

Amlib VDX ILL Email: Installation Guide

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Amlib VDX ILL Email: Installation Guide

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Support:

Australia: 1300 260 795 (Local call cost in Australia)

Email:

support-amlib@oclc.org

Amlib Help Desk (TOPDesk):

<https://servicedesk.oclc.org/tas/public/>

OCLC Amlib Document Portal:

<https://www.oclc.org/support/services/amlib.en.html>

Sales:

Australia: 1300 260 795 (Local call cost in Australia)

Fax: +61 (0) 3 9929 0801

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www.oclc.org/en-AU/

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OVERVIEW

Amlib VDX ILL Email allows for the receipt of a structured email sent from OCLC's *VDX Inter-Library Loans System*.

This structured email creates Stockitem and ILL records within the *Amlib* client, as well as creating a reservation for the borrower as entered into *VDX*. This user guide covers how to configure and run the *Amlib VDX ILL Email* solution.

The *Amlib VDX ILL Email* is available to all *Amlib* libraries that currently use the *OCLC VDX Inter-Library Loans System*, at no additional cost to the library.

The solution is available in **two** modes: automated *Service* or manual *Client*.

When manually run by an operator, the *Amlib VDX ILL Email client* will:

1. Allow the automatic creation of a temporary Stockitem record on a requesting *Amlib* library's database when the library has requested an item from another library via *VDX*
2. Allow the automatic creation of a reservation on the temporary holding record in *Amlib*
3. Allow the automatic creation of a corresponding ILLs record in *Amlib Applications*
4. Should be installed on the library end user's computer

The *Amlib VDX ILL Email Service* (run via the *Amlib Configuration Manager*) will:

1. Require a schedule to be set and activated using the *Amlib Configuration Manager* (see below)
2. Allow an overall scheduled processing time and cycle to be set
3. As per the schedule, allow the automatic creation of a temporary Stockitem record on a requesting *Amlib* library's database for any request placed on behalf of a patron by library staff on the *OCLC VDX ILL system*
4. Allow the automatic creation of a reservation on the temporary holding record in *Amlib*
5. Allow the automatic creation of a corresponding ILLs record in *Amlib Applications*
6. Should be installed on the *Amlib* server

Please Note: Users must first have updated their *Amlib* client to *Amlib 5.3*.

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IMPORTANT: Configuration of the *Amlib VDX ILL Email* application/service requires the creation of **Location-specific POP3 email user accounts (mailboxes)** for use by the *Amlib* client – see [Amlib Supervisor Settings](#). Once set-up, these location-specific *Amlib* mailbox addresses **MUST** be added to the *State Library of WA (SLWA) VDX* system against the specific user locations. After entering their email settings in the *Amlib* client, users should contact Sandra Jones (sandra.jones@slwa.wa.gov.au) at *SLWA* providing the email addresses to be added to their *VDX* configuration. *SLWA* will arrange for these configuration changes on their behalf (which will also include testing).

Please Note: It is not possible to use a standard *Exchange* mailbox with the *Amlib VDX/ILL Email* application/service.

IMPORTANT: The POP3 mailboxes created should NOT use **SSL** as this system does not support **SSL**. This *VDX ILL Email* program will only be within your internal network so there is no security risk.

Due to specific VDX workflow requirements, the *Amlib VDX ILL Email* application/service is currently only available for use by WA users.

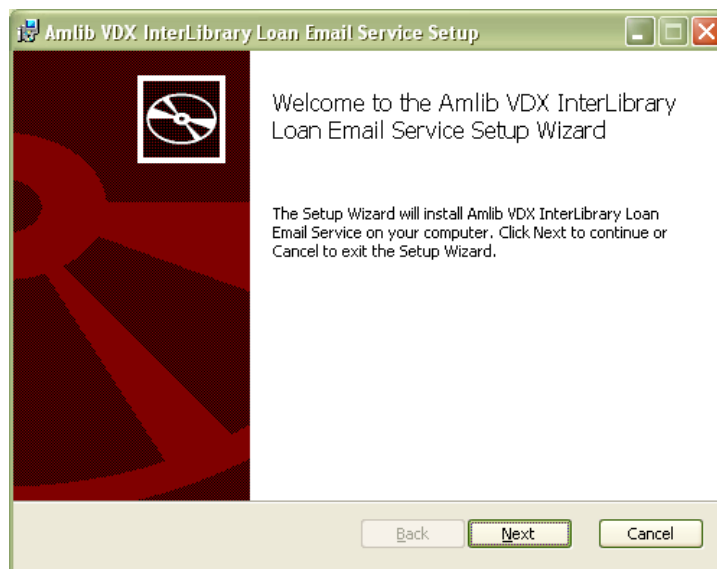
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OPTION 1: AUTOMATIC EMAIL PROCESSING

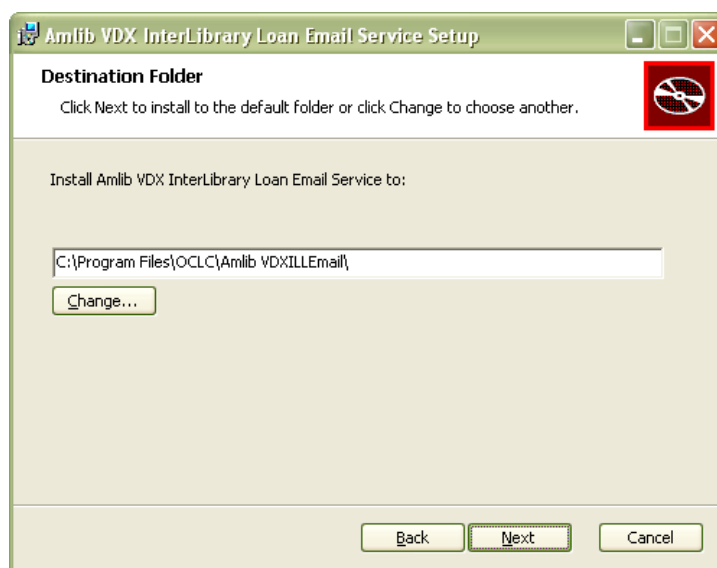
IMPORTANT: Please ensure that you have **full read/write** access to the **\Amlib** folder on your server (for example: **C:\Amlib**) and that you are logged in with Administrative Privileges.

We recommend installing the *Amlib VDX ILL Email Service* on the *Amlib* server.

1. The *Amlib VDX ILL Email Service 5.3.4* installer is available on the OCLC Website, under Setup Programs>VDX ILL Email
<https://www.oclc.org/support/services/amlib/downloads-software-updates/version5-3/setup-programs.en.html>
(contact *Amlib* support if you require a login to this website)
2. Download the **AmlibVDXILLEmailService534.msi** and save it on your *Amlib* server
3. Double-click the **AmlibVDXILLEmailService534.msi** to launch the installation Wizard – the Setup screen will open displaying the **Welcome** message:

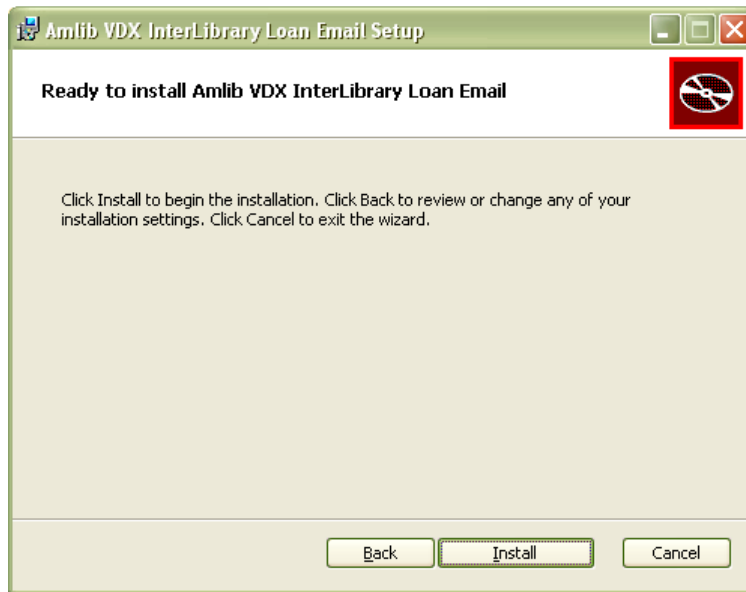


4. Click the **Next** button – the Destination Folder screen will display:

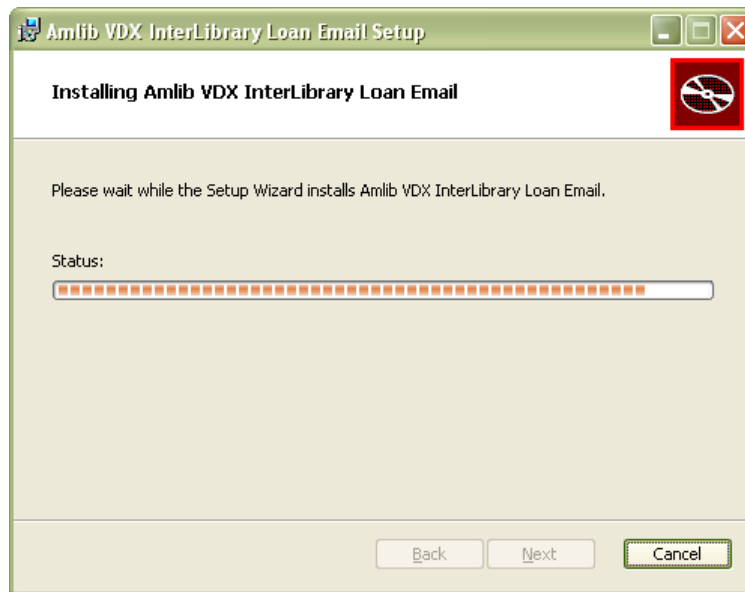


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5. Choose where the program is to be installed (generally leave as default) and select the **Next** button – the Ready to Install screen will display:

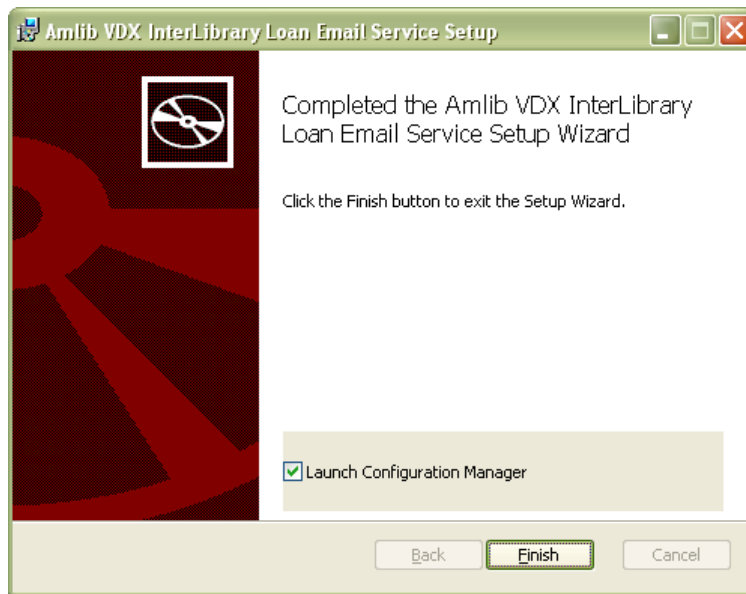


6. Click the **Install** button – the Installing window will display:

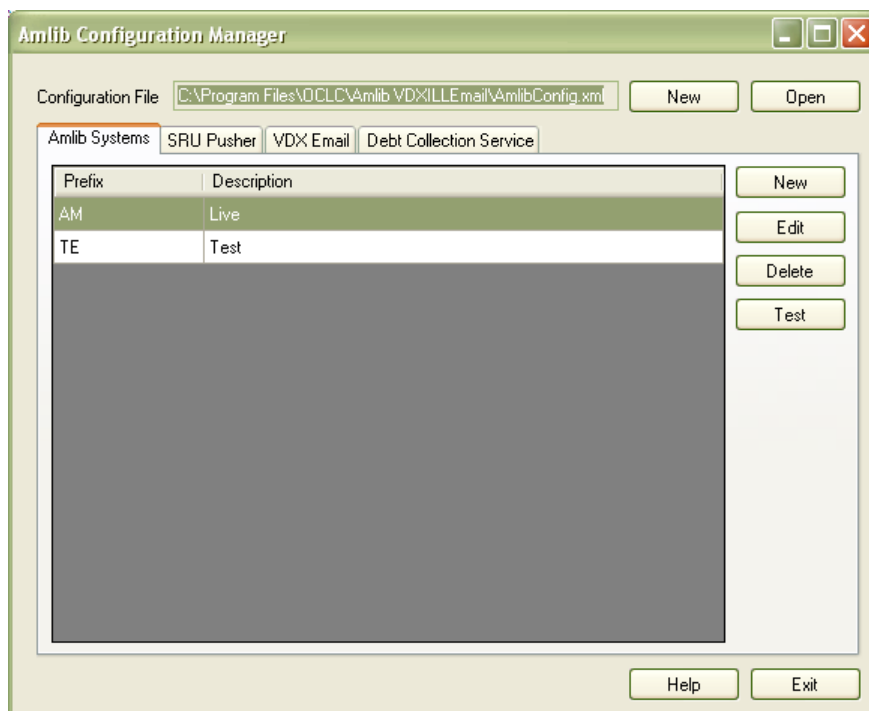


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- When complete, ensure the Launch Configuration Manager is **ticked** and click the **Finish** button



- The *Amlib Configuration Manager* will then launch:



Please Note: Due to the additional extra security measures on *Windows Server 2008*, *Windows 7* and *Vista*, you may need to edit the installation's access control list settings before being able to edit the **AmlibConfig.xml** file – see [Appendix 4: Edit Access Control for Amlib VDX ILL Email](#) for more details.

