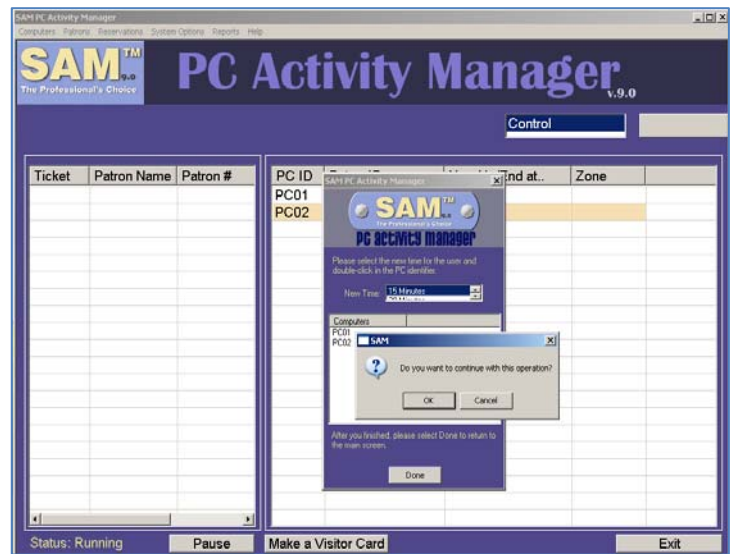
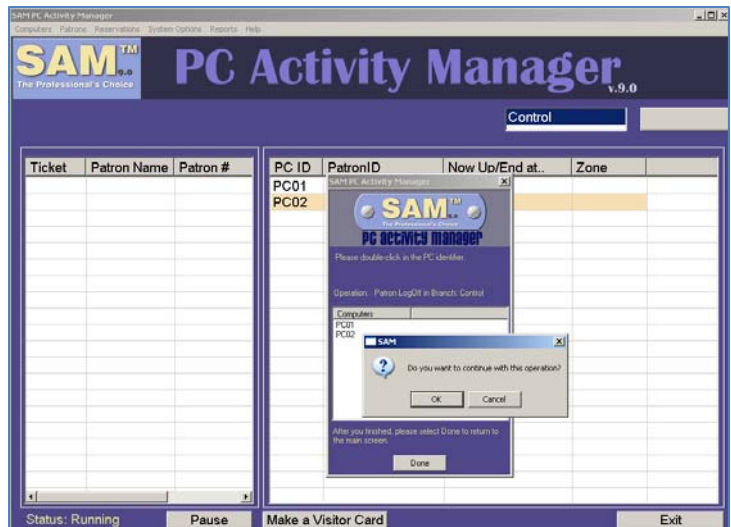
Make a Payment - Opens Payments, etc. page on Web Interface

Refresh Time - Staff can select Additional Time from the drop down options and double click the desired PC ID. Then, click [OK] when prompted for confirmation. Refresh Time will **not** extend beyond the scheduled close time. This means, if library close time is 9:00 PM and PCs are set to close 10 minutes Before Library Closing time, then time will not be extended past 8:50 PM (10 minutes before Library Closing).

The additional time selected is added to the patron's current time. For example, if a user has 5 minutes remaining and time is refreshed for 15 minutes; the user's total new time will become 20 minutes (5+15=20 minutes).

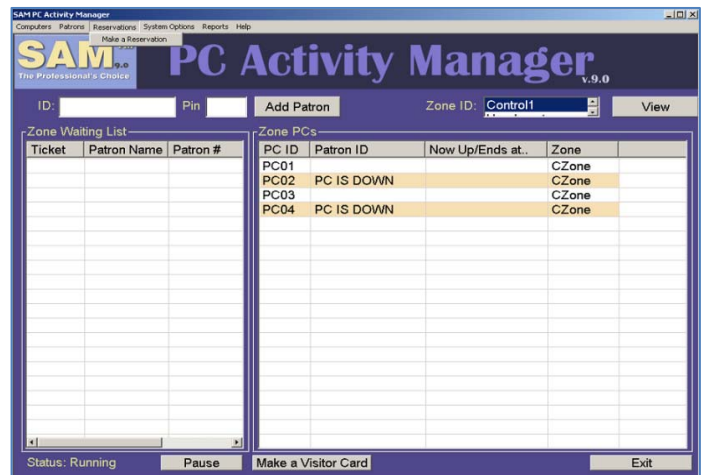
When user time is refreshed from the PC Activity Manager, the change occurs in real time. This means, the "Ends at" time on the PC Activity Manager and the Time Remaining on the client PC session manager will be instantly updated to the new time.

Please note: Refresh time will add time beyond the Daily Time Limit. Therefore, staff need to use discretion.



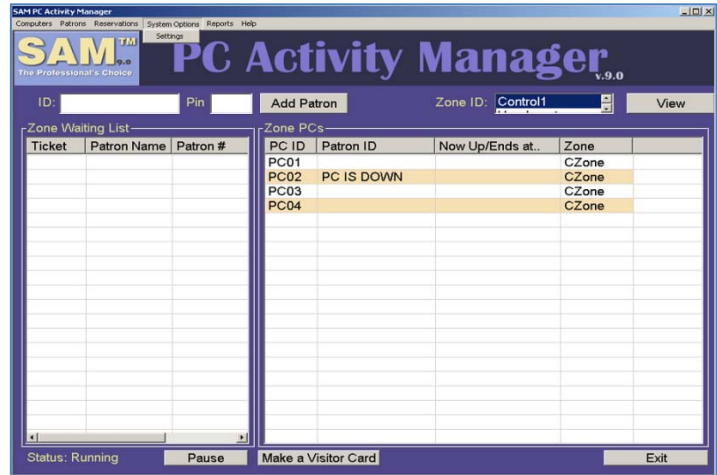
RESERVATIONS

Make a reservation - Opens Make a Single Reservation screen



SYSTEM OPTIONS

Settings - Opens Setup Option window



SETUP OPTIONS

Visitor Card Settings

- Library Prefix: Could be used to designate Location Prefix for Visitor Card
- Branch Prefix: Could be used to designate Zone Prefix for Visitor Card
- Upper Limit Number: Enter the upper limit for Visitor Card number
- Lower Limit Number: Enter the lower limit for Visitor Card number
For example – 7711(000 to 999)

Reset Visitors: Reset Visitor Card Numbering

Sign Up Station

Enable Waiting Queue in the PC Activity Manager: Check to enable wait queue at the PC Activity Manager and click [Set]

Sign Up Station Information

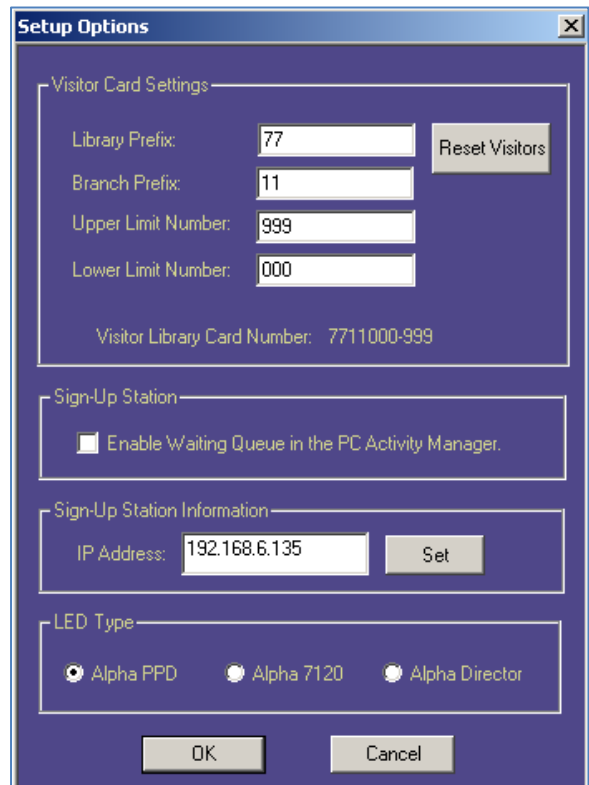
IP Address: Enter IP Address of the Sign Up Station and click [Set]

LED Type

Check the appropriate LED Type

OK: click [OK] to save information

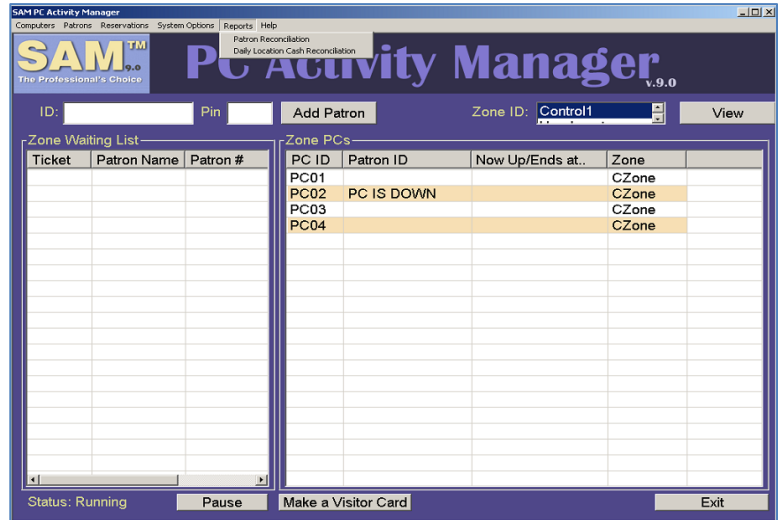
Cancel: click [Cancel] to cancel changes



REPORTS

Patron Reconciliation - Opens User Reconciliation Report

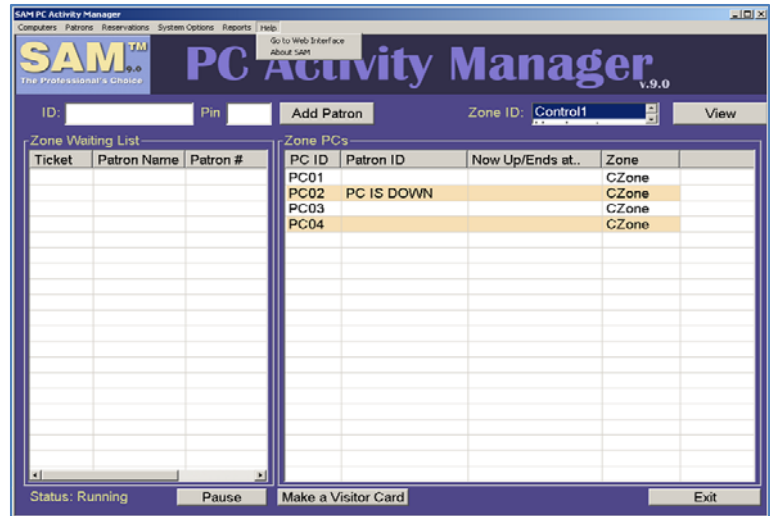
Daily Cash Reconciliation Report - Opens Report Criteria Screen



HELP

Go to Web Interface - Opens Web Interface login screen

About SAM - Current SAM PC Activity Manager version



STATUS

The current status of the PC Activity Manger Queue is displayed. When the queue is in Running mode, the next button will show Paused. When the queue is in Paused mode, the next button will show Resume.

