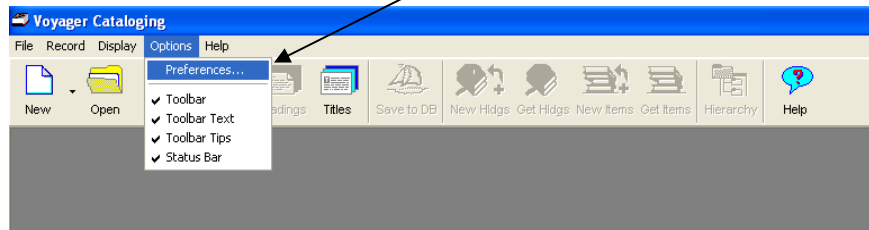


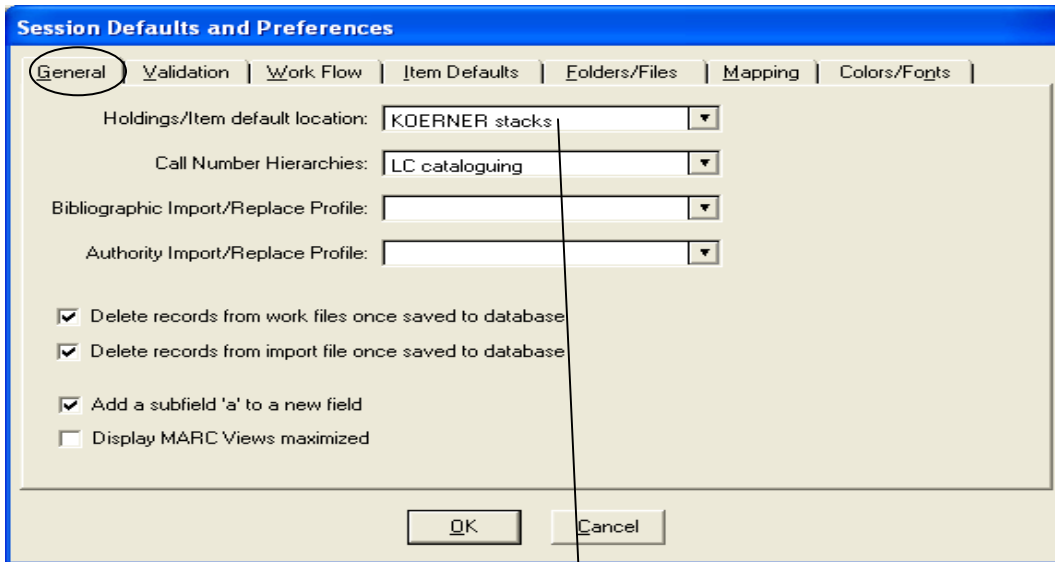
Voyager 7.2 Cataloguing Client
Session Defaults and Preferences for Branch Staff
(June, 2010)

The new server for our Voyager catalogue will also include new versions of the staff clients that will be shipped to your PC over the network by Systems. The staff clients will be configured to take advantage of the best features of Voyager, so you will not need to do much customization, but there are still some options (described in this document) that you may want to adjust to suit your own branch-specific needs.

When you first open the Cataloguing Client in at your own workstation, adjust the "Session Defaults and Preferences" by selecting "Preferences..." from the "Options" drop-down menu:



On the "General" tab:



Change this to the location you most frequently use for holdings.

On the "Validation" tab, you shouldn't need to change anything.

On the "Work Flow" tab you shouldn't need to change anything.

On the "Item Defaults" tab:

Change this to your preferred item status

The screenshot shows the 'Session Defaults and Preferences' dialog box with the 'Item Defaults' tab selected. The 'Item Type' dropdown is set to 'Book'. The 'Status' dropdown is set to 'In Process'. The 'Self Check' section has 'Magnetic Media' unchecked and 'Sensitize' checked. Arrows point from external text to these fields.

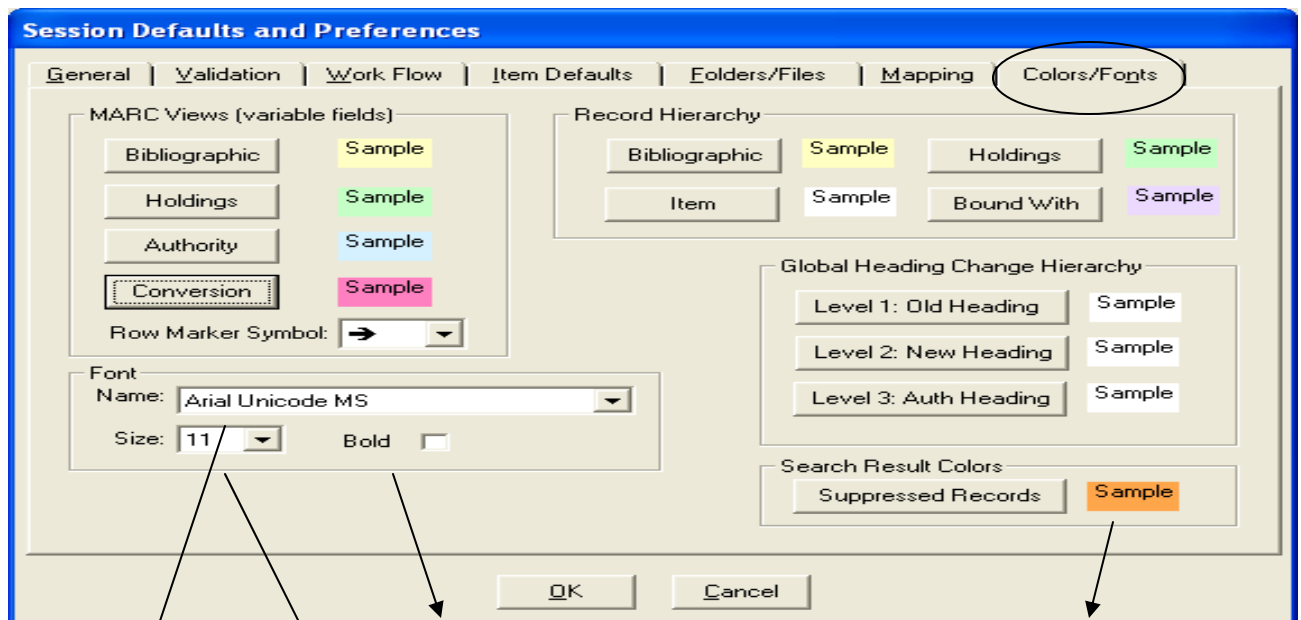
Change this to your preferred item type

Check your preferred Self Check default

On the "Folders/files" tab, you shouldn't need to change anything.

On the "Mapping" tab, you shouldn't need to change anything.

On the "Colors/Fonts" tab:



You might prefer Bold font

New colour choice here!

You might prefer a different font Size

You might prefer a different Font Name, but beware, if you choose a font other than a "Unicode" designated font, your diacritics and special characters might not display correctly.

Finally,

If you have any problems with the Cataloguing Client not working for you the way it used to, or the way you think it should, contact one of the following cataloguing librarians:

Susan Andrews 2-4995 (susan.andrews@ubc.ca)
Danielle Bugeaud 2-3271 (danielle.bugeaud@ubc.ca)
Rudi Traichel 2-3083 (rudi.traichel@ubc.ca)