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Set Up Database Configuration

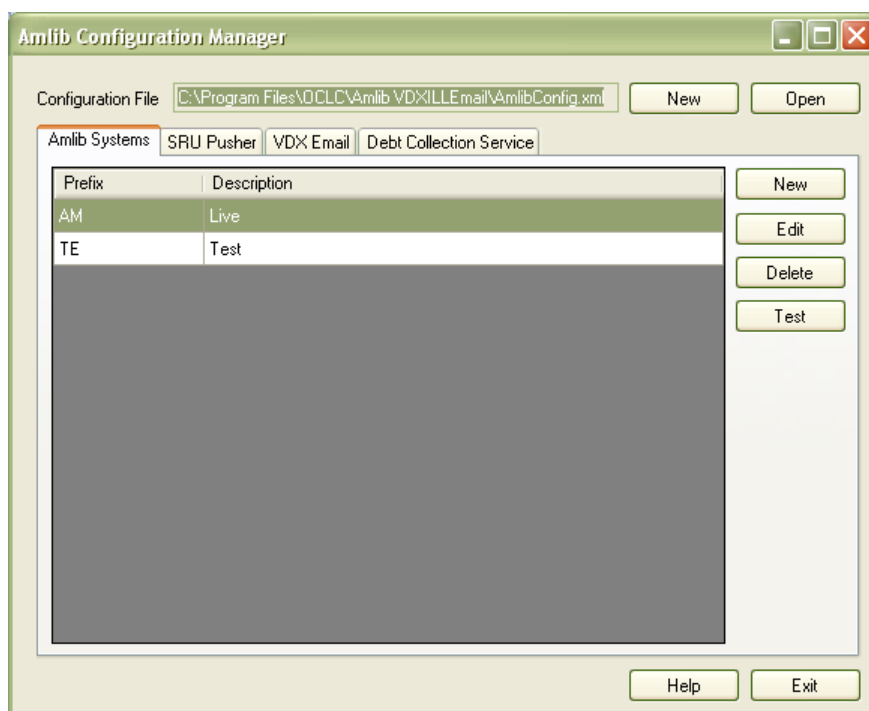
The *Amlib Configuration Manager* controls how various *Amlib* applications or services connect to the *Amlib* SQL databases (and the *Amlib* client).

The *Amlib Configuration Manager* uses an **AmlibConfig.xml** file to as part of this configuration, eliminating the need for separate **Amlib** and **SQL.ini** files.

Each application or service utilising the *Amlib Configuration Manager* has its own **AmlibConfig.exe** file (in the same folder containing the program executable).

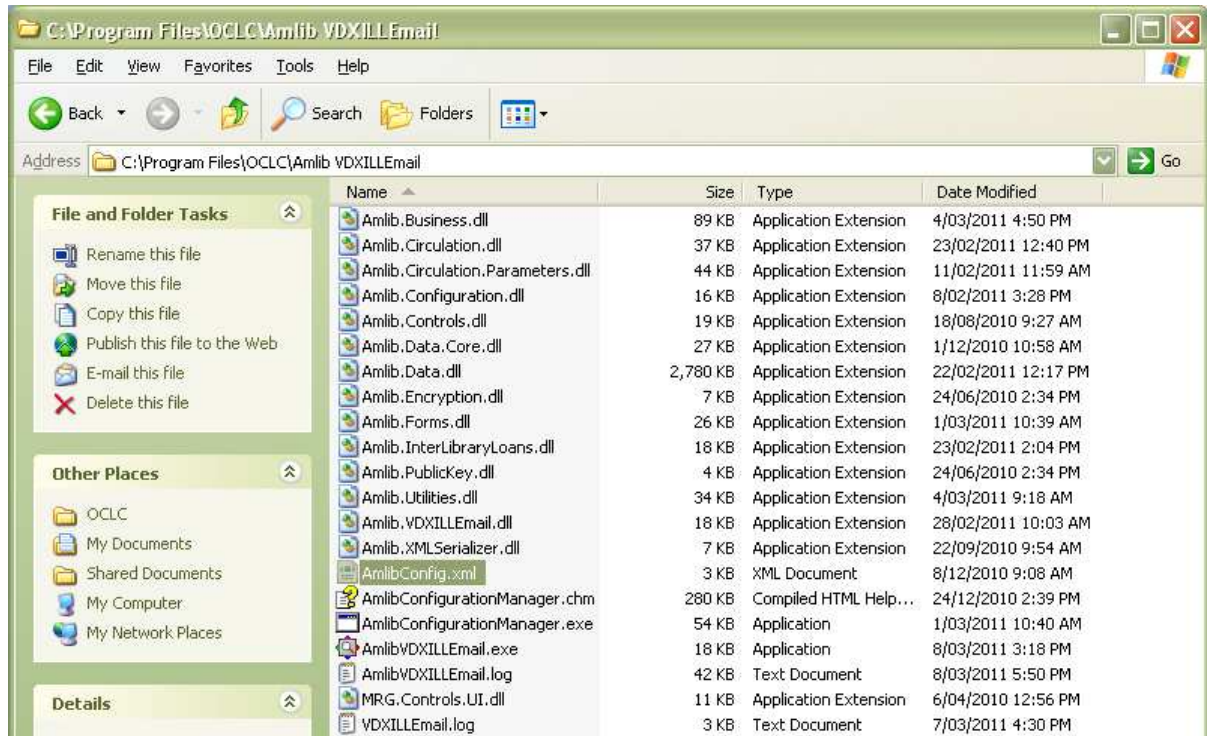
Please Note: This configuration automatically has the **AM** (Live) and **TE** (Test) databases defined (but not set).

1. The *Amlib Configuration Manager* is launched as part of the **AmlibVDXILLEmailService.msi** installer process, or can be launched separately from the folder where it was installed

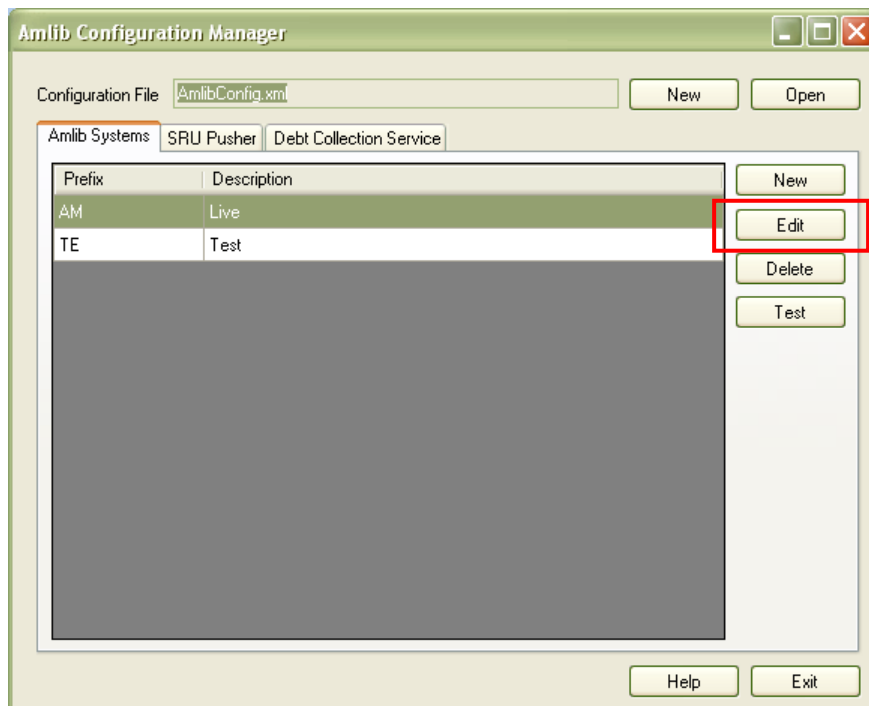


2. The *Amlib Configuration Manager* should already be connected to the **AmlibConfig.xml** Configuration File being used by the *Amlib VDX ILL Email* application
3. If there is no Configuration File visible (only in very rare cases) open, click on the **Open** button and locate the *Amlib VDX ILL Email* **AmlibConfig.xml** for – it should be located in the same folder as your *Amlib VDX ILL Email* files (for example: **C:\Program Files\OCLC (UK)\Amlib VDXILLEmail**)

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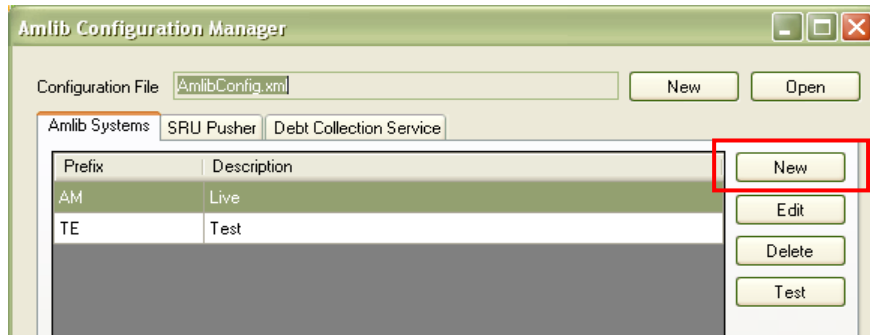
4. Once the *Amlib Configuration Manager* is opened, the **AM** and **TE** databases will display as default:



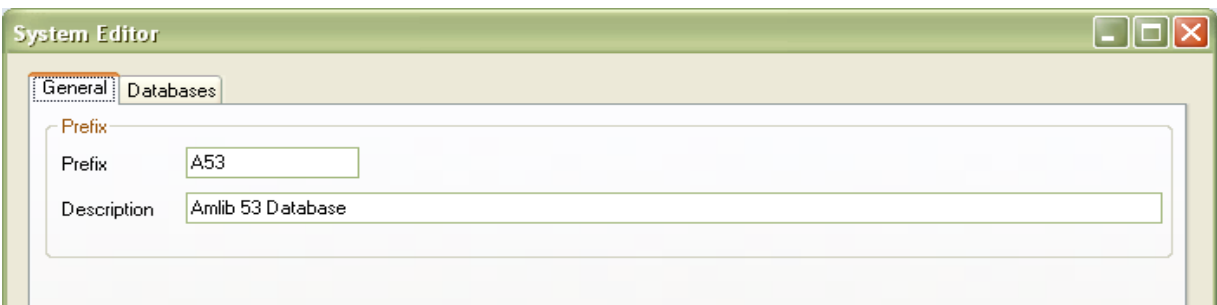
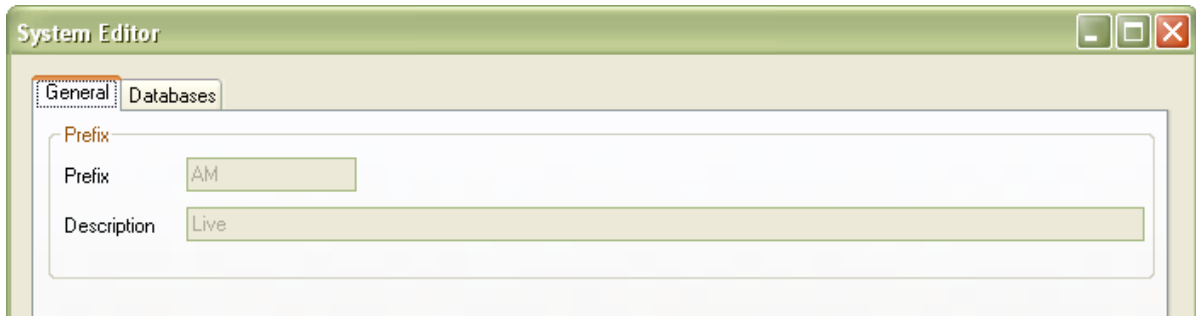
5. In the Amlib Systems tab, highlight the **Live** or **Test** database connector and click the **Edit** button– the System Editor will open

- To add a new connector, select the **New** button

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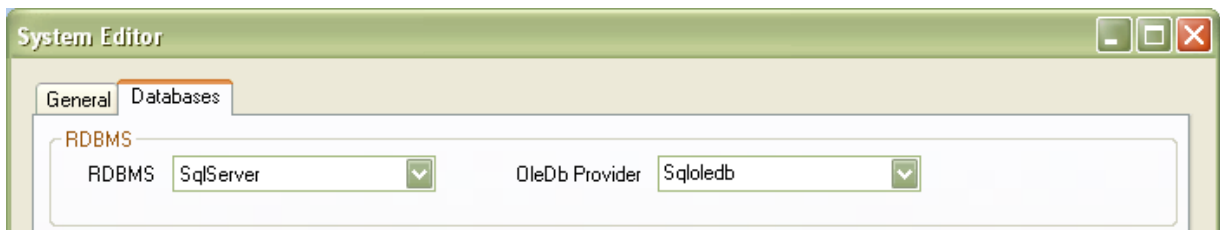


6. On the General tab, enter the **Prefix** and a **Description** (for **Live/Test** this will be *greyed out*)



7. On the Databases tab, enter the following details:

- Choose the details for the **RDBMS** and **OleDbProvider** from the drop-down boxes



- Enter the details for the Lib database



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- Server – enter the name of the **Server** running your *Amlib* services
 - Instance – enter an **Instance** (if required – otherwise leave as **Default**)
 - Port – enter a **Port number** (if required – otherwise leave as **0** [for unused])
 - User – enter the **Username** for the database connection
 - Password – enter the **Password** for the database connection – the username and password should be the same as that the login for your other *Amlib* databases. **SYSADM/SYSADM** is the default login for most *Amlib* database setups
- Click the **Copy to all** button to copy the details to the other database fields

The screenshot shows the 'System Editor' dialog box with the 'Databases' tab selected. It contains five sections for different database types: RDBMS, Lib, Cat, Local, and Stats. Each section has fields for Server, Instance, Port, User, Password, and Prefix Override. A 'Copy to all' button is present in the Lib section. The 'RDBMS' section shows 'SqlServer' and 'OleDb Provider' as 'Sqloledb'. The 'Lib' section has 'MYSERVERNAME', 'SQLEXPRESS', '0', 'SYSADM', and '*****'. The 'Cat', 'Local', and 'Stats' sections have identical values to the 'Lib' section. 'OK' and 'Cancel' buttons are at the bottom right.