MAKE A VISITOR CARD

From the Staff PC Activity Manager, staff can click [Make a Visitor Card] to create and print an anonymous Visitor Card. Card entitlements will be those defined for Group 1 (Visitor Cards). Visitor Cards are valid for one day by default, but the expiration period can be changed as specified by the library. Cards are unique in their combination of card number and PIN. Use of PINs is optional, but the default is to have them issued.

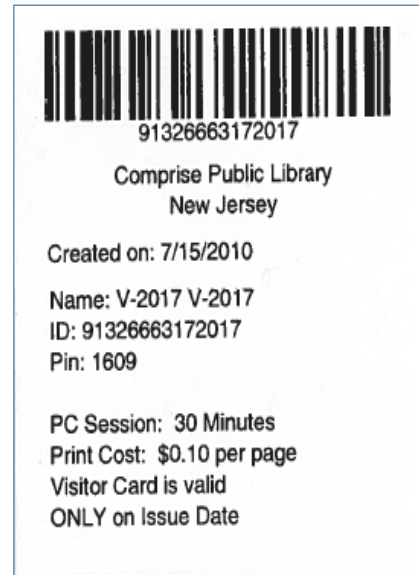
The Visitor Card Configuration window will display the Card # and PIN. Type: will be Visitor by Default. Select the appropriate Internet Filter Level for the Visitor Card being printed. Click Finish to print. The Visitor Card will be printed at the designated printer.



The screenshot shows a software window titled "Visitor Card" with the SAM logo and "The Professional's Choice PC activity manager" branding. It contains the following fields and options:

- Number: 91275151765923
- PIN: 3264
- Type: Visitor
- Internet Filter Level: A list of radio buttons with "Most Restrictive" selected.
- Buttons: "Finish" and "Cancel"

Visitors can be issued these guest cards at the staff desk or can purchase them via our Payment Center (peripheral device) entirely without staff involvement. Visitor cards can take the form of printed receipts or be preprinted with unique library information. Either way they should contain a bar code and other information to make their use as self service as possible. Customized Visitor Cards can contain up to Ten Lines of customized text.



The image shows a printed visitor card with the following information:

- Barcode: 91326663172017
- Library: Comprise Public Library, New Jersey
- Created on: 7/15/2010
- Name: V-2017 V-2017
- ID: 91326663172017
- Pin: 1609
- PC Session: 30 Minutes
- Print Cost: \$0.10 per page
- Visitor Card is valid ONLY on Issue Date

From the main PC Activity Manager screen, press “Ctrl+S” and enter the Staff Password when prompted.

This will open the PC Activity Manager Configuration screen, displayed as Sign Up Station Configuration.



Library Card Information

Library Card Length: # of characters in Library Card **(applies to Sign Up Station mode)**

Pin is required to Sign Up: Select to require users to enter PIN to sign up. **(applies to Sign Up Station mode)**

Display information for the Sign Up Station

Last Name [First 4 letters], First Initial **(applies to Sign Up Station mode)**

Library Card **(applies to Sign Up Station mode)**

Number of digits starting from the end to be displayed: **(applies to Sign Up Station mode)**

Display information for LED Display

Last Name [First 4 letters], First Initial **(applies to Sign Up Station mode)**

Library Card **(applies to Sign Up Station mode)**

Number of digits starting from the end to be displayed: **(applies to Sign Up Station mode)**

LED IP Address: **(applies to Sign Up Station mode)**

Set the Grace Timer to match the server reservations Grace Timer **(applies to Sign Up Station mode)**

Enable Flex Time Manager at the Sign Up Station **(applies to Sign Up Station mode)**

Configuration Information

Sign Up Station ID: Enter the IP address of the Sign Up Station

Change Filters: Assign filter levels and date of birth for Visitor Cards printed

Toggle Zones: **(applies to Sign Up Station mode)**

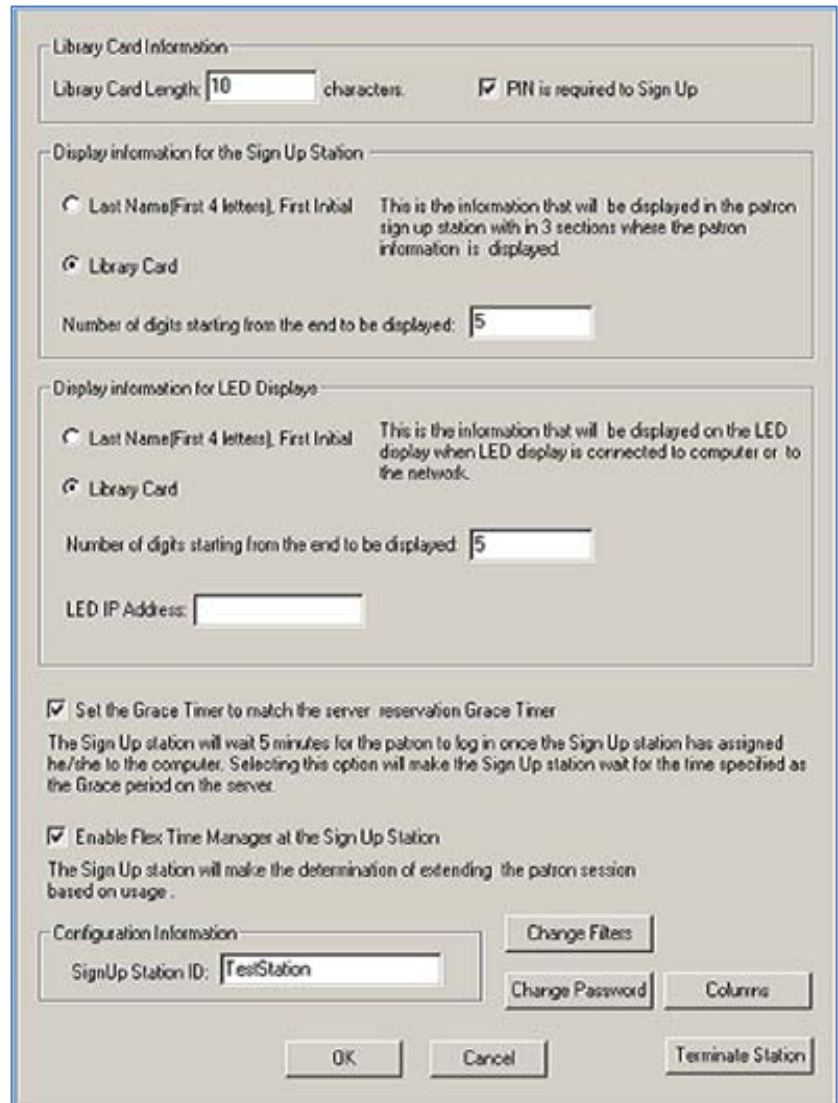
Change Password: enter current, new, and confirm new staff password to change

Columns: change size of selected columns

OK: click to save changes

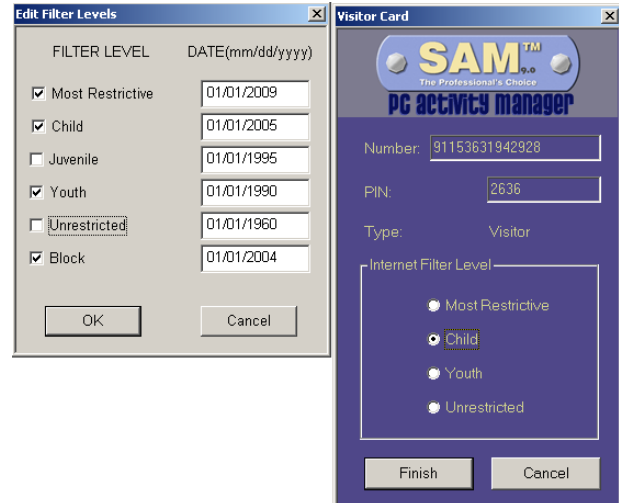
Cancel: click to cancel changes

Terminate Station: Close the PC Activity Manager



ASSIGN FILTER LEVELS AND DATE OF BIRTH FOR VISITOR CARDS PRINTED

1. Select [Change Filters] from the PC Activity Manager Configuration Information screen.
2. Select the Filter level and enter the Date of Birth for each level.
Only the checked Filter Levels will display to select from when printing Visitor Cards.
3. Click [OK]



