

Via Tips

Substitute Novell Logins

Hello,

You had emailed in [to IT Service Desk] inquiring about substitute teachers logging in at high schools. Substitutes do have email accounts that have been created. They should be able to log into Novell. I [IT Service Desk] would need to have a substitute teachers login name to look up and see where the account is. They may need a local account created to be able to log onto the computer.

If they do not know what their account information is, they should contact the Sub Office at 503-916-3300. If they need their password reset they can contact the service desk at x3375

(posted to PPS Vialist 10.20.2007 by emf)

Copies available

How to find out how many copies should be available for checkout -- mostly of interest to those of you who are dealing with textbooks.

At the summary screen for the bib record in Search/Holds, sort on the status column;

all checked out, etc., copies will appear at the top of the list; note the line number for the first 'available' copy and the line number of the last 'available copy'; subtract and add 1 to get the total number available.

(posted to PPS Vialist 9/20/2007 by emf)

Fines Tab and Checked-Out Tab

In Circulation Desk Mode

Right click on items on checked out tab or on fines tab to get item information or fines information.

(1) Item information choice (on both checked out tab and fines tab) takes you directly to the brief bib display and specific item information, showing call number, barcode, etc.

(2) Fines information choice (on fines tab only) shows, among other information, the time that the transaction took place, and offers you the option of adjusting the fine there.

(posted to PPS Vialist 9/18/2007 by emf)

Re-installing Percon PowerWedge barcode scanner.

The Percon PowerWedge barcode scanner is made up of three parts

- (1) barcode scanner
- (2) beige flat PowerWedge
- (3) cable which is two cables, one longer and one much shorter

To install Percon PowerWedge barcode scanner on your new circulation computer

- (1) Unplug the keyboard
- (2) Plug the longer cable from the barcode scanner into the keyboard plug
- (3) Plug the keyboard cable into the shorter cable on the barcode scanner.
- (4) You're finished.

If this doesn't work, let me know. You might need an adaptor (Din to mini-Din) or something else. We'll figure it out!

(posted to PPS Vialist 8/27/07 bu emf)

Access to online public catalog

Access to the public catalog at your school is through a web page - <http://library.pps.k12.or.us>, not through the Via client that you as library staff must install on your circulation computer in order to be able to check books out and in and to add items to the catalog.

This webpage can be bookmarked as a favorite on the browser. There is no login. However, you must teach students/teachers to scroll down in the dropdown list to your school's name so that they are searching only in their school library catalog. Otherwise they will be searching in all library catalogs in all PPS schools.

(posted to PPS Vialist 8/25/07 by emf)

iiirunner.exe

When launching Via from your new PC, does the iiirunner.exe place itself at the bottom of your screen where it belongs? Or does it open on your desktop and need to be minimized? If the iiirunner.exe utility opens on your desktop, please uninstall the client and reinstall it using the Downloading the Via client instructions from your Via training packet.

To uninstall, from the Start menu, go up to Settings, then to Control Panel. Click twice on the Add/Remove programs icon. From the list of programs, highlight Innovative Millennium, and click on Change/Remove. When prompted, click on Uninstall, then Done. Now you are ready to reinstall the Via client, following the instructions that are in your training packet and also attached below.

(posted to PPS Via list 8/21/07 by rd)