8. Click the **OK** button once complete – the System Editor window will close

The screenshot shows the 'Amlib Configuration Manager' dialog box. It has a 'Configuration File' field with the path 'C:\Program Files\OCLC\Amlib VDX\ILL\email\AmlibConfig.xml' and 'New' and 'Open' buttons. Below is a tabbed interface with 'Amlib Systems' selected, showing sub-tabs for 'SRU Pusher', 'VDX Email', and 'Debt Collection Service'. A table lists systems with columns 'Prefix' and 'Description':

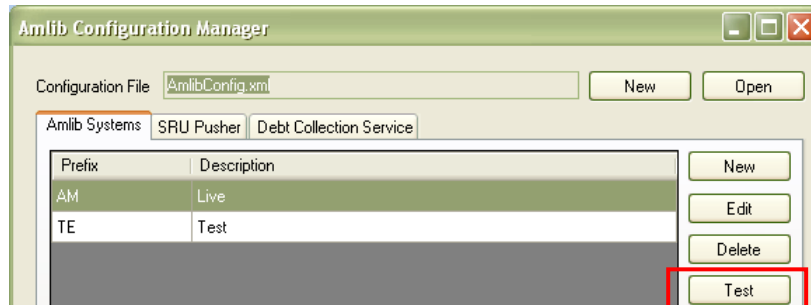
Prefix	Description
AM	Live
TE	Test
A53	A53 Test

Buttons for 'New', 'Edit', 'Delete', and 'Test' are on the right side of the table.

Testing

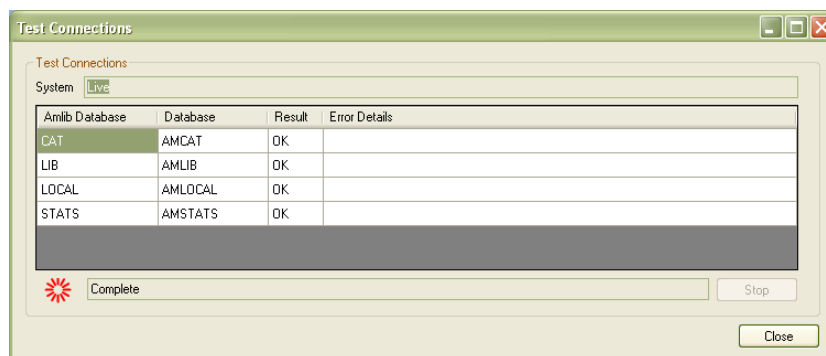
Once complete, the connection can be tested:

1. Highlight the relevant database – for example: **AM** – and click the **Test** button

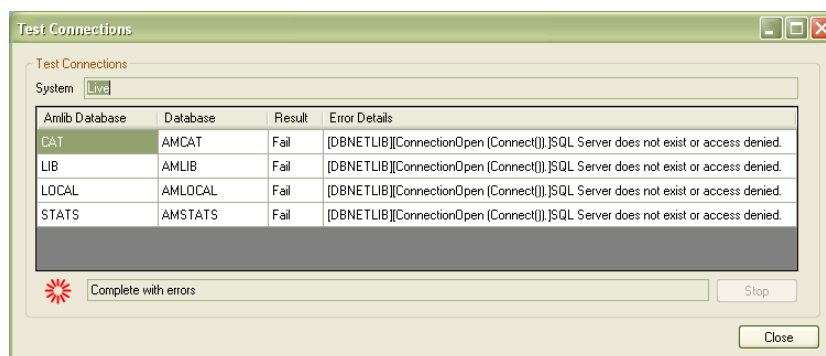


2. The Test Connections window will display with the result
3. If errors occur, the reason will display in the Error Details column:

- Test **successful** – all Results = **OK**:



- Test **unsuccessful** – all Results = **Fail** with Error Details shown:



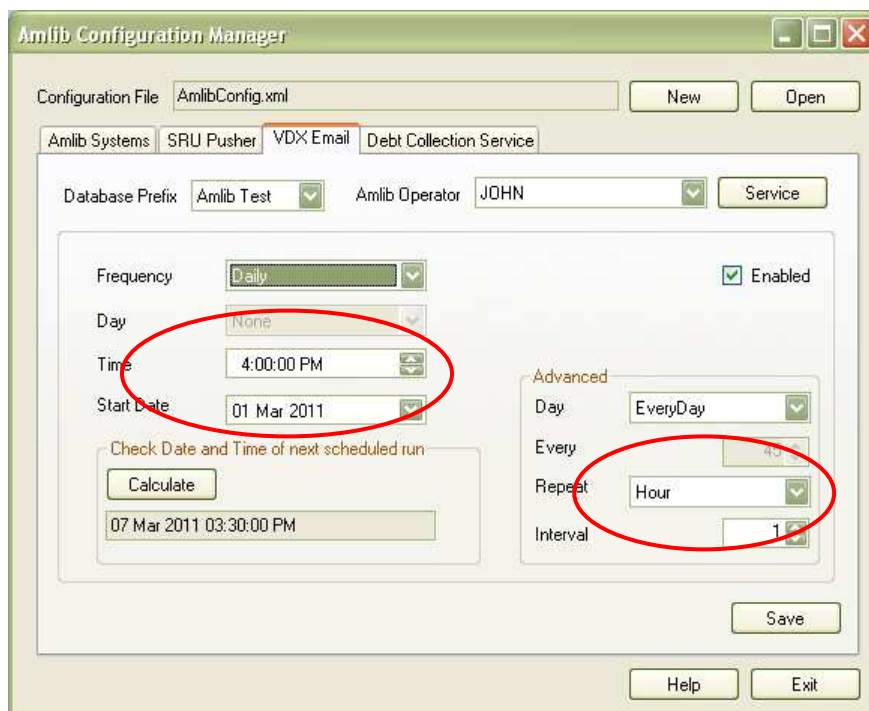
4. Click the **Close** button to close the Test Connections screen
5. Click the **Exit** button once all database connections completed
6. Enter a valid *Amlib* username and password and check that you are able to log in to the application.

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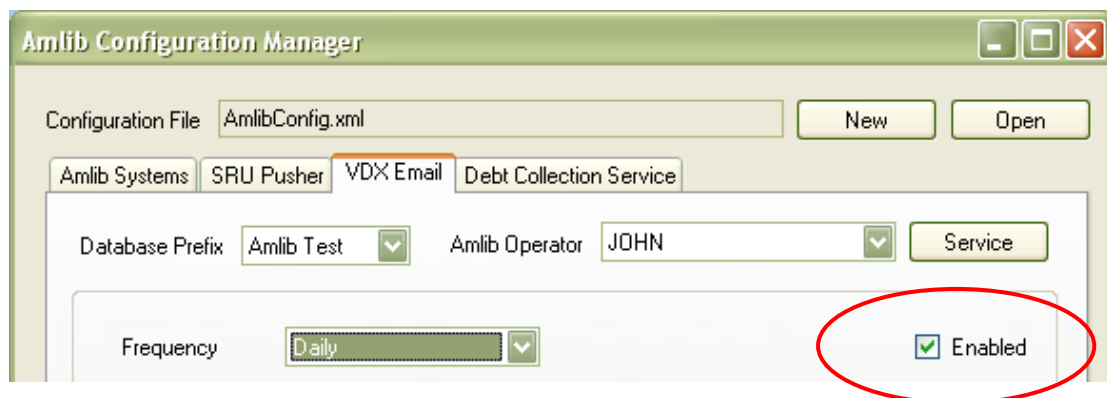
Set the Schedule

When a request is placed on VDX, a structured email is sent to the POP3 mailbox configured in the **Supervisor > Installation** setting POP3 server login. The *Amlib Configuration Manager* scheduler can check this mailbox according to a predefined schedule and push the request/s into *Amlib*.

1. Launch the *Amlib Configuration Manager*
2. Select the VDX Email tab
3. Using the dropdown boxes enter your preferred cycle for automatic processing. We recommend processing on a Daily basis at intervals during the day, for example: this schedule is set up to process once every hour, on the hour – click the **Calculate** button to see what time the next scheduled run is due:



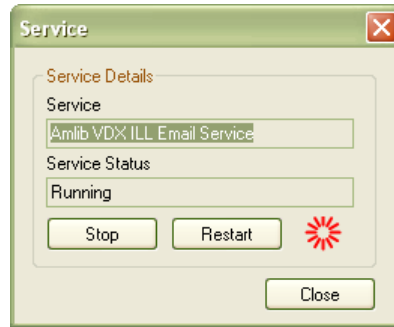
4. Ensure the Enabled box is **ticked**:



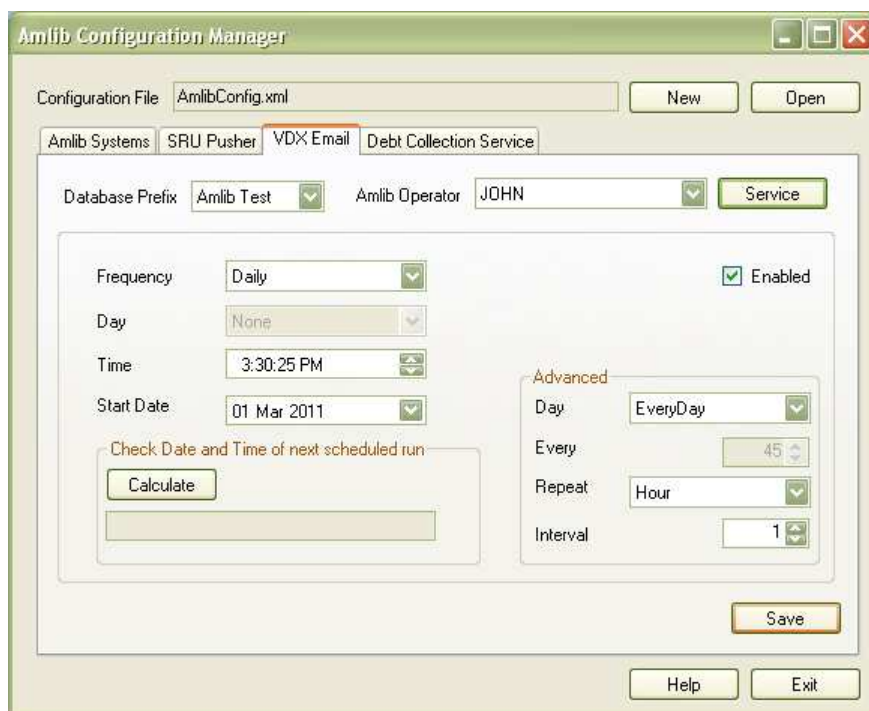
5. Click the **Service** button – the Service prompt will display
6. Ensure the Service Status is **Running**

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7. If not, click the **Restart** button and then the **Close** button



8. Click the **Save** button to save all settings and the **Exit** button to close the *Amlib Configuration Manager*. The service only needs to be scheduled once and will then process any emails that come from VDX to the configured mailboxes at this interval.



9. As ILL requests are pushed into *Amlib* according to the schedule, notification emails can be sent to library staff using the email addresses set in the *Supervisor > Installation* screen [VDX Email address for alerts](#) and [VDX CC Email address for alerts](#) address fields (see Amlib Supervisor Settings below)

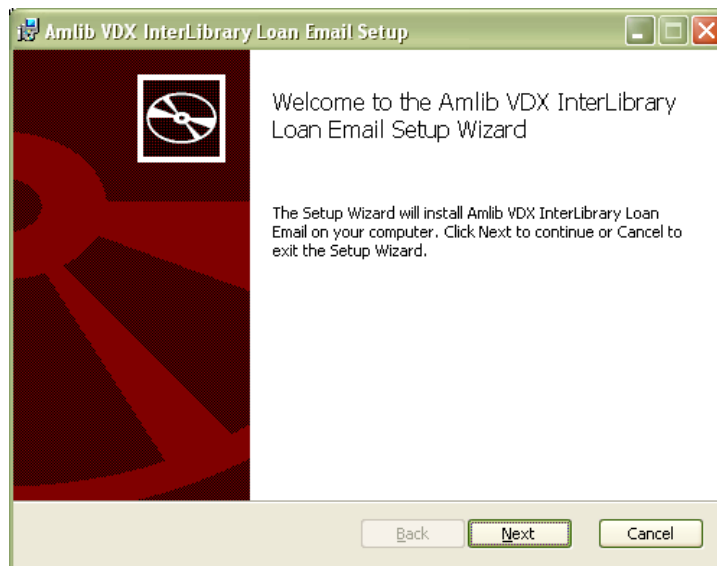
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OPTION 2: MANUAL EMAIL PROCESSING

IMPORTANT: Please ensure that you have **full read/write** access to the **\Amlib** folder on your server (for example: **C:\Amlib**) and that you are logged in with Administrative Privileges.