Field Description - PCAM Configuration Screen	
Field Label	Description
Library Card Information	
Library Card Length	setting applies to Sign Up Station mode
PIN is required to Sign Up	setting applies to Sign Up Station mode
Display information for the Sign Up Station	
Last Name [First 4 letters], First Initial	setting applies to Sign Up Station mode
Library Card	
Number of digits starting from the end to be displayed:	setting applies to Sign Up Station mode
Display information for LED Display	
Last Name [First 4 letters], First Initial	setting applies to Sign Up Station mode
Library Card	
Number of digits starting from the end to be displayed:	setting applies to Sign Up Station mode
LED IP Address:	setting applies to Sign Up Station mode
Set the Grace Timer to match the server reservations Grace Timer	setting applies to Sign Up Station mode
Enable Flex Time Manager at the Sign Up Station	setting applies to Sign Up Station mode
Configuration Information	
Sign Up Station ID	Enter the IP address of the Sign Up Station
Change Filters	assign filter levels and date of birth for Visitor Cards printed
Change Password	enter current, new, and confirm new staff password to change
Columns	change size of selected columns
Terminate Station	Close the PC Activity Manager
OK	click to save changes
Cancel	click to cancel changes

PRINTING

SAM's Print Manager is intended to manage user printing and depending upon your library's policy, to recover some or all of the costs for paper and print cartridges. To achieve this control, SAM changes the printer port to a local port. If SAM does not recognize the printer driver or if access rights are not set correctly, SAM will not be able to configure the printer(s). To confirm correct printer configuration, launch SAM and submit a test print job from each connected Client PC. The Printer Management window should appear each time the user submits a print a job.

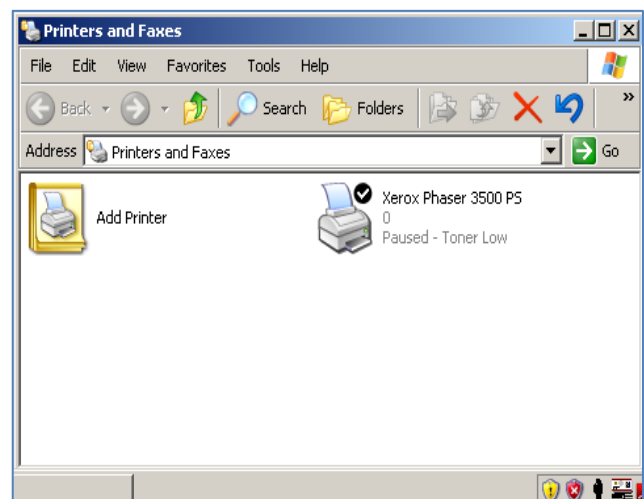
Comprise Best Practice recommendations:

Add printer on PC prior to installing SAM.
Use PCL or Post Script printer drivers
Host-based printing is not supported by SAM

PRINT EXPRESS MODE

Print jobs are sent directly to the printer for printing.

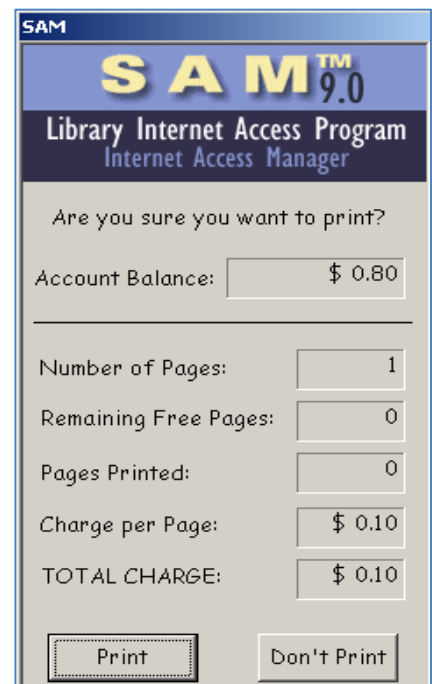
1. After a user clicks on print, the standard MS Windows print dialog box appears where they click 'OK'.
2. When SAM is running, (the SCClient icon appears in the task bar system tray) the printer(s) will be paused.



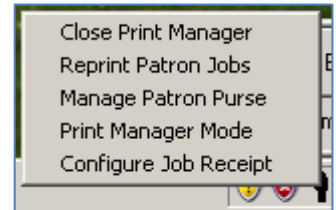
3. The SAM "Print Manager" window appears each time the user submits a print a job with the following:
 - Current Account Balance
 - # of pages in print job
 - # of free pages remaining
 - # of pages printed for the day
 - Cost per page
 - Total Cost for print job

To print the document:

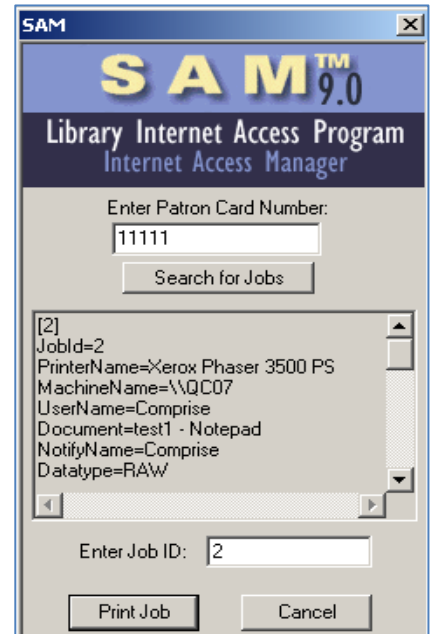
1. Click [Print]
2. The document will be sent directly to the printer that is setup for that PC in the library.



If the user clicks [Don't Print], the document will not be printed. However, the print job is still available in the Jobs directory. Therefore, a staff member can print the document even after ending their session, as long as the PC is not restarted. To reprint, right click the Print Manager icon in the system tray and select Reprint Patron Jobs.



Enter the Staff SAM password when prompted. Then enter the Patron Card Number and click [Search for Jobs]. Enter the correct Job ID and click [Print Job]. The selected document will be sent to the printer. Please note all print jobs are deleted from the Jobs Directory upon PC reboot.



PRINT RELEASE STATION

The Print Release Station operates on a dedicated computer, usually located next to the printer, and functions entirely from your library card number. No magnetic stripe or vend-it card is required. Users simply enter a card number and PIN to review and print their documents from a client PC. They will only see **their own** documents and can choose to print or delete them. Please note when using multiple Print Release Stations, documents are sent to **all** the Print Release Stations. However, documents are **only** deleted from individual Print Release Stations. All undeleted documents remain at all the Print Release Stations until they are cleared by a staff member, or when PC reboots at the end of the day.

Print Release Station Requirements

1. Must be installed on a dedicated PC, preferably close to the printer.
2. Must be on the same local network as the Client PCs.
3. Client PCs must be able to access the shared jobs directory on the Print Release Station, which is included during installation.
4. Must have the same printers (names and drivers) installed as the Client PCs.

PRINT RELEASE STATION PROCESSING FROM SAM 9.0 CLIENT PC

After users submit a document for printing on a Client PC, the confirmation window will display.

- **Account Balance:** user's current account balance
- **Number of Pages:** number of pages in the current document
- **Pages Printed:** number of pages printed in this session
- **Charge per Page:** cost per page
- **Total Charge:** the total cost to print document
- **Print:** the document will be sent to the Print Release Station
- **Don't Print:** the print request will be canceled, document will not be sent to the Print Release Station.

The screenshot shows a confirmation dialog box titled "SAM 9.0 Library Internet Access Program Internet Access Manager". The main question is "Are you sure you want to print?". Below this, there are several fields with values: "Account Balance: \$ 0.80", "Number of Pages: 1", "Pages Printed: 0", "Charge per Page: \$ 0.10", and "TOTAL CHARGE: \$ 0.10". At the bottom, there are two buttons: "Print" and "Don't Print".

After the user clicks on the Print Now button, the document will be sent to the Print Release Station(s) as indicated on the confirmation window displayed. User can then release and print document(s) from the Print Release Station.

The screenshot shows a success message dialog box titled "SAM 9.0 Library Internet Access Program Internet Access Manager". The message reads: "Your document has been printed or sent to the print release station successfully." At the bottom, there is a single button labeled "OK".

USING THE PRINT RELEASE STATION

Enter your Library Card: enter Library Card

PIN: enter PIN (if required by Library)

[Search Print Documents]: will display all print documents only for this user

User will select a document

Select desired language at the bottom of the screen:

English: to run in English

Español: to run in Spanish

Print Job: to print selected document

Delete Job: to delete the selected document

I'm Finished: click when done with printing

Cost of Selected Job: will display cost for printing document (based on # of pages and cost per page)

Pages Printed: will indicate the number of pages printed

Free Pages: the number of free pages (if allowed by library)

Account Balance: user account balance

If Library is using multiple Print Release Stations, documents are sent to all the Print Release Stations as shown above. When users either print or delete documents, they will no longer display in the queue on this Print Release Station. However, those documents still remain at all the other Print Release Stations.

SAM Print Release Station

Navesink Public Library Print Release Station

1) Enter your Library Card: Pin:

2) Highlight a Document, then click [PrintJob].

3) Click the "I'm Finished" button when you are done printing.

Job ID	Title	Pages	Cost	Printed From	Time
9	http://www.google.com/	1	\$ 0.15	\\QC02	
16	Microsoft Word - Document2	2	\$ 0.30	\\QC02	
17	Microsoft Word - My Resume.doc	2	\$ 0.30	\\QC02	

English Español

Cost of Selected Job: \$ 0.00 Pages Printed: Free Pages: 5 Account Balance: \$ 0.0



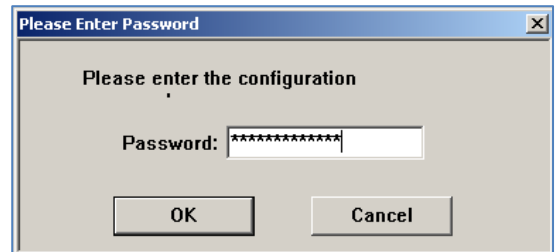
To protect the integrity of SAM account balances, users will be blocked from logging onto the Payment Center, Print Release Station and Copy Controller concurrently. Users can only log onto one of these devices at a time.

