



Mandarin Library Usage

User guide
2014

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Table of Contents

Mandarin Library Usage.....	3
Overview.....	4
How to Use it.....	5
Patron Mode.....	6
Admin Mode.....	8
Add or Edit Users.....	10
Edit Activities.....	11
Process by Homeroom.....	12
Reports.....	13
Attendance Only.....	14
Ordering & License.....	15
System Requirements.....	16
Contacts & Credits.....	17



Mandarin Library Usage

Mandarin Library Usage allows the library to maintain a registry of all patron visits, as well as to identify the type of activities for all visitors.



Overview

Mandarin Library Usage Library Usage allows the library to maintain a registry of all patron visits, as well as to identify the type of activities for all visitors.

1. Allows the patron to register and select activities without the interaction of a librarian.
2. Contains a list of common library activities that is fully configurable by the individual library.
3. Allows the patron's barcode information to be entered manually or by using a scanner.
4. Provides options for registering an entire class or other group with one sign in.
5. Includes an extended list of modifiable reports to allow the librarian to analyze the activity in the library from different perspectives, and allows the addition of new reports.
6. Works with touch screen computers.

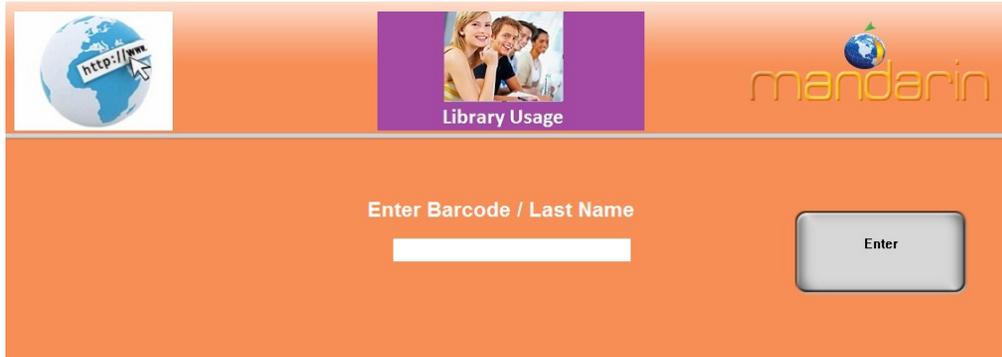


How to Use it

Please read the topics bellow to quickly get started with Mandarin Library Usage.

Patron Mode

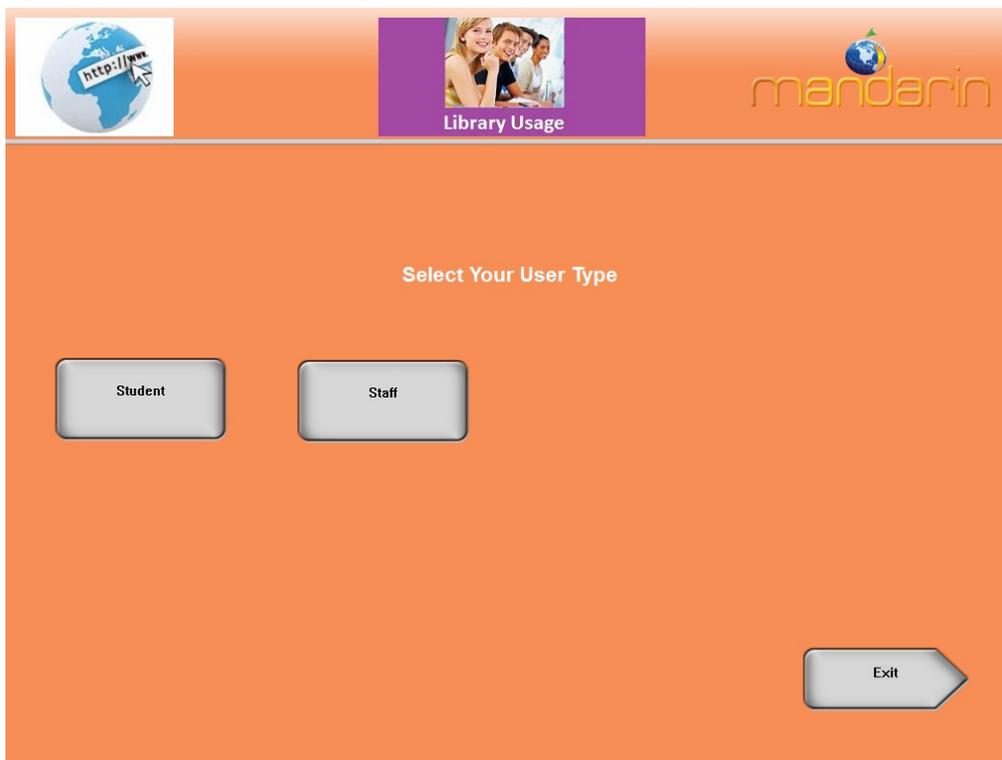
When Library Usage is opened, the first window looks something like the figure below. The logo and banner at the top of the window can be configured for the individual library.