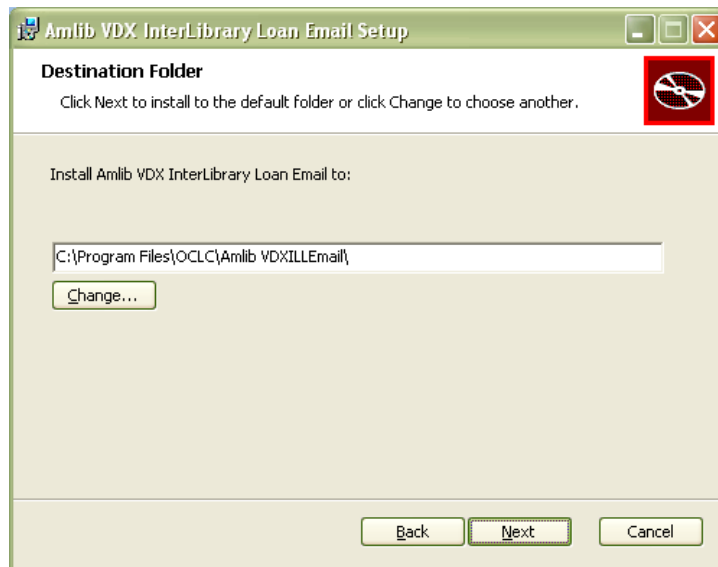
We recommend installing the *VDX ILL Email* on the ILL officer's PC (or *Amlib* end-user's PC) rather than the server.

1. The *Amlib VDX ILL Email 5.3.4* installer is available on the OCLC Website, under Setup Programs>VDX ILL Email
<https://www.oclc.org/support/services/amlib/downloads-software-updates/version5-3/setup-programs.en.html>
(contact *Amlib* support if you require a login to this website)
1. (contact *Amlib* support if you require a login to this website)
2. Download the **AmlibVDXILLEmail534.msi** and save it on your *Amlib* PC
3. Double-click the **AmlibVDXILLEmail534.msi** to launch the installation Wizard – the Setup screen will open displaying the **Welcome** message:

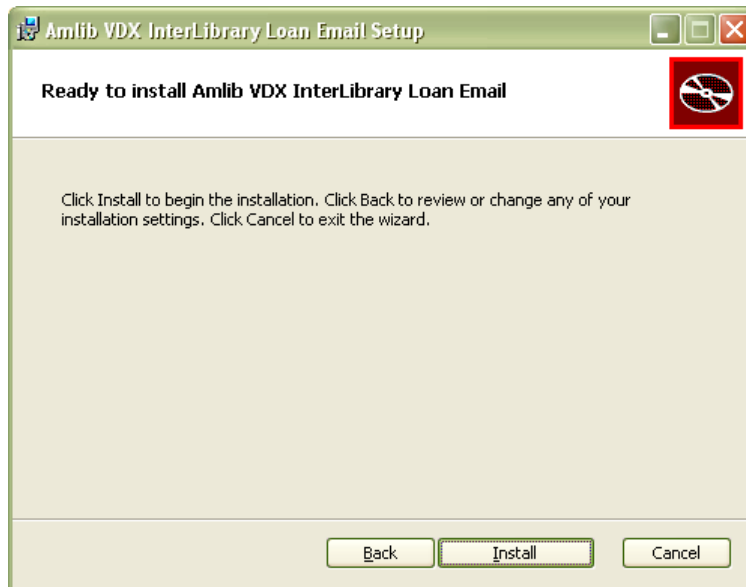


4. Click the **Next** button – the Destination Folder screen will display:

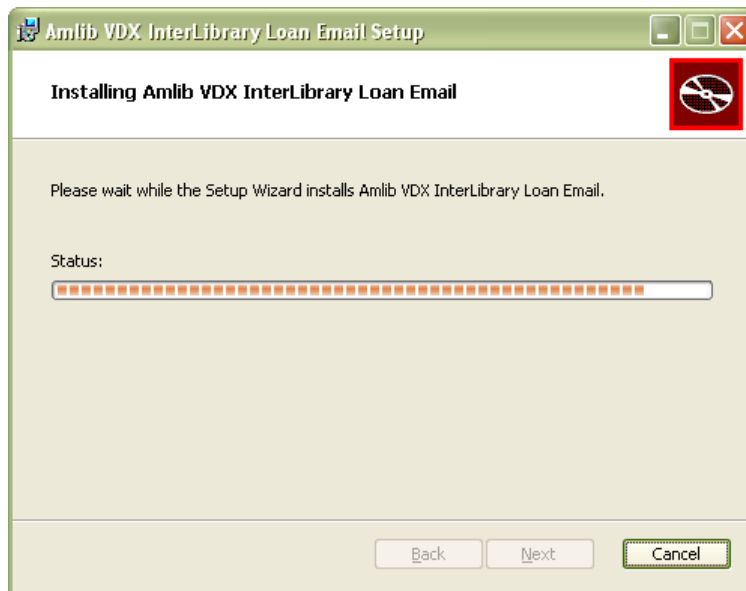
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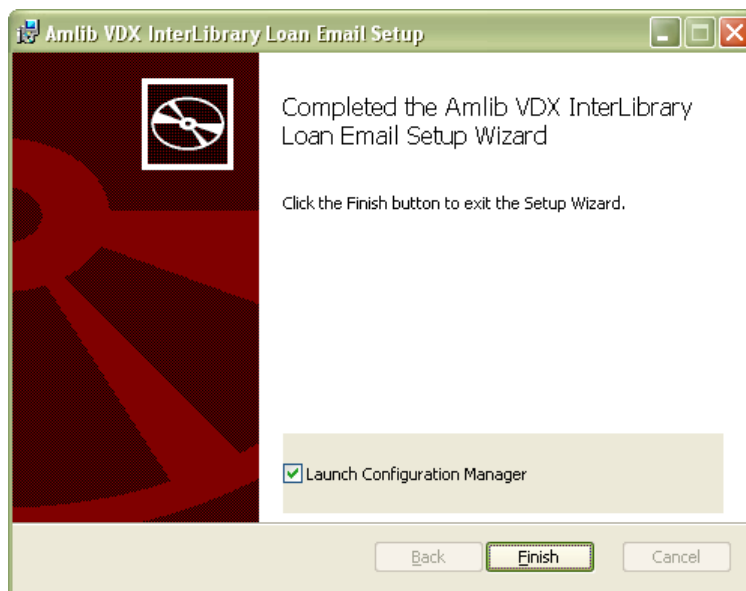
5. Choose where the program is to be installed (generally leave as default) and select the **Next** button – the Ready to Install screen will display:



6. Click the **Install** button – the Installing window will display:

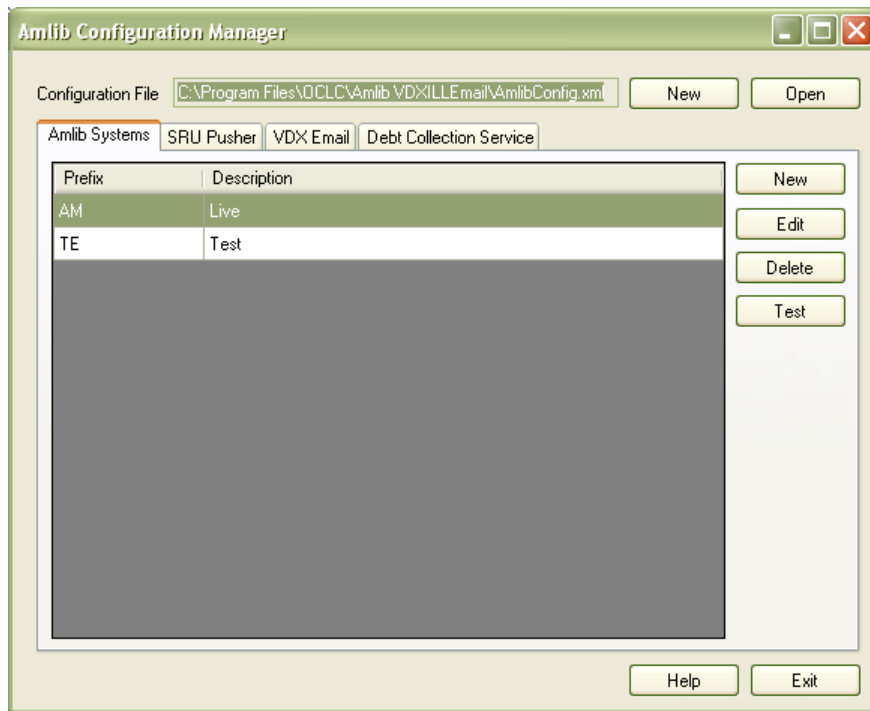


7. When complete, ensure the Launch Configuration Manager option is **ticked** and click the **Finish** button:



8. The *Amlib Configuration Manager* will then launch:

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Please Note: Due to the additional extra security measures on *Windows Server 2008*, *Windows 7* and *Vista*, you may need to edit the installation's access control list settings before being able to edit the **AmlibConfig.xml** file – see [Appendix 4: Edit Access Control for Amlib VDX ILL Email](#) for more details.

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Set Up Database Configuration

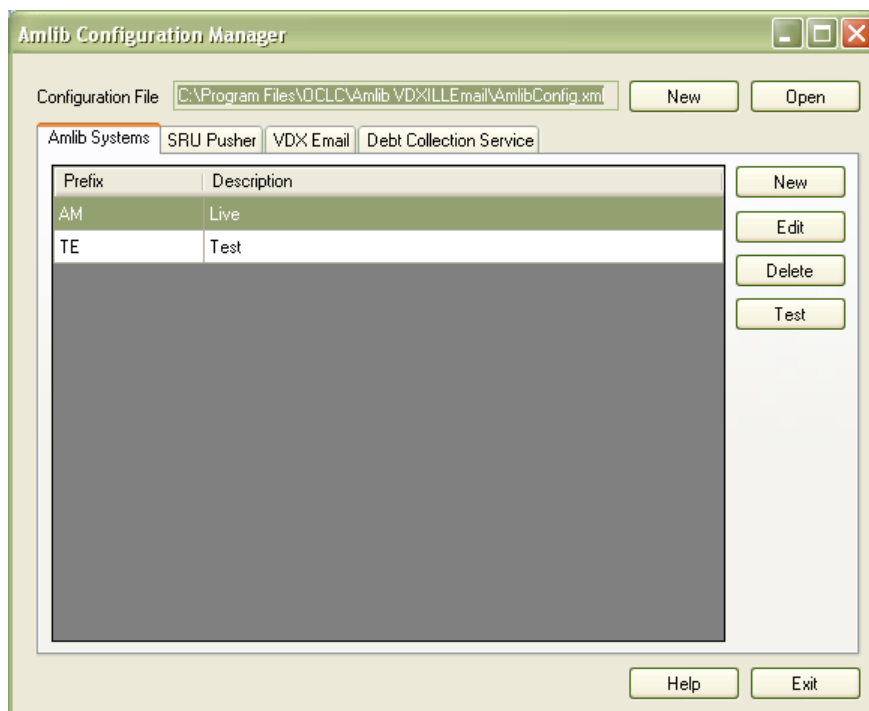
The *Amlib Configuration Manager* controls how various *Amlib* applications or services connect to the *Amlib* SQL databases (and the *Amlib* client).

The *Amlib Configuration Manager* uses an **AmlibConfig.xml** file to as part of this configuration, eliminating the need for separate **Amlib** and **SQL.ini** files.

Each application or service utilising the *Amlib Configuration Manager* has its own **AmlibConfig.exe** file (in the same folder containing the program executable).