PRINT RELEASE STATION CONFIGURATION

The Library can customize the Print Release Station settings from the Print Release Station Configuration Screen.

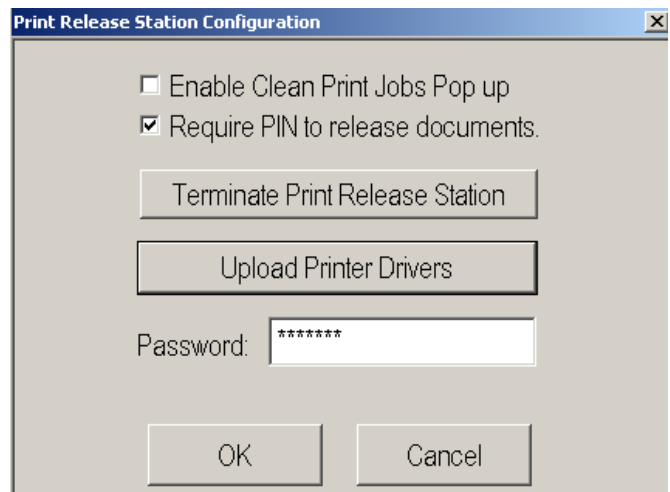
To access the Print Release Configuration Screen:

1. From the main Print Release Station screen, press “Ctrl+S”
2. Enter the Staff Password
3. Click [OK]



This will open the Print Release Station Configuration screen.

- Enable Clean Print Jobs Pop up: select to display a pop up box requiring a confirmation to delete print jobs from the Print Release Station.
- Require PIN to release document: select to require users to enter PIN to release documents
- Terminate Print Release Station: will close the Print Release Station application
- Upload Printer Drivers: only applicable if Library utilizing Wireless Printing
- Password: To change current Staff Password, enter the new Staff Password
- OK: to accept changes
- Cancel: to cancel changes



CLOSE THE PRINT RELEASE STATION APPLICATION

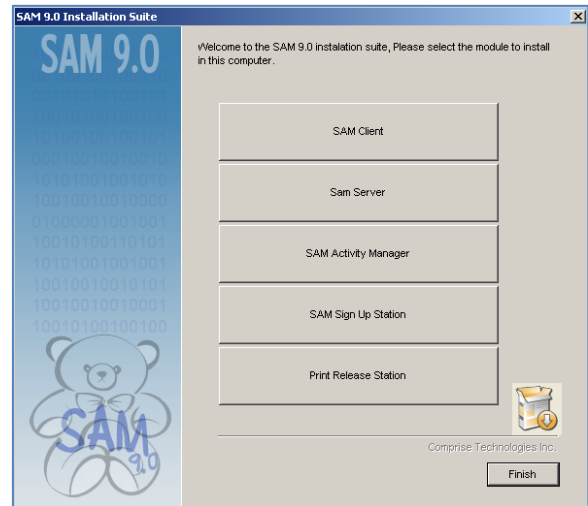
To close the Print Release Station application, click [Terminate Print Release Station] from the Print Release Station Configuration screen.

SAM 9.0 INSTALLATION SUITE SAM CLIENT

The following sections detail the installation procedure for SAM 9.0 Installation Suite.

SAM 9.0 INSTALLATION WIZARD

There is one installation wizard for installing SAM Client, SAM Server, SAM Activity Manager (staff interface), SAM Sign Up Station, and Print Release Station. This allows you to easily install SAM wherever you need it. (Remember to purchase additional licenses if needed when installing SAM. Contact Comprise for details).

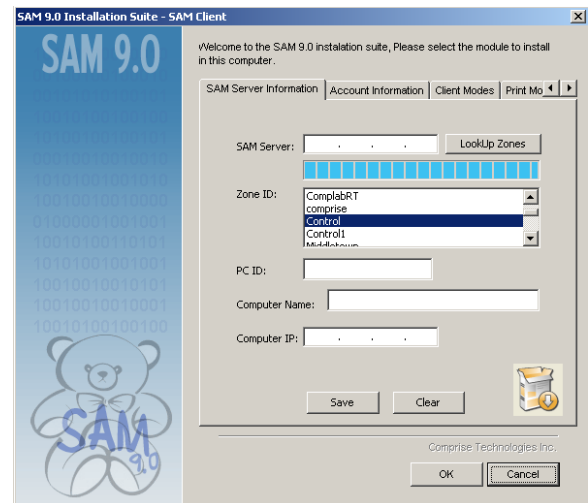


SAM CLIENT INSTALLATION

SAM SERVER INFORMATION

- SAM Server: the IP address of the SAM server
- Look Up Zones: Click button to display a list of all Zones
- Zone ID: Select the Zone ID where PC will be added
- PC ID: PC ID
- Computer Name: the PC Name
- Computer IP: IP address of PC

Enter all appropriate information and click [Save].



ACCOUNT INFORMATION

- Account Name: Leave field empty unless SAM is to run only when a specific account is used to log into this PC (administrator, staff, public, etc.)
- Time: Use military time and enter HHMM (1330 for 01:30 PM) to designate the time for client software updates on this PC

Click [Save].

The screenshot shows the 'Account Information' tab in the SAM 9.0 installation suite. It features a blue sidebar with the SAM 9.0 logo and a bear illustration. The main window contains a welcome message and instructions. There are two input fields: 'Account Name' and 'Time'. Below the 'Time' field, there is a note about using military time. At the bottom, there are 'Save', 'Clear', 'OK', and 'Cancel' buttons.

CLIENT MODES

- SAM Default Mode: PC Manager is the Default Mode
- SAM Catalog Manager, no PRINT: OPAC Manager will be enabled with no SAM authentication and no PRINT
- SAM Catalog Manager, with PRINT: OPAC Manager will be enabled with PRINT and no SAM authentication

Click [Save]

The screenshot shows the 'Client Modes' tab in the SAM 9.0 installation suite. It features a blue sidebar with the SAM 9.0 logo and a bear illustration. The main window contains a welcome message and instructions. There are three radio button options: 'SAM Default Mode (Server Location Mode)', 'SAM Catalog Manager, no PRINT', and 'SAM Catalog Manager, with Print'. Below these options, there is a note about SAM authentication. At the bottom, there are 'Save', 'Cancel', 'OK', and 'Cancel' buttons.

PRINT MODES

- Disable Print Management: SAM Print Manager will be disabled
- Print Express: Print documents sent directly to selected Printer(s)
- Print Release Station: Print documents sent to the selected Print Release Station(s) IP(s). Print documents can be sent to multiple Print Release Stations
- Release Stations: Lists all existing Print Release Station(s) IP(s).
- Add - add IP(s) to Release Station list. Click Add after each IP to add multiple Print Release Stations
- Delete - delete IP(s) from Release Station list
- Download – download/install selected printer from the server
- Upload – upload selected printer to server

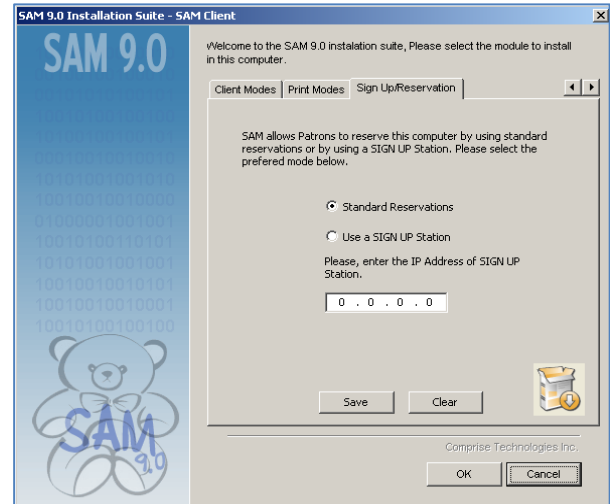
Click [Save]

The screenshot shows the 'Print Modes' tab in the SAM 9.0 installation suite. It features a blue sidebar with the SAM 9.0 logo and a bear illustration. The main window contains a welcome message and instructions. There are two radio button options: 'Disable Print Management' and 'Print Express'. Below these options, there is a 'Print Release Station' section with an input field for an IP address and 'Add' and 'Delete' buttons. There is also a 'Release Stations' list with two IP addresses. At the bottom, there are 'Download' and 'Upload' buttons, and 'Save', 'Clear', 'OK', and 'Cancel' buttons.

SIGN UP/RESERVATION

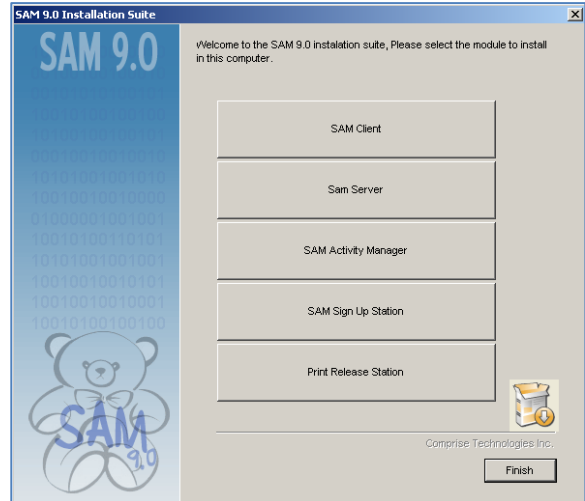
- Standard Reservations – use Standard Reservations to reserve this PC
- Use a SIGN UP Station – use a Sign Up Station to reserve this PC
- SIGN UP Station IP – IP address of Sign Up Station PC

Click [Save]



SAM ACTIVITY MANAGER (STAFF INTERFACE)

From the SAM 9.0 Installation Suite, select [SAM Activity Manager].