The screenshot shows the top banner with a globe icon, a photo of three people labeled "Library Usage", and the "mandarin" logo. Below the banner is a text input field labeled "Enter Barcode / Last Name" and a button labeled "Enter".

The program is now ready for the patron to enter his or her barcode or last name. Once the information is entered, the system will search in the database for the user's information.

As soon as the patron is found in the database, the system reads field 100 subfield e (Type of User) of the patron record. The user types can be configured by the library to include appropriate types such as Student, Teacher, Faculty, Staff or Guest. If field 100 subfield e does not exist in the patron record, the system will update the record according to the button selected by the user.



The screenshot shows the top banner with a globe icon, a photo of three people labeled "Library Usage", and the "mandarin" logo. Below the banner is the text "Select Your User Type". There are two buttons labeled "Student" and "Staff", and a button labeled "Exit" in the bottom right corner.

The program displays the pre-determined activities for the type of user.



Once the activities are selected (up to three) and accepted, they are recorded in the server for statistics. Then the program returns to the main screen, ready for the next sign in.



Admin Mode

When installed, the program creates a shortcut on the desktop and can also be found under Programs in the Start menu.

- The recommended resolution for the best display is 1024 x 768.
- Library Usage can be used along with the Oasis and Mandarin M3 programs. Cataloging and Report Tool are especially helpful for the proper use of Library Usage.

To access the administrative features of Library Usage click on the Mandarin logo.

The screenshot shows the administrative interface of the Library Usage program. At the top, there is a navigation bar with three icons: a globe with a URL, a group of people, and the Mandarin logo. Below the navigation bar, the main area is orange and contains a text input field labeled "Enter Barcode / Last Name" with a white cursor. To the right of the input field are three buttons: "Process by Patron", "Process by Homeroom", and "Process by Teacher".

Enter Barcode / Last Name

Process by Patron

Process by Homeroom

Process by Teacher

The program requires a password to access the Admin Mode. By default the password is “boca raton”.

The Admin Screen shows the administrative functions that are available.

Select

Edit Users	Edit Activities	Reports	Change Password
Add User	Unlock the Application	Enable Processing by Group	

[Exit the Application](#)

[Back](#)



Add or Edit Users

There are two different types of users in the library. The defaults are Students and Staff, but the names for the groups can be configured for the individual library.

To add a new user, first choose the user type and then enter the user information into the displayed template. Adding a user at this point creates a new patron record in the patron file. This is helpful for guests in the library, or for new patrons whose full patron record has not yet been created. The user does need to have a barcode, but a temporary one can be assigned.

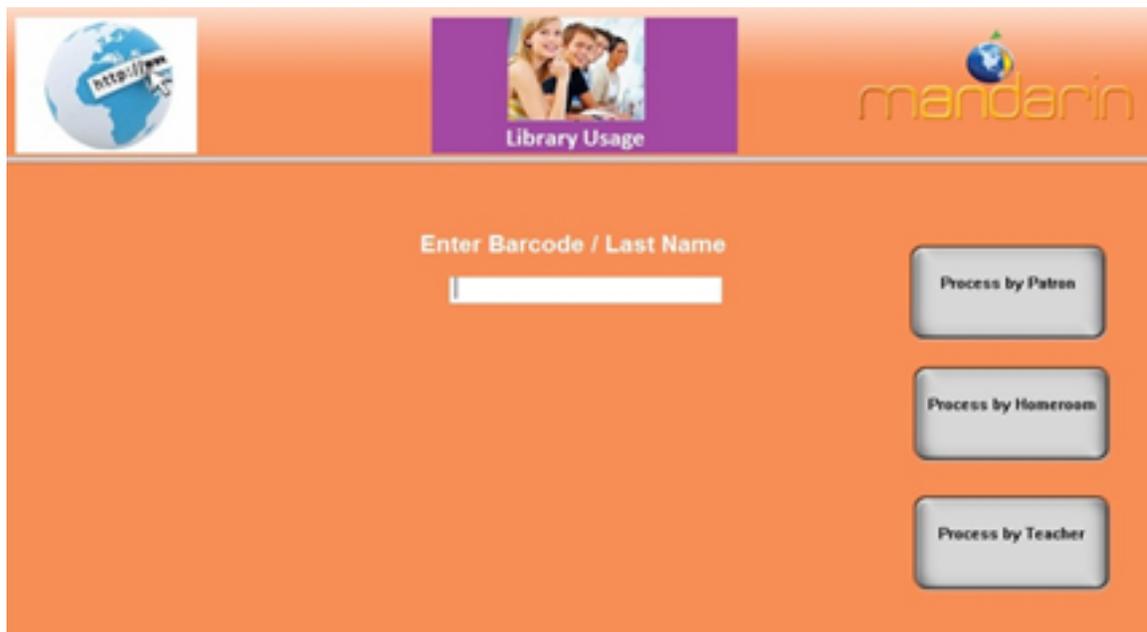
Editing a user makes changes to the patron record that is already in the Mandarin system.