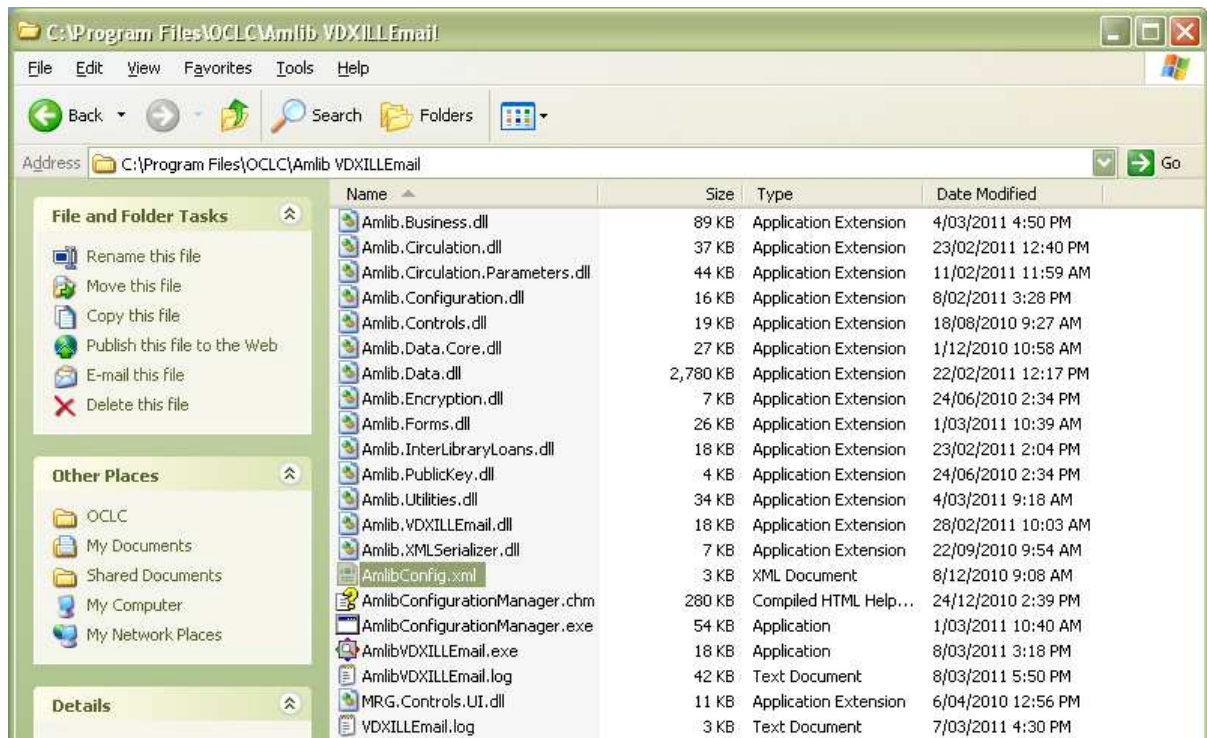
Please Note: This configuration automatically has the **AM** (Live) and **TE** (Test) databases defined (but not set).

1. The *Amlib Configuration Manager* is launched as part of the **AmlibVDXILLEmail.msi** installer process, or can be launched separately from the folder where it was installed

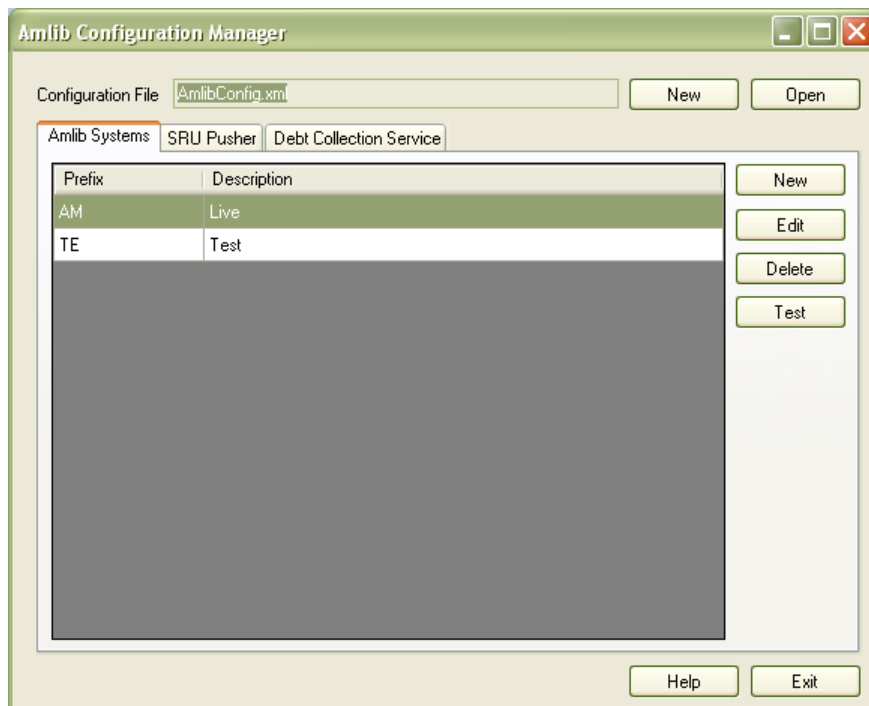


2. The *Amlib Configuration Manager* should already be connected to the **AmlibConfig.xml** Configuration File being used by the *Amlib VDX ILL Email* application
3. If there is no Configuration File visible (only in very rare cases) open, click on the **Open** button and locate the *Amlib VDX ILL Email* **AmlibConfig.xml** for – it should be located in the same folder as your *Amlib VDX ILL Email* files (for example: **C:\Program Files\OCLC (UK)\Amlib VDXILLEmail**)

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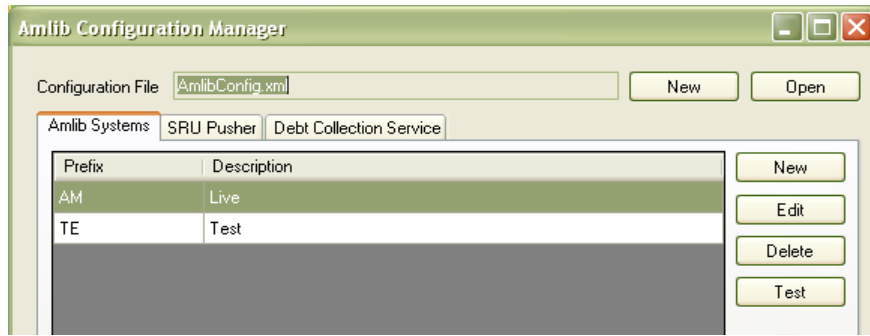
4. Once the *Amlib Configuration Manager* is opened, the **AM** and **TE** databases will display as default:



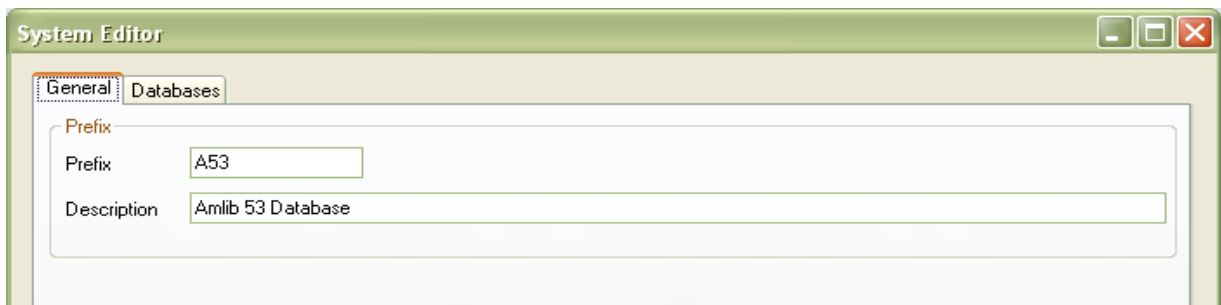
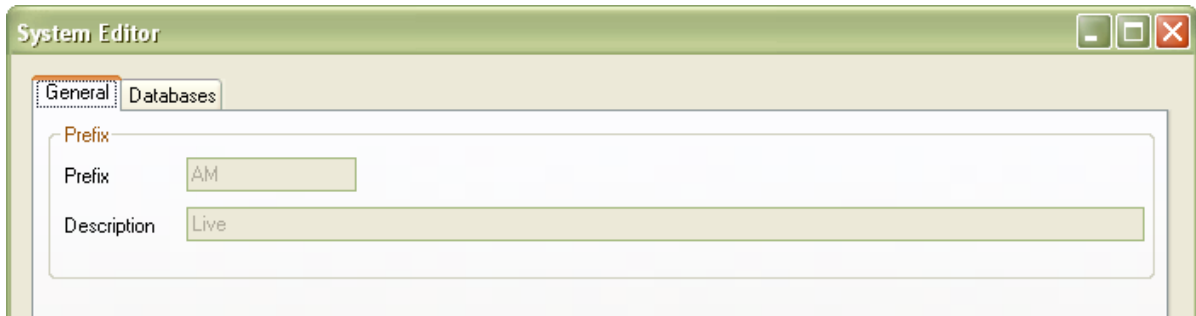
5. In the Amlib Systems tab, highlight the **Live** or **Test** database connector and click the **Edit** button– the System Editor will open

- To add a new connector, select the **New** button

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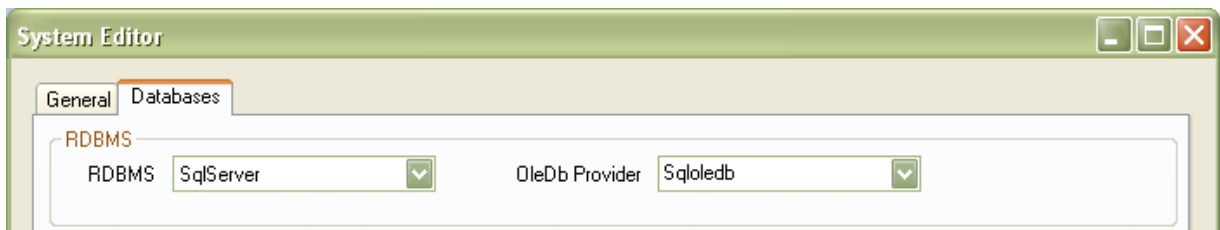


6. On the General tab, enter the **Prefix** and a **Description** (for **Live/Test** this will be *greyed out*)



7. On the Databases tab, enter the following details:

- Choose the details for the **RDBMS** and **OleDbProvider** from the drop-down boxes

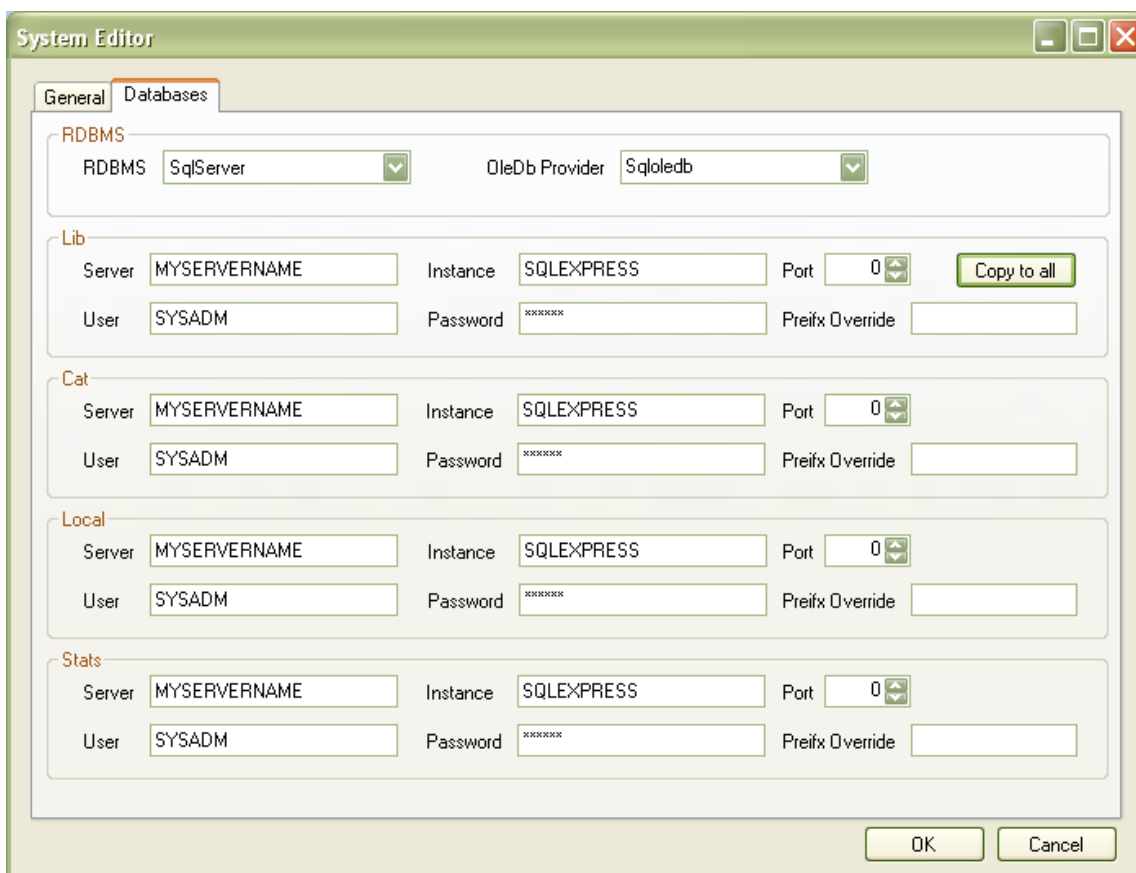


- Enter the details for the Lib database

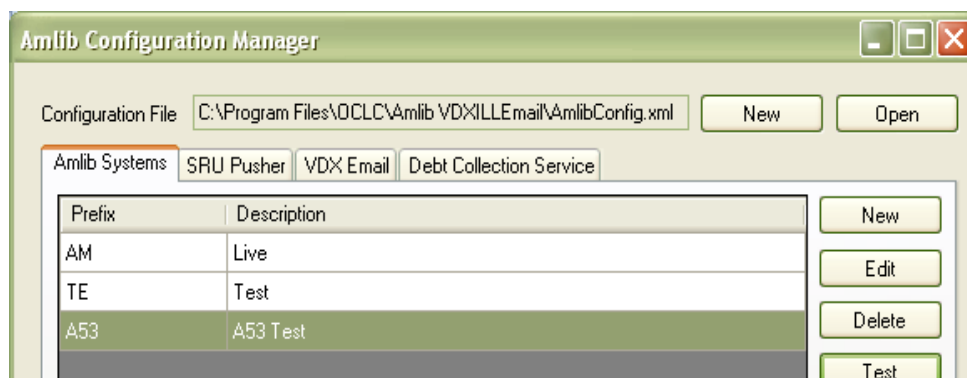


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- Server – enter the name of the **Server** running your *Amlib* services
 - Instance – enter an **Instance** (if required – otherwise leave as **Default**)
 - Port – enter a **Port number** (if required – otherwise leave as **0** [for unused])
 - User – enter the **Username** for the database connection
 - Password – enter the **Password** for the database connection – the username and password should be the same as that the login for your other *Amlib* databases. **SYSADM/SYSADM** is the default login for most *Amlib* database setups
- Click the **Copy to all** button to copy the details to the other database fields