LOCATION

- SAM Server - Enter the SAM Server IP address and the Zone ID
- Enable Sign Up – check box to enable Sign Up for this Zone
- Zone – Enter Zone Name

VISITORY CARD SETTINGS

- Library Prefix –
- Zone Prefix –
- Upper Limit -
- Lower Limit -

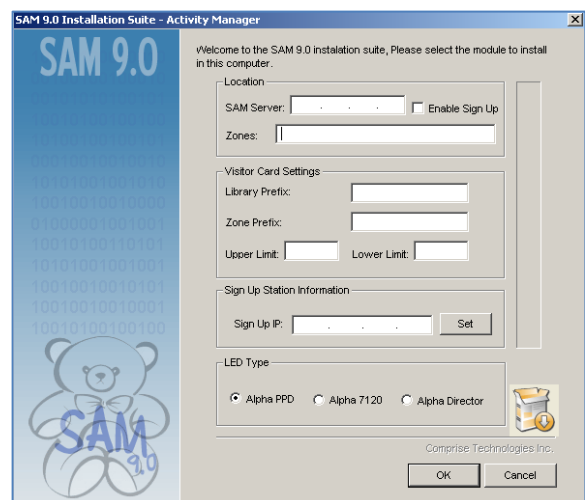
SIGN UP STATION INFORMATION

- Sign Up Station IP – Enter the Sign Up Station IP address
- Set – click to save

LED TYPE

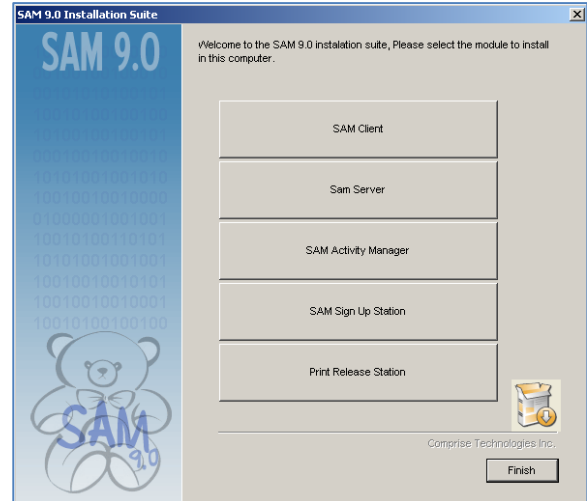
- Alpha PPD – LED Model
- Alpha 7120 – LED Model
- Alpha Director – LED Model

Click [OK]



SIGN UP STATION INSTALLATION

From the SAM 9.0 Installation Suite, select [SAM Sign Up Station].



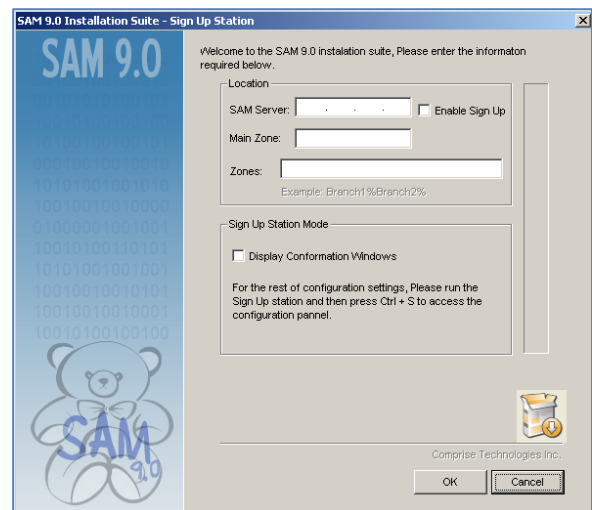
LOCATION

- SAM Server - Enter the SAM Server IP address and the Zone ID
- Enable Sign Up – check box to enable Sign Up for this Zone
- Main Zone – Enter the Primary Zone
- Zones – Enter Secondary Zone Names.

Each Secondary Zone name should be followed by a '%'. (Adult%. For more than 1 Zone, Adult%Child%Teen%).

SIGN UP STATION MODE

- Display Confirmation Windows – Select to display Sign Up messages boxes. “Congratulations...” and “Are you sure...”.

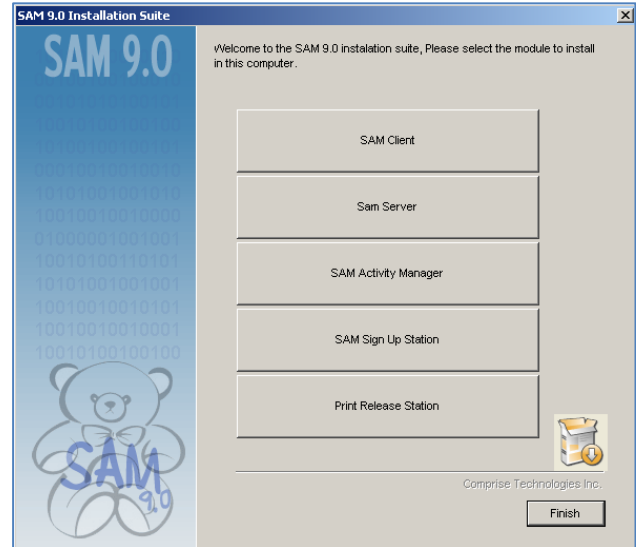


Other Configuration Settings have to be set from the Sign Up Station via the Ctrl+S Configuration screen.

Click [OK]

PRINT RELEASE STATION INSTALLATION

From the SAM 9.0 Installation Suite, click the Print Release Station button.



LOCATION

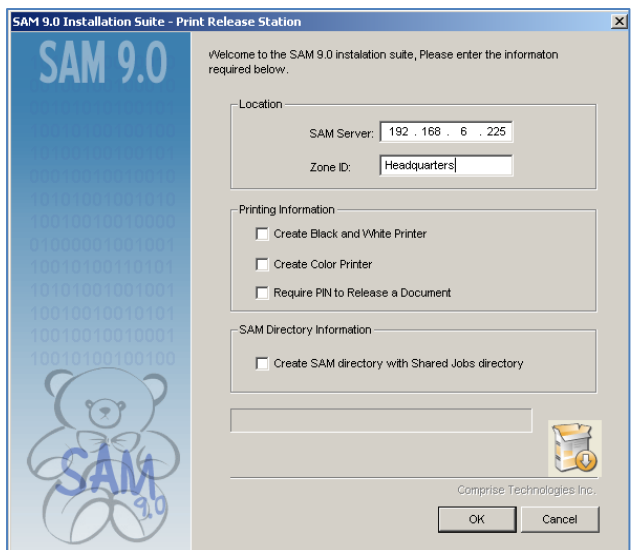
- SAM Server - Enter the SAM Server IP address
- Zone ID – Enter Zone ID.

PRINTING INFORMATION

- Create Black and White Printer - to create a Black and White Printer on Print Release Station
- Create Color Printer - to create a Color Printer on Print Release Station
- Require PIN to Release a Document - to require users to enter a PIN in order to release a print document on Print Release Station

SAM DIRECTORY INFORMATION

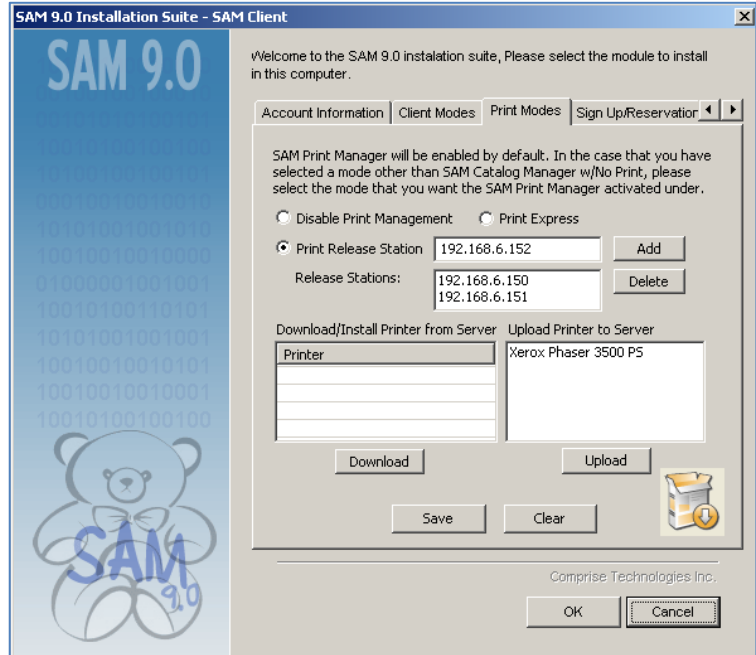
- Create SAM Directory Information: will create a SAM directory with a shared Jobs directory. The required shared Jobs directory can also be manually created in C:/Sam.



Select all options that apply and click [OK] to complete Print Release Station installation.

PRINT RELEASE STATION MODE ON THE SAM 9.0 CLIENT PC

To enable the Print Release Mode on the Client PC, select the Print Modes tab. Select the Print Release Station option, enter the Print Release Station IP address, and click [Add]. A Library can elect to send print documents to multiple Print Release Stations. Please note when using multiple Print Release Stations, documents are sent to **all** the Print Release Stations. However, documents are **only** deleted from individual Print Release Stations. All documents remain at all the Print Release Stations until cleared at the end of day. To implement multiple Print Release Stations, enter all the Print Release Station IPs and click the Add button after entering each IP. Then click [Save].



Multiple Print Release Stations can be added from the SAM Administrator Interface in Zones. Under the Print section, enter all the Print Release Station IP addresses separated by a (;).