Edit Activities

In this option the administrator can edit up to twelve activities for each type of user. To edit an activity, click on the box and enter a word or phrase to describe the activity. Click Save or click Back to cancel. When finished editing activities for one user type, click Accept to save all changes.

Process by Homeroom



The screenshot shows the Mandarin Library Automation interface. At the top, there is a navigation bar with three sections: a globe icon with 'http://www', a 'Library Usage' button with a photo of students, and the 'mandarin' logo. Below the navigation bar, the main area is orange and contains a text input field labeled 'Enter Barcode / Last Name'. To the right of the input field are three buttons: 'Process by Patron', 'Process by Homeroom', and 'Process by Teacher'. The 'Process by Homeroom' button is highlighted, indicating it is the selected option.

When this option is selected, the program goes to a new form of the initial sign in screen.

This option allows the teacher or librarian to register the same activities for all the students that belong to a specific class or teacher. The list of activities displayed is the one for Staff, which should include class activities as options as well as individual teacher activities.

If “Process by Teacher” is selected, the program displays a list of all the teachers found in field 852 subfield c of the patron file. In the same way, a list of homerooms is displayed if “Process by Homeroom” is selected, taking the information from field 852 subfield b of the patron file. Selecting one teacher or homeroom then records the same activities for all patrons with the matching information.

Individual names or barcodes can be entered at this screen as well.

It is important to note that for this option to work properly the appropriate subfields have to exist and be consistent in the patron records.

Reports

There are two types of reports: Statistical reports, which provide totals for all the activities, and List reports, which provide information about the users and their activities in the Library.

Select Report

Activities by Date Range with Total.rpt	See Example
Activities by Date Range.rpt	See Example
Activities by Homeroom.rpt	See Example
Activities by Patron with Date Range.rpt	See Example
Activities by Specific Patron.rpt	See Example
Activities by Teacher with Date Range.rpt	See Example
Activities for an specific Patron with date Range.rpt	See Example
Patron Activity by Date Range.rpt	See Example

When one of these types of reports has been selected the program will show the titles of the different reports and an example for each. To run a report, click on the title. Report Tool will open the report template. Print or Print Preview the report as usual for Report Tool. The Library Usage report templates are found in a folder in the normal Reports folder.

Library Usage reports can be run, modified or created with the Mandarin Report Tool utility, and can be easily added to or deleted from the lists in Library Usage. Contact the Mandarin Library Automation offices (1-800-426-7477 or www.mlasolutions.com) to request a custom report at any time.



Attendance Only

Library Usage can be used to keep track of attendance in the library without specifying activities. A change in the Library Usage.REG file on the M3 server allows for the simple sign in of each patron. Alt-I opens up a log file to show details of all sign-ins.



Ordering & License

You can **instantly order** the fully licensed version of Mandarin Library Usage at automation@mlasolutions.com or call 561 995 4010 opt 2.

Please visit www.mlasolutions.com for pricing information.



System Requirements

Mandarin Library Usage **Minimal System Requirements**

- Microsoft Windows 98/ME/2000/XP/Vista
- True Color Display
- 500 MHz processor
- 256 MB RAM
- 50 MB free hard drive space
- **No hardware acceleration is required !!!**



Contacts & Credits

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