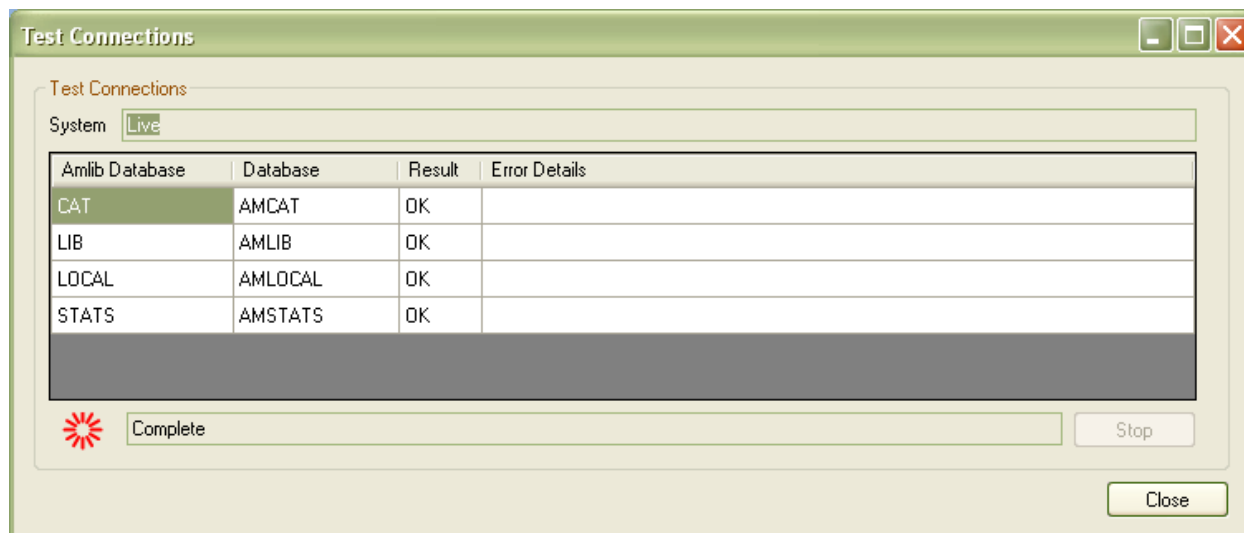
8. Click the **OK** button once complete – the System Editor window will close



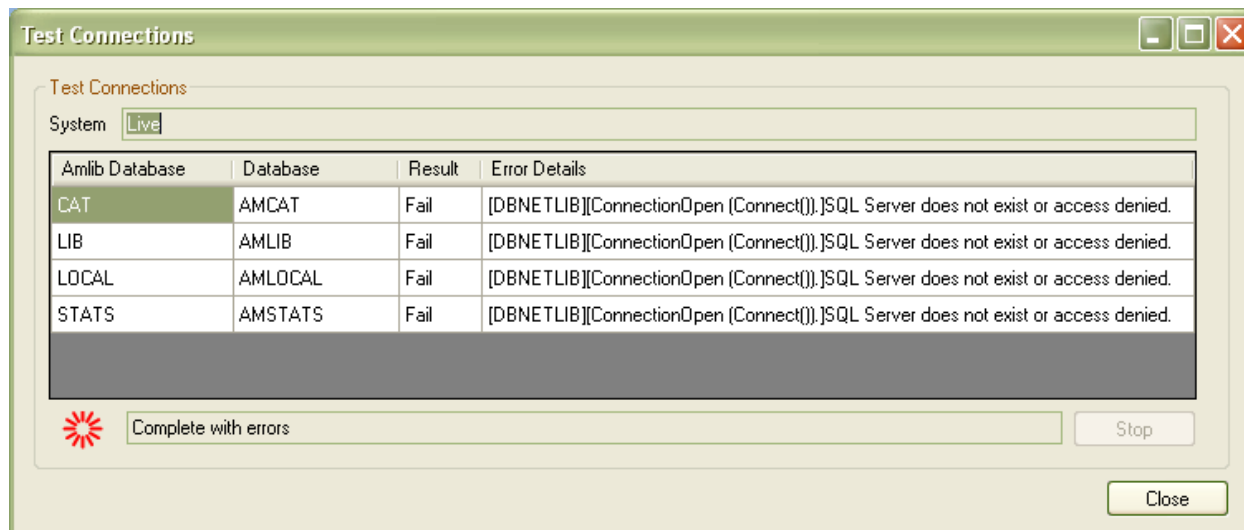
Testing

Once complete, the connection can be tested:

1. Highlight the relevant database – for example: **AM** – and click the **Test** button
2. The Test Connections window will display with the result
3. If errors occur, the reason will display in the Error Details column:
 - Test **successful** – all Results = **OK**:

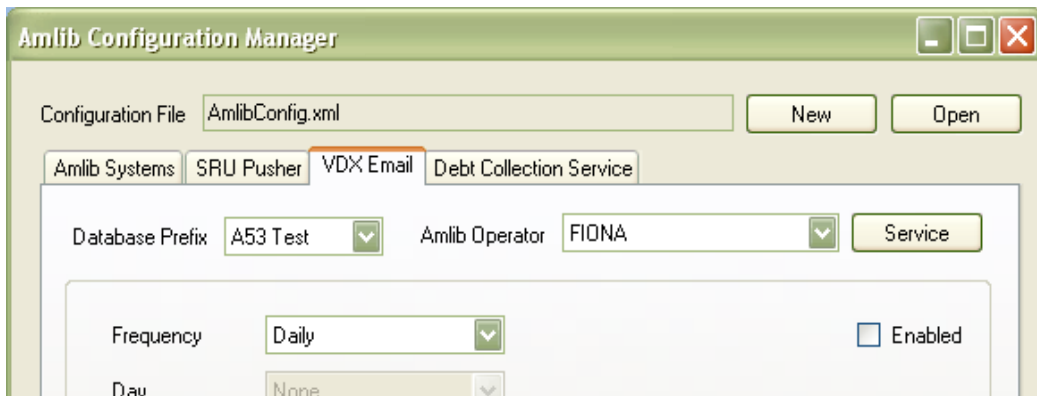


- Test **unsuccessful** – all Results = **Fail** with Error Details shown:



4. Click the **Close** button to close the Test Connections screen
5. If you have both options installed, it is important to ensure that the **Enabled** button is **NOT** ticked if you intend to process emails manually as this could cause duplicate requests

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6. Click the **Exit** button once all database connections completed
7. This process has also installed and configured the **AmlibVDX InterLibrary Loan Email** program. Access this program for your *Start* menu, or from Windows **Start > All Programs > AmlibVDXILLEmail > Amlib VDX InterLibrary Loan Email**
8. Enter a valid *Amlib Username* and *Password* and check that you are able to log in to the application

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CREATE POP3 MAILBOXES

IMPORTANT: Configuration of the *Amlib VDX ILL Email* application/service requires the creation of **Location-specific POP3 email user accounts (mailboxes)** for use by the *Amlib* client. Once set-up, these location-specific *Amlib* mailbox addresses **MUST** be added into the *State Library of WA (SLWA)* VDX system against the specific user locations. After entering their email settings in the *Amlib* client, users should contact Sandra Jones (sandra.jones@slwa.wa.gov.au) at *SLWA* providing the email addresses to be added to their VDX configuration. *SLWA* will arrange for these configuration changes on their behalf (which will also include testing).

Please Note: It is not possible to use a standard *Exchange* mailbox with the *Amlib VDX/ILL Email* application/service.

<p>IMPORTANT: The POP3 mailboxes created should NOT use SSL as this system does not support SSL. This VDX ILL Email program will only be within your internal network so there is no security risk.</p>
--

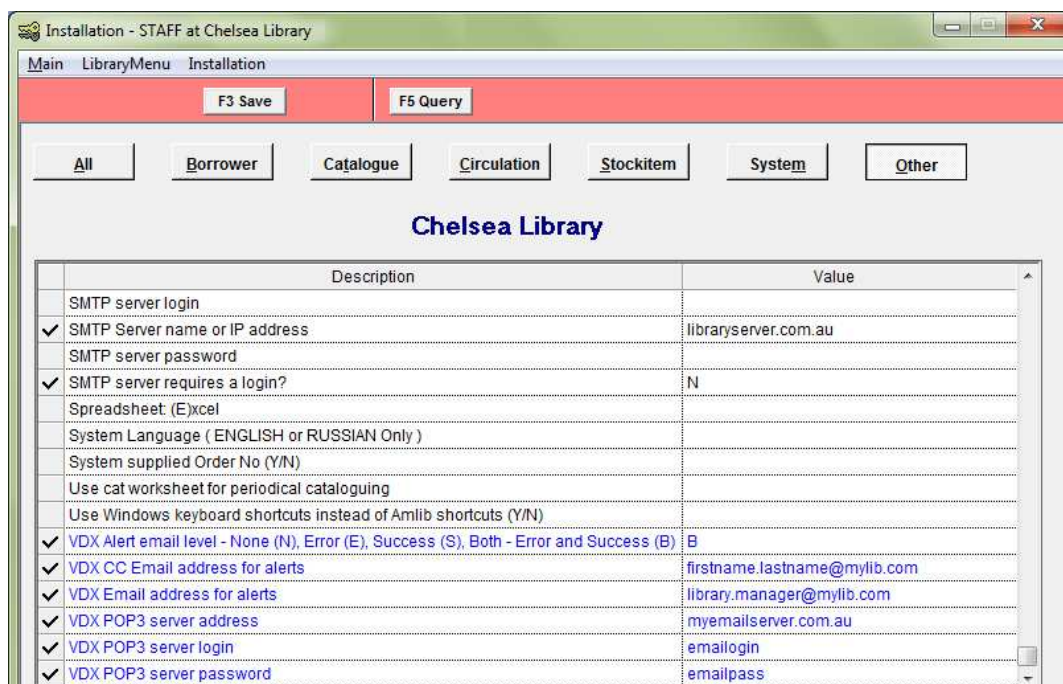
Amlib VDX ILL Email: Installation Guide

AMLIB SUPERVISOR SETTINGS

IMPORTANT: Configuration of the *Amlib VDX ILL Email* application/service requires the creation of **Location-specific POP3 email user accounts (mailboxes)** for use by the *Amlib* client.

Supervisor Parameters

1. Launch the *Amlib* client
2. Navigate to **Main > Supervisor > Installation** – the Installation (DEFAULT) table will display
3. From the menu, select **Installation > Choose Location** – the Installation location selection screen will display
4. Highlight your main location (libraries with multiple circulating locations should select one of these locations) and click the **OK** button – the Installation screen for the selected location will display
5. Select the **Other** tab



Description	Value
SMTP server login	
<input checked="" type="checkbox"/> SMTP Server name or IP address	libraryserver.com.au
SMTP server password	
<input checked="" type="checkbox"/> SMTP server requires a login?	N
Spreadsheet (E) excel	
System Language (ENGLISH or RUSSIAN Only)	
System supplied Order No (Y/N)	
Use cat worksheet for periodical cataloguing	
Use Windows keyboard shortcuts instead of Amlib shortcuts (Y/N)	
<input checked="" type="checkbox"/> VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B)	B
<input checked="" type="checkbox"/> VDX CC Email address for alerts	firstname.lastname@mylib.com
<input checked="" type="checkbox"/> VDX Email address for alerts	library.manager@mylib.com
<input checked="" type="checkbox"/> VDX POP3 server address	myemailserver.com.au
<input checked="" type="checkbox"/> VDX POP3 server login	emaillogin
<input checked="" type="checkbox"/> VDX POP3 server password	emailpass

6. Scroll down and enter the following *VDX* POP3-related settings:
 - a. VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B)¹ – enter **N, E, S** or **B**
 - b. VDX CC Email address for alerts² – for example: **firstname.lastname@mylib.com**
 - c. VDX Email address for alerts³ – for example: **firstname.lastname@mylib.com**
 - d. VDX POP3 server address⁴ – for example: **myemailserver.com.au**
 - e. VDX POP3 server login⁵ – enter the POP3 Server login
 - f. VDX POP3 server password⁶ – enter the POP3 server password

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IMPORTANT: Please refer to the detailed notes overleaf before completing these settings.