Home		User Mgmt		Reservations		Zone Mgmt		Staff Mgmt		Area Mgmt		Metering		Reports		Help		Region Mgmt		Logout	
<input type="checkbox"/>	Require A Pin / Password	<input type="checkbox"/>	Reset Policies	Juvenile	01																
Mode	PC Manager	<input type="checkbox"/>	Require AUP Every Login	Youth	01																
Reservations		Print		LogIn Options																	
Maximum Allowed Per Day	20 (Users will be allowed to make this many reservations)	<input checked="" type="checkbox"/>	User will not print when 0.00 owed	<input type="checkbox"/>	Allow Concurrent Logins																
<input checked="" type="radio"/>	Strictly Enforce	<input type="radio"/>	Notify User Only	Print Mode	Print Release Station																
Length	1 Hour	Print Release Station	192.168.6.151;192.168.6.151																		
Grace Period	1	<input type="checkbox"/>	Free Pages for Black & White ONLY																		
Far in Advance	3 Days	Flex Time		Pay for Time																	
Staff Override Pwd	Sam	Percentage Limit	98		Cost Per Session	0.00															
Age Restrictions		Sign Up																			
Minimum Age	18	<input checked="" type="checkbox"/>	Activate Sign Up Station																		
Maximum Age	99	Prevent Sign Up	10 Minutes Before Closing																		
<input checked="" type="checkbox"/>	Enable Age Limits																				

Comprise Best Practice recommendations:

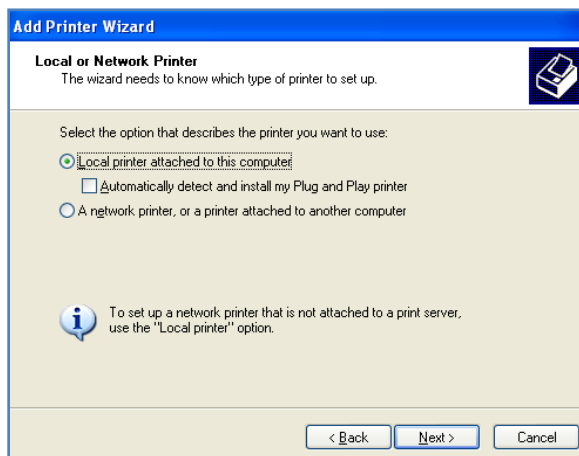
1. Add printer on PC prior to installing SAM.
2. Use PCL or Post Script printer drivers
3. Host-based printing is not supported by SAM

ADD A PRINTER

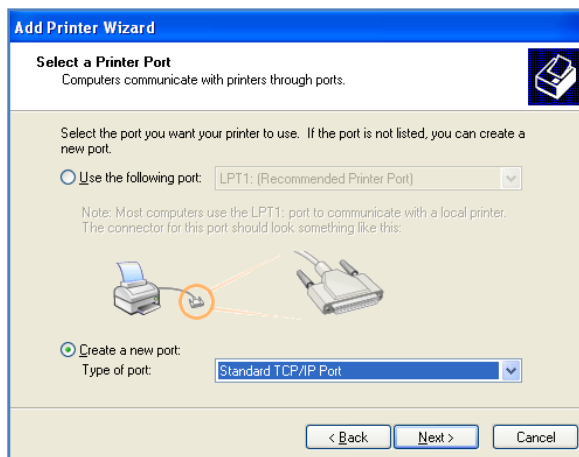
1. Start / Settings / Printers and Faxes / Add a Printer, will launch Add Printer Wizard. Click Next.



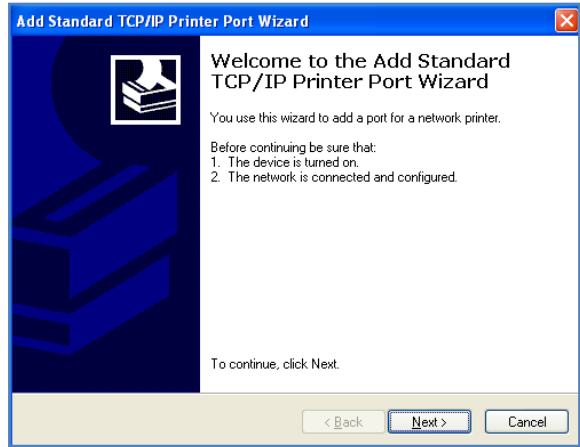
2. Select Local printer attached to this PC. Click Next.



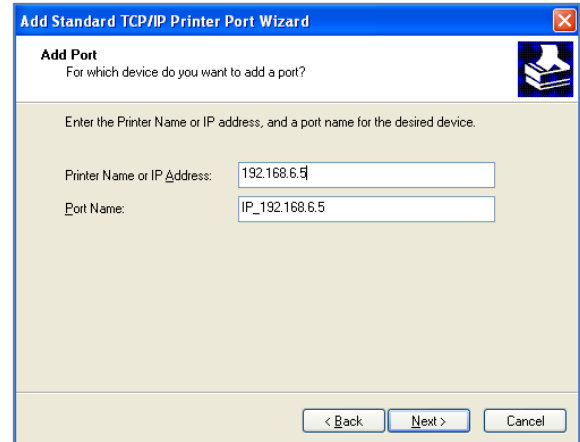
3. Select either Use the following port to use existing port or Create a new port (Standard TCP/IP Port).



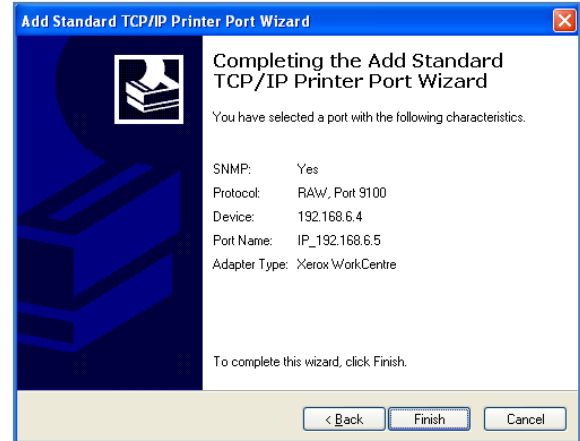
4. Click Next to run the Add Standard TCP/IP Printer Port Wizard



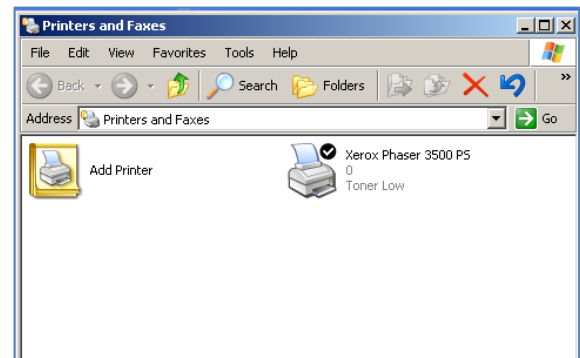
5. Enter the Printer IP Address and Port Name



6. Click Finish

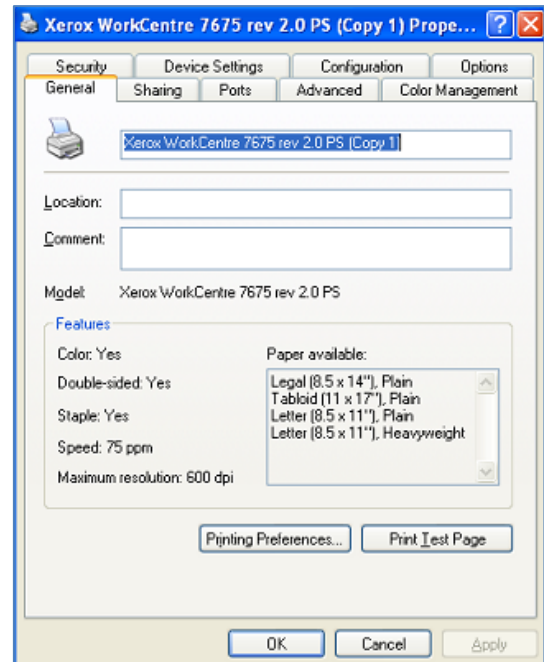


7. Once the printer driver has been added, the icon will be added in the Printers and Faxes window.

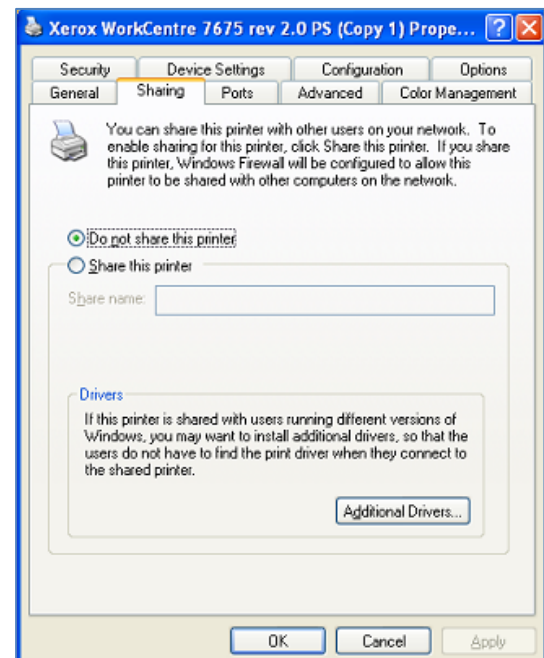


PRINTER CONFIGURATION

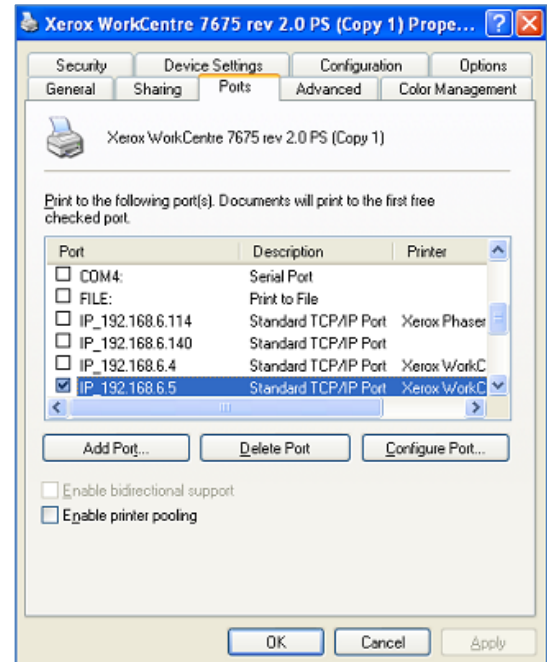
1. If SAM does not recognize the printer driver or if access rights are not set correctly, SAM will not be able to configure the printer(s). To confirm correct printer configuration, right click on the printer icon and select properties. On the General tab, confirm the printer name and click OK.



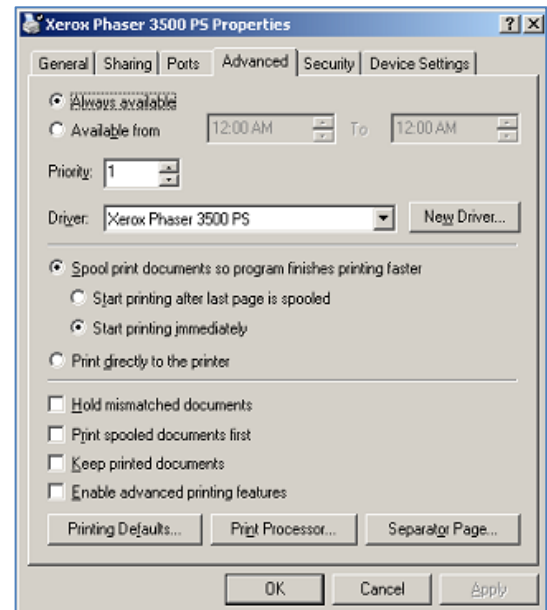
2. On the Sharing tab, select the: Do not share this printer option and click OK.



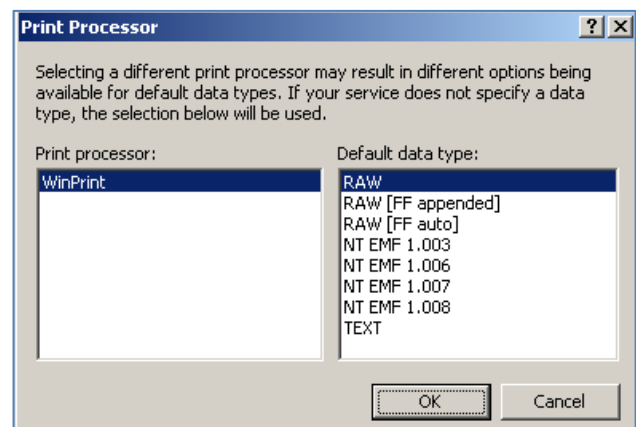
- On the Ports tab, select the correct port configured for this printer and click OK.



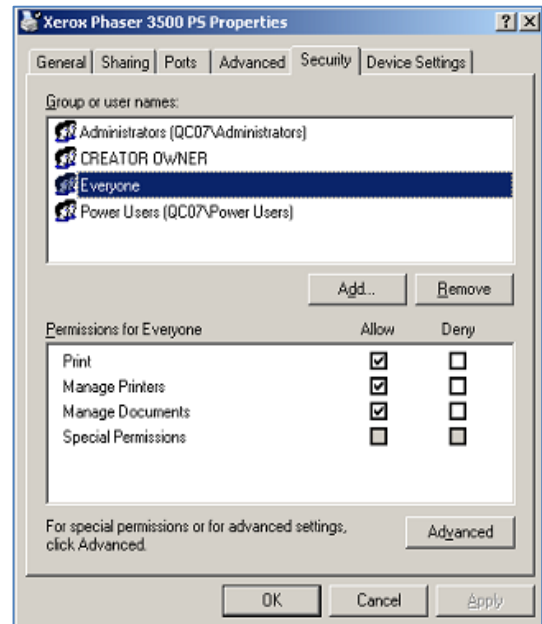
- On the Advanced tab, ensure the last 4 options are not selected and click the Printer Processor button.



- The Print processor should be set to WinPrint with the Default data type: RAW and click OK.



- On the Security tab, add the Everyone group if not there. Set the Permissions for Everyone to allow full control (select all options) and click OK.



- Confirm successful printing of a Windows Test Page from the printer.

SAM CLIENT ISSUES

Issue	Cause	Resolutions
SAM does not start on a single PC	<ul style="list-style-type: none"> The SAM Client Remote Manager Service is not running on the PC. SAM is not enabled for this Zone in the Administrative Interface. Firewall is blocking access between the Client PC and the SAM server. 	<ul style="list-style-type: none"> Double click clientsrv.exe in the C:/SAM folder to start the service. Log onto <a href="http://<SAM SERVER IP>/sam/index.html">http://<SAM SERVER IP>/sam/index.html. From Zones / System Options, check [Enable SAM]. Turn off all firewalls. SAM cannot send / receive information to the server, staff PCs or sign up stations with firewall enabled.

SCREEN DISPLAY

Issue	Cause	Resolutions
SAM image is skewed or covers the Library Card # and PIN boxes for logging in.	<ul style="list-style-type: none"> The Theme image is not loading correctly due to the screen resolution. 	<ul style="list-style-type: none"> The Theme images are saved in C:\SAM\Themes. Depending on your screen resolution, you may have to make adjustments to display the image properly.
SAM welcome screen has “Sorry” and users cannot login.	<ul style="list-style-type: none"> Your internet service has been interrupted briefly. Your internet service is down at this computer, in house or at your Internet Service Provider (ISP). Without Internet service, SAM cannot contact the server to authenticate users logging in. 	<ul style="list-style-type: none"> Wait a moment. The screen refreshes every 5 seconds or so. This could be a temporary aberration. If only this PC is displaying the “Sorry” screen, check the network cable connection on this PC. Contact your network administrator to find out if there have been any network changes that may have affected this PC. Contact your Internet Service Provider.
A gray box is displaying on the desktop and will not go away	<ul style="list-style-type: none"> Windows or other automatic updates are trying to run. 	<ul style="list-style-type: none"> Turn off automatic updates. You can set the PC to bring down the updates, but, wait for you to manually install them. Or, install them after exiting SAM.

Issue	Cause	Resolutions
<p>User cannot login</p>	<ul style="list-style-type: none"> • User exceeded their total daily time (this could be an accumulation of time at this zone and time used at another zone over the course of the day). • User has used their total sessions per day. • Login privilege has been disabled for one session. • User access is blocked by SAM • User record is in use by SAM either because a previous session did not end correctly or the new session was not started completely. • SAM is scheduled to shut down PCs. • User is not successfully authenticated. • User is not using the correct PIN. • User is does not have a library card fully entered in the ILS system. 	<ul style="list-style-type: none"> • Access user’s SAM patron record to check time used. Update time used by selecting a new allotment of time from the dropdown options. Or, reset time by selecting Reset Timer from Update Patron’s time. • Check the Reset User’s Logs box to reset Sessions to zero. Click [Save] at the top right corner. • Check consecutive sessions for this Zone. • Check the user’s SAM record and confirm the user status is not Inactive. • Check ILS record (Innovative, Sirsi, Polaris, etc.) to see if user’s ILS account status is not blocked, barred, expired, etc. • If library blocks users who owe more than a particular amount of money, check the user’s ILS account to see how much they owe in fines/fees. • Access the SAM user record, uncheck the [User is logged on PC] box, and Click [Save] • Check the library schedule. • Confirm user entered library card # and PIN correctly. • Check the [Change PIN /Password Next Time] box. Click [Save] at the top right corner. User will be required to enter a new PIN/Password on next login. • Check user’s ILS record, including all required fields. Variations in the ILS barcode field or typographical errors will cause SAM to not be able to locate and verify the user’s library record for the SAM authentication process to execute.

SESSION ISSUES

Issue	Cause	Resolutions
User was kicked off of SAM before a full session was used.	<ul style="list-style-type: none"> User has used their daily time. 	<ul style="list-style-type: none"> Access the user's SAM record to check if user has accrued enough time to be blocked from SAM.
	<ul style="list-style-type: none"> SAM is scheduled to shut down PCs. 	<ul style="list-style-type: none"> Check the schedule and shut down instructions from Zones / Schedule Options on the Administrator Interface

ACTIVITY MANAGER ISSUES

Issue	Cause	Resolutions
Users are logged in but they are not displayed on the PC Activity Manager or the Sign Up Station	<ul style="list-style-type: none"> Windows fire wall or some other firewall is blocking network communication. Sign Up Station or PC Activity Manager PC has a different IP address than the address set as Station in the Administrative Interface. 	<ul style="list-style-type: none"> Turn off all internal firewalls on your PCs. It could be the client PC or the PC Activity Manager. Set a static IP on your Sign Up Station or PC or the PC Activity Manager PC that matches the Station setting. Restart Sign Up Station or PC Activity Manager PC first. Then restart client PCs.
	<ul style="list-style-type: none"> Changes have not been saved properly on the SAM server creating a conflict. 	<ul style="list-style-type: none"> Contact Comprise to check the SQL table for your Zone.
Blank line(s) on top of the PC list	<ul style="list-style-type: none"> Resource list for Zone is incorrect 	<ul style="list-style-type: none"> Correct the resource list for the Zone
Pause / Resume queue function not working correctly	<ul style="list-style-type: none"> Sign Up Station IP address may be missing or incorrect 	<ul style="list-style-type: none"> Confirm Sign Up Station IP address
Send message and other staff functions do not work.	<ul style="list-style-type: none"> A firewall is enabled on the PC Activity Manager and/or the client PC blocking communication between the PC Activity Manager and client PC. 	<ul style="list-style-type: none"> Check PC Activity Manager first and disable firewalls confirm Port 2002 settings. Do the same with the client PCs.
Zone ID does not display on the PC Activity Manager.	<ul style="list-style-type: none"> The C:\SAM\clntinfo.ini file does not have the correct information. 	<ul style="list-style-type: none"> Check C:\SAM\clntinfo.ini file. It should have: [Branch] Name=<Zone ID> – <i>Should match SAM Administrator Interface.</i> [Branches] Names=< Zone ID>%. The “%” is required!
Cannot print Visitor Cards	<ul style="list-style-type: none"> A printer named “Visitor Cards Printer” does not exist on your staff PC. 	<ul style="list-style-type: none"> Rename your current printer or install another copy of the printer using “Visitor Cards Printer” as the printer name.