Important Information about Entering Your POP3 Settings:

- ¹When the VDX email data is processed by the *Amlib VDX/ILL Email* client from the nominated POP3 mailbox (see 5 and 6 below), it is possible for the *Amlib* client to generate a **user alert email** which is sent to selected *library staff* email addresses informing them that the incoming requests have been processed. This setting is used to determine when these user alerts are sent. The following choices are available: None (**N**), Error (**E**), Success (**S**), Both - Error and Success (**B**). If you intend to send out user alerts, then you will also need to configure your SMTP settings (see step 7).
- ²The CC email address to be used for **user alert emails** to *library staff* (see 1 above). This is **NOT** the same as the POP3 account/email address that is being used by VDX to send ILL request emails and (if used) it **MUST** be configured to use an entirely different email account/email address. If VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B) = N, then there is no need to enter a CC email address.
- ³The primary email address to be used for **user alert emails** to *library staff* (see 1 above). This is **NOT** the same as the POP3 account/email address that is being used by VDX to send ILL request emails and (if used) it **MUST** be configured to use an entirely different email account/email address. If VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B) = N, then there is no need to enter a primary email address.
- ⁴The hostname or IP address of the mail server hosting the POP3 mailbox that has been set up to receive VDX emails for this location
- ⁵The user login name for the POP3 mailbox that has been set up to receive VDX emails for this location, which will then be processed by the *Amlib VDX/ILL Email* client
- ⁶The password for the POP3 mailbox that has been set up to receive VDX emails for this location, which will then be processed by the *Amlib VDX/ILL Email* client – a password is required.

7. Scroll up and enter the following SMTP settings:

Important Information about Entering Your SMTP Settings:

- Your SMTP server settings are used to *push user alert emails* out of the *Amlib* client to library staff
- If you do not intend to setup **user alert emails** for library staff (VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B) = N), then there is no need to configure your SMTP settings
- If you already have your SMTP settings defined (for email notifications to users, etc) either on the DEFAULT screen or on the individual location screen, then there is no need to change them

- a. SMTP server name or IP address – for example: **libraryserver.com.au**
- b. SMTP sender email address – for example: **library.staff@mylib.com**
- c. SMTP server requires a login Y/N – for example: **Y**
- d. SMTP server login (only if required) – for example : **serverlogin**
- e. SMTP server password (only if required) – for example : **serverpassword**

8. Click the **F3 Save** button when complete

9. Exit and restart the *Amlib* client for changes to take effect

Enter Email Server Details for Individual Locations

Please Note: The VDX POP3 Email server settings **should not** be entered on the Installation (DEFAULT) screen as they are required to be entered against a *specific* location (even if you only have one circulating location). Libraries operating multiple circulating locations should simply repeat steps 2-9 above to enter the POP3 server and user alert email details for each circulating location.

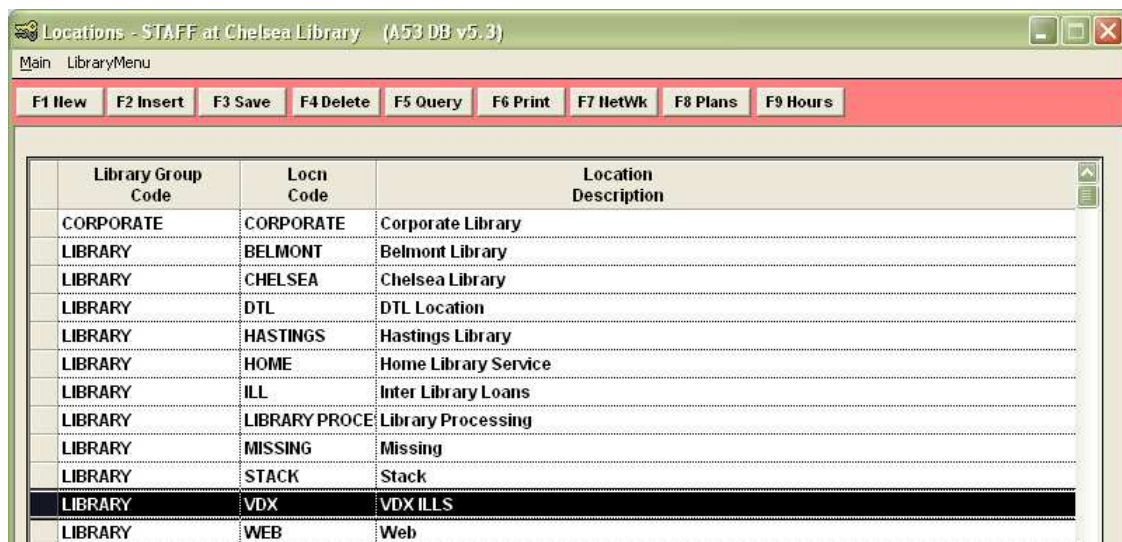
Amlib VDX ILL Email: Installation Guide

Please Note: When communicating details of these email addresses to SLWA, please ensure that you specify which locations they are to be configured against.

Setup the VDX Location

A new location of **VDX** needs to be created as this will be the Permanent Location used by the temporary Stockitem records created for incoming the *VDX* ILL items.

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > Locations**- the Locations screen will display
3. Click the **F1 New** button and enter a new location as below:
 - a. Library Group Code – use the same Library Group Code as your main location
 - b. Locn Code *must* be **VDX**
 - c. Location Description can be whatever you choose – for example: **VDX ILLS**
4. Click the **F3 Save** button

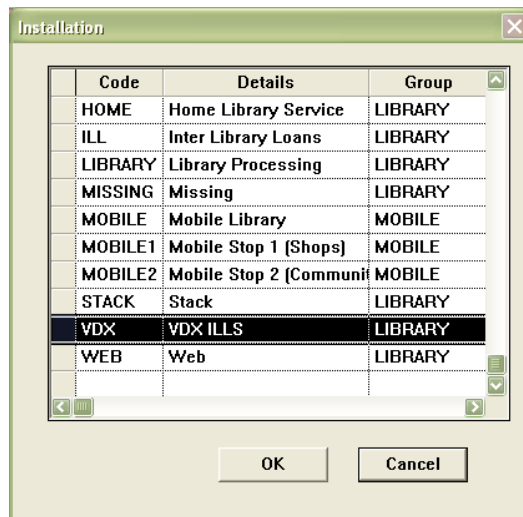


The screenshot shows the 'Locations - STAFF at Chelsea Library (A53 DB v5.3)' window. The table below is a representation of the data shown in the screenshot.

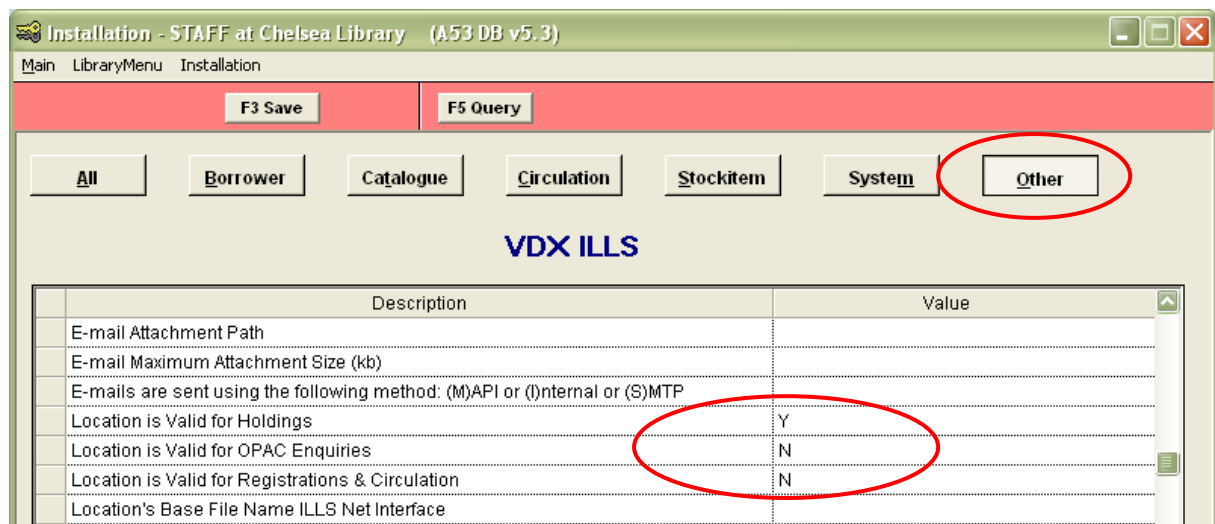
Library Group Code	Locn Code	Location Description
CORPORATE	CORPORATE	Corporate Library
LIBRARY	BELMONT	Belmont Library
LIBRARY	CHELSEA	Chelsea Library
LIBRARY	DTL	DTL Location
LIBRARY	HASTINGS	Hastings Library
LIBRARY	HOME	Home Library Service
LIBRARY	ILL	Inter Library Loans
LIBRARY	LIBRARY PROCE	Library Processing
LIBRARY	MISSING	Missing
LIBRARY	STACK	Stack
LIBRARY	VDX	VDX ILLS
LIBRARY	WEB	Web

5. Go to **Menu > Supervisor > Installation** – the Installation (DEFAULT) screen will display
6. From the menu, select **Installation > Choose Location** – the Installation screen will display:

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7. Highlight the **VDX** location and click the **OK** button – the Installation (VDX) table will display:



8. Select the **Other** tab and enter the settings:

- Location is Valid For Holdings: **Y**
- Location is Valid for OPAC enquires: **N**
- Location is Valid For Registration and Circulation: **N**

9. Click the **F3 Save** button when complete

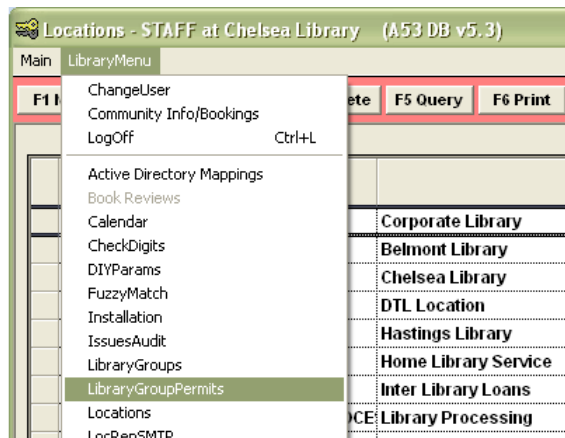
10. Exit and restart the *Amlib* client for the new settings to take effect

Group Permissions

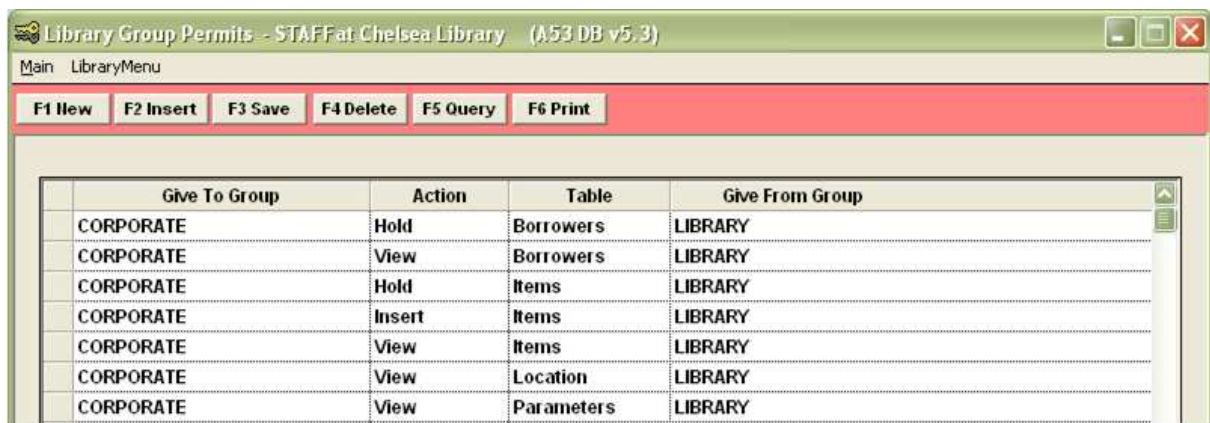
Sites that are employing Group Security will need to add extra Supervisor permissions. Non Super Groups will require these permissions to be able to select a processing location:

- **View** permission on another Group's **Parameters**
- **View** permissions on another Group's **Locations**
- **Insert** permission on another Group's **Items**
- **Hold** permission on another Group's **Items**
- **Hold** permission on another Group's **Borrowers**

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > Locations** – the Locations screen will display:



3. Select **LibraryMenu > LibraryGroupPermits** – the Library Group Permits screen will display:



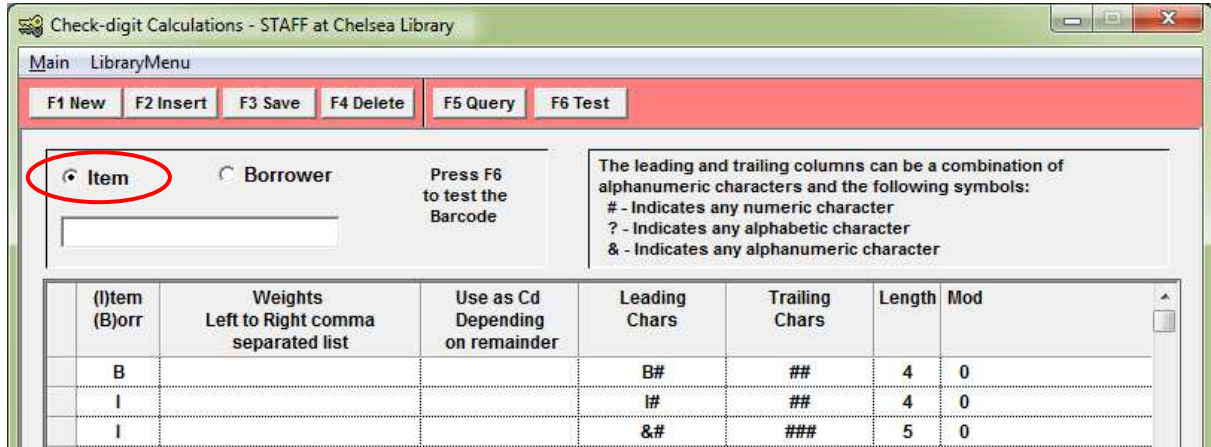
4. Click the **F1 New** button to enter the above settings so the operator is able to process the VDX emails for all other locations
5. Click the **F3 Save** button when complete
6. Exit and restart the *Amlib* client for the new settings to take effect

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Check Digit Setup

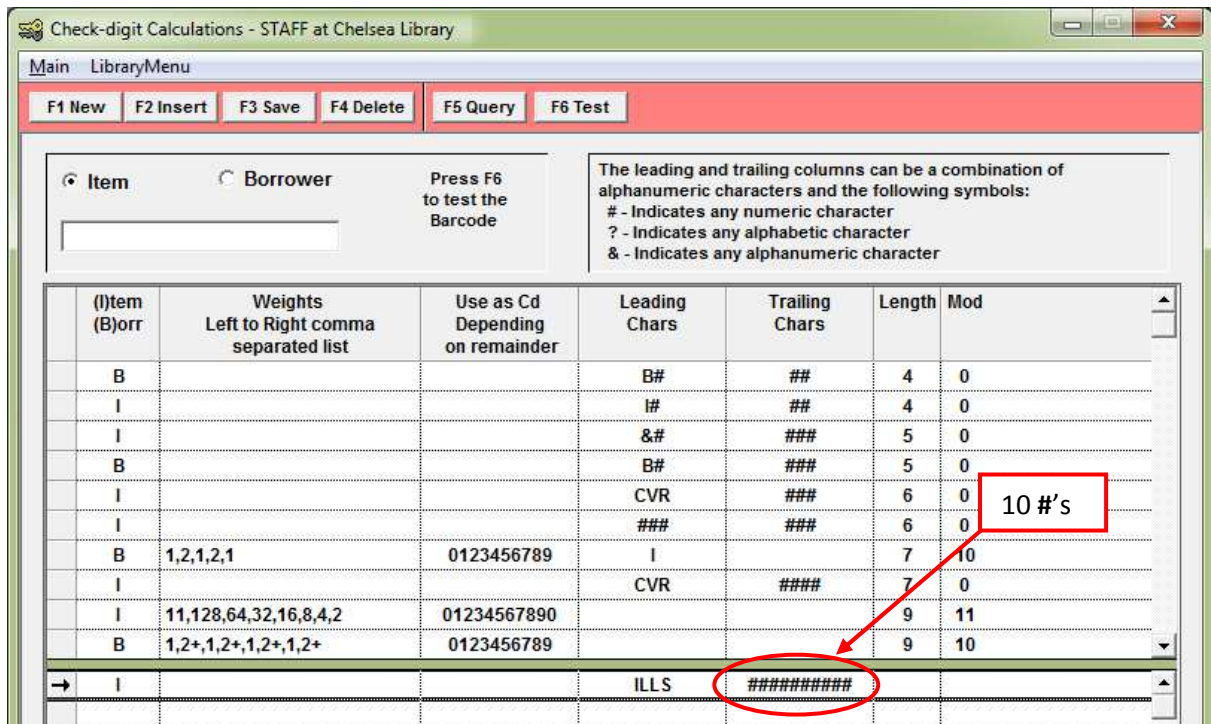
A 14-digit ILLS-related check digit code will need to be setup.

1. Launch the *Amlib* client
2. Go to **Main > Supervisor > CheckDigits** – the Check-digit Calculations screen will display:



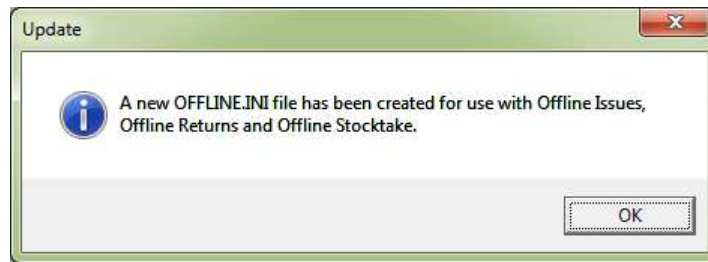
3. Click the **F1 New** button – a new entry will appear in the table
4. Enter the following information to construct a 14-digit check barcode:
 - a. (Item) (B)orr: I
 - b. Leading Chars: ILLS
 - c. Trailing Chars: #####

(Please Note: The above setting is composed of a string of 10 #.)



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- Click the **F3 Save** button – a prompt with the following message will display:
A new OFFLINE.INI file has been created for use with Offline Issues, Offline Returns and Offline Stocktake.



- Click the **OK** button
- You will then see a barcode of **14 digits** in length:

Check-digit Calculations - STAFF at Chelsea Library

Main LibraryMenu

F1 New F2 Insert F3 Save F4 Delete F5 Query F6 Test

Item Borrower Press F6 to test the Barcode

The leading and trailing columns can be a combination of alphanumeric characters and the following symbols:
 # - Indicates any numeric character
 ? - Indicates any alphabetic character
 & - Indicates any alphanumeric character

(I)tem (B)orr	Weights Left to Right comma separated list	Use as Cd Depending on remainder	Leading Chars	Trailing Chars	Length	Mod
I			&#	###	5	0
B			B#	###	5	0
I			CVR	###	6	0
I			###	###	6	0
B	1,2,1,2,1	0123456789	I		7	10
I			CVR	####	7	0
I	11,128,64,32,16,8,4,2	01234567890			9	11
B	1,2+,1,2+,1,2+,1,2+	0123456789			9	10
B			&&&&&&	&&&&&&	12	0
I			&&&&&&	&&&&&&	12	0
B	1,2+,1,2+,1,2+,1,2+,1,2+,1,2+	6789012345	2		14	10
I			&&&&&&&&	&&&&&&&&	14	0
I			ILLS	#####	14	0

NUM

- Exit and restart the *Amlib* client for the new settings to take effect

STOCKITEM ILL DEFAULT SETTINGS

1. Launch the *Amlib* client
2. Go to **Main > StockItems > Stockitem** – the Stockitem screen will display
3. From the menu, select **Item > ILLS** – the Interlibrary Loans screen will display:

InterLibrary Loans

F1 Clear F2 Insert F3 Save F4 Browser F5 Refresh F6 UpdDef F7 Prt1 F8 Prt2 F9 Prt3 F10 Upper

Author:
Title:
Class: On Order N

Ext. Ref No Other ref eg ISBN
Publisher:
Cost Date/Edition
Supplying Libraries *
Requesting CHELSEA CHELSEALIBRARY
Collection At CHELSEALIBRARY * Borrower

Optional Item Code
Comments *
Status Date

Item	* Form	Stats	Source	LoanType	Opac	Alert Oper	PermLocn	TempLocn	Patron Reqcd
Create Defaults	BK	ILL			N	Y	<input checked="" type="checkbox"/> Supplier	<input type="checkbox"/> Supplier	

** Note: * Only these fields may be Updated

Type of stockitem ie BOOK, CASSETTE

4. Ensure that the following Item Create Defaults are set:
 - Form: set the default Form code to be used for **all** ILL items (including *VDX*) – for example: **Form = BK**
 - Stats: set the default Stats code to be used for **all** ILL items (including *VDX*) – for example: **Stats = ILL**
5. Click the **F6 UpdDef** button when complete

The *Amlib* client setup is now complete.

APPENDICES

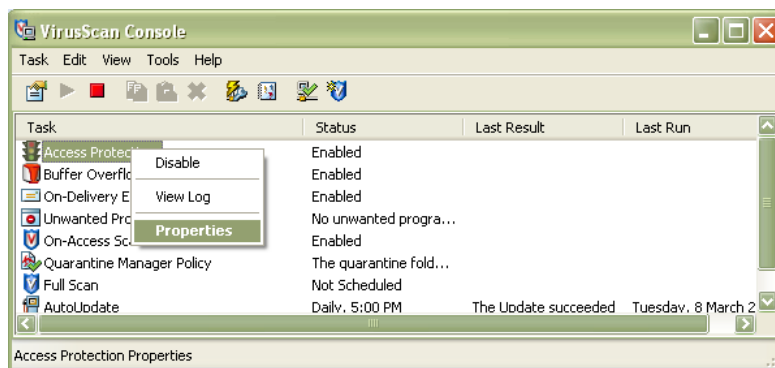
Appendix 1: Antivirus Email Block

Some antivirus systems may prevent the alert email from being sent. To prevent this you must check the Access protection rules. This example covers how to do this with *McAfee*.

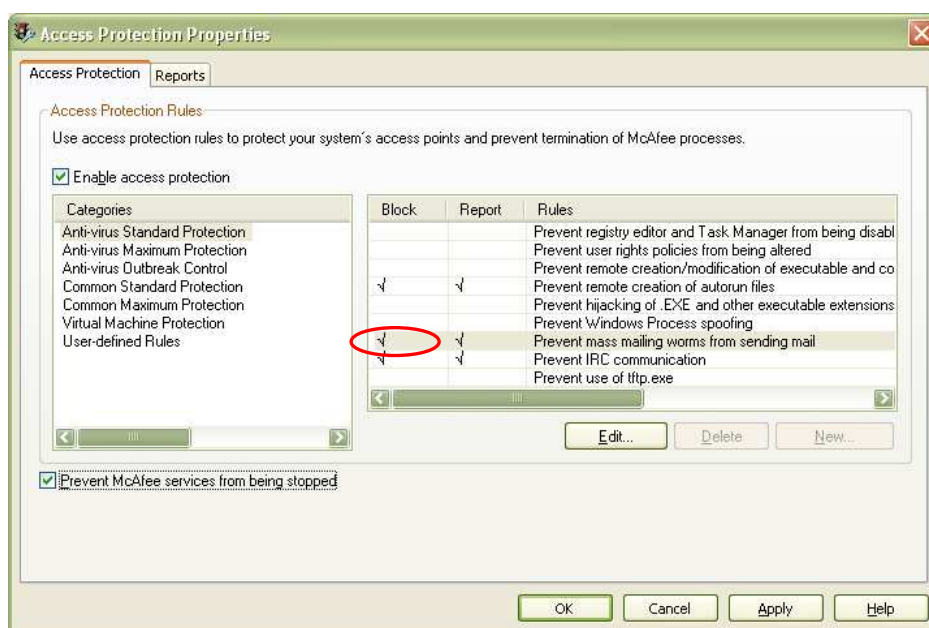
1. Right-click on the *McAfee* icon in the *System* tray and select **VirusScan Console...**



2. The VirusScan Console will display:

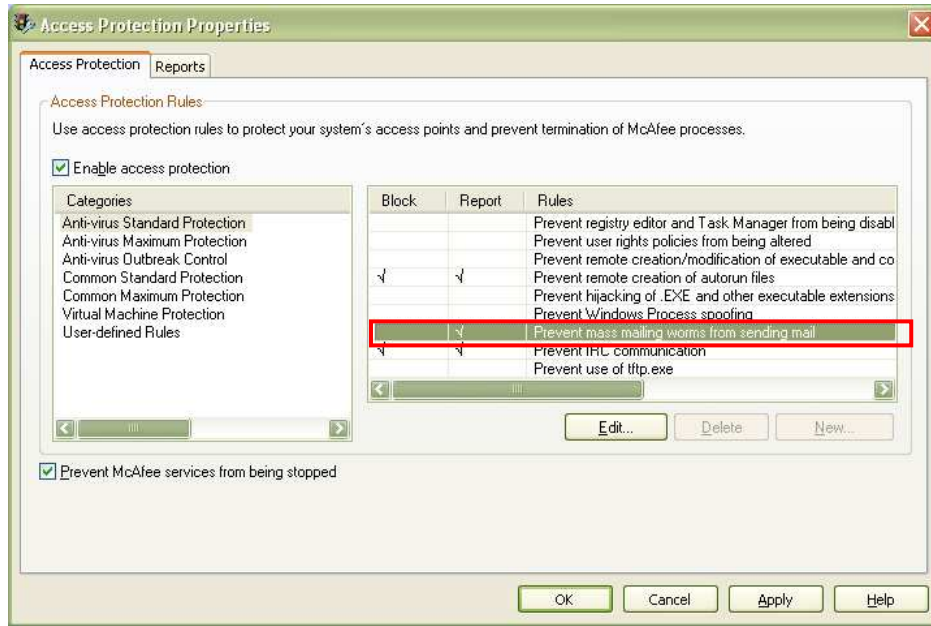


3. Right-click on **Access Protection** and select **Properties** – the Access Protection Properties screen will display:



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- Click on the **tick** in the Block column against Prevent Mass mailing worms from sending mail



- Once the tick is *removed* click the **Apply** button
- Then click the **OK** button