SIGN UP STATION ISSUES

Issue	Cause	Resolutions
PC IDs are not displayed correctly or are missing.	<ul style="list-style-type: none">• Resource list for Zone is incorrect	<ul style="list-style-type: none">• Correct the resource list for the Zone
Cannot print SignUp Ticket	<ul style="list-style-type: none">• A printer named "SignUp Printer" does not exist on your Sign Up Station.	<ul style="list-style-type: none">• Rename your current printer or install another copy of the printer using "SignUp Printer" as the printer name.

Issue	Cause	Resolutions
No one can print from SAM	<ul style="list-style-type: none"> • First, confirm that this is a SAM issue by closing SAM and printing. • The printer is off, unavailable, unplugged, disconnected from the network, out of paper, or has an error (paper jam). • The printer has been renamed or it has had its IP address changed on the network. • Internal network is down. You can ping the printer from any PC on that network to see if there is communication. • SAM printing did not start when the PC started up. The SAM Print Icon is not present in the system tray. 	<ul style="list-style-type: none"> • If you cannot print without SAM, printing problem is unrelated to SAM. If this is the case, contact your network administrator. • Check printer status. • Verify that the printer is at the IP address that is indicated in the “Print Options” in Sam Administrator Interface. Change either Interface settings or printer settings to match. • Check network cable connections. Reset your switch. Contact your network provider. • Restart the PC and ensure that SAM Printing is started. If not, check to see if there is any blocking software (Symantec or other brand) blocking this program and check the firewall.
Error: “Due to printer settings, you cannot print this document...”	<ul style="list-style-type: none"> • # of pages in print job is greater than page limit set in the Web Interface under Print Options. • The printer driver language in the Interface does not match with the driver selected on the client PC 	<ul style="list-style-type: none"> • Page limit may be set to 0 pages (0=can’t print). Change page limit to greater than 0. • Confirm printer driver language is same on Interface and client PC.
# of pages and/or cost not accurate	<ul style="list-style-type: none"> • PCL language is not correct. • Word may have background printing enabled. 	<ul style="list-style-type: none"> • Try changing PCL language to PCL5, PCL6, or PCL7 • Confirm Word does not have background printing enabled.
SAM print manager window does not display. Or, Print document encountered error... message comes up.	<ul style="list-style-type: none"> • SAM administrator interface has not been set up for this printer. Parameters need to be set each time a printer is added. • Any change in the name (spaces, caps, etc) will create another instance of the printer on the SAM server. Printer names should be consistent under Print Control on the SAM administrator interface and SAM client PCs. 	<ul style="list-style-type: none"> • Update administrator interface with correct printer parameters. Printer list with correct price per page, page limit, applications, and PCL language. • Check the printer name on PC. Rename it to match the printer name on the SAM administrator interface under Print Control.

PRINT ISSUES (CONT)

Issue	Cause	Resolutions
SAM print manager window displays and print job is interrupted because the user has no \$.	<ul style="list-style-type: none"> User cannot print because they do not have money in their account. User thinks they should have sufficient funds. 	<ul style="list-style-type: none"> Use print preview to see the page count of the document. Have user exit and re-enter the account.
SAM print manager window displays, user approves job, but nothing happens.	<ul style="list-style-type: none"> Printer Security does not have the user: Everyone. 	<ul style="list-style-type: none"> In the printer properties, go to the Security tab. Confirm Everyone exists with all Allow boxes checked. If not, just add Everyone and check all Allow boxes.
SAM Print window displays, user approves job, the status box progresses, but nothing prints.	<ul style="list-style-type: none"> Print Processor is not set to WinPrint with Data Type RAW. 	<ul style="list-style-type: none"> In the Print Processor window, select WinPrint with Data Type RAW.
SAM Print window displays, user approves job, the status box progresses, but the print job prints several pages of random characters.	<ul style="list-style-type: none"> Printer driver not compatible with SAM. Printer PCL language not set or correct on SAM administrator interface. Enable Advanced Features box may be checked in printer properties. 	<ul style="list-style-type: none"> Load PCL driver from manufacturer's web site or disk. In the SAM administrator interface, try PCL5, PCL6, or PCL7. Restart your computer and test. Confirm the Enable Advanced Features box is not checked.

How is the wait time at the Sign Up Station calculated?

Wait time is calculated based on the number of patrons waiting, divided by the number of computers, multiplied by the average session time, plus the shortest of (the time left of the earliest session end OR the time left on Assigned List).

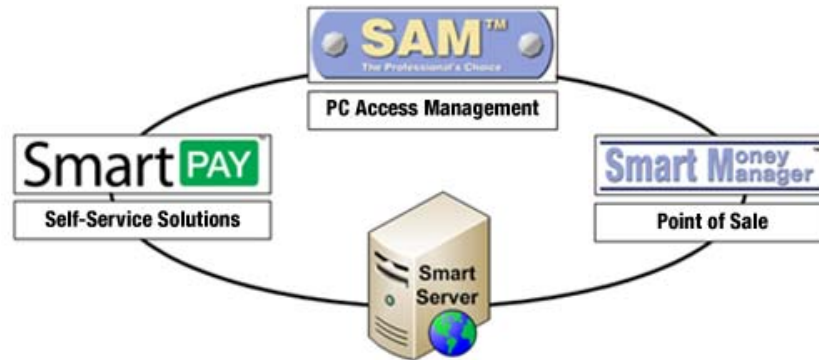
Please note: The wait time is an **estimate**.

What is the Free Page priority?

1. Control Zone
2. Modify User
3. Group Options
4. Free Page Options

Branch (Term no longer applicable)	A Branch is a term used to describe library locations in earlier versions of SAM. It is no longer used in SAM version 9.0 and later.
Client (Unchanged from earlier versions)	A Client is any PC on which Comprise proprietary software is installed; it is the secondary licensing unit for SAM software.
Control Zone (Term referred to Zone in SAM v8.5 and earlier)	A Control Zone is another way to configure SAM differently for certain PCs without acquiring additional Location licensing. Control Zones offer a limited subset of configuration options.
Location (Term unchanged from earlier versions)	A Location is a physical description; it is the primary licensing unit for SAM software.
OPAC	SAM Catalog PC. SAM offers flexibility in selecting links displayed within the catalog. For example, a user can click on a link and go to an author's website. SAM will recognize the click to the author's website as acceptable. The user will not be allowed to go past the number of "Clicks Beyond" specified in OPAC Options. If a user tries to go past the allowed clicks, SAM will automatically redirect the user to the Catalog Start Page URL.
Region (Term unchanged from earlier versions)	A region consists of one or more locations that are configured under the same Administrative authority but organized together so that their data and reports can be viewed by a specific authentication level.
Zone (Term referred to Virtual Location in SAM v8.5 and earlier)	A Zone is a way to configure SAM differently for certain PCs without acquiring additional Location licensing. A Zone is typically a section of a Location in which SAM is configured differently than elsewhere in that Location, for example, <i>The Kids Section</i> . Another use of a Zone differentiates PCs by purpose. For example, <i>Express Computers</i> can be configured under common Zone settings regardless of their physical location. All SAM configuration options resolve to the Zone level.

An access management, point of sale, or self-service solution from Comprise is an investment in a flexible, expandable **Smart** web-based architecture. All Comprise' solutions can be leveraged from a single **SmartServer** linked with your library's ILS or organizations database. All Comprise solutions communicate with leading ILS databases, Microsoft SQL, and integrate seamlessly with each other offering unparalleled flexibility.



Today you might be interested in access management, but tomorrow you find that you also need a financial management solution. Comprise offers you the flexibility to upgrade and expand with one server that can manage multiple locations from one central location. *To purchase these add-on products contact your Comprise Sales Representative at 800-854-6822.*

PC ACCESS MANAGEMENT

SAM Professional is our flagship access management solution. It is available in two versions to meet the needs and objectives of different library and public service organizations. 100% centralized management, access automation, and privacy protection are core to both versions.

Simpler SAM is our hosted version of SAM. It is our entry level access management program that allows smaller organizations to implement the core features of SAM without the overhead of a server or other networking hardware.

POINT OF SALE

Smart Money Manager is a point of sale solution specifically designed for the library environment. It links with your ILS to clear fines/fees in a single step, as well as handling waivers and multiple family member payments.

SELF-SERVICE SOLUTIONS

Payment Centers (Pictured Right) enable anyone to make self-service payments and purchases without any staff involvement. They fully automate the handling of bills, coins, and bankcards, and return change for unspent funds. Use them to let patrons or visitors pay for fines, print, copy, or other charges.

SmartPay allows patrons to make fine/fee payments and anyone to make donations to your library over the Internet. It's easy to use, convenient, and runs from your website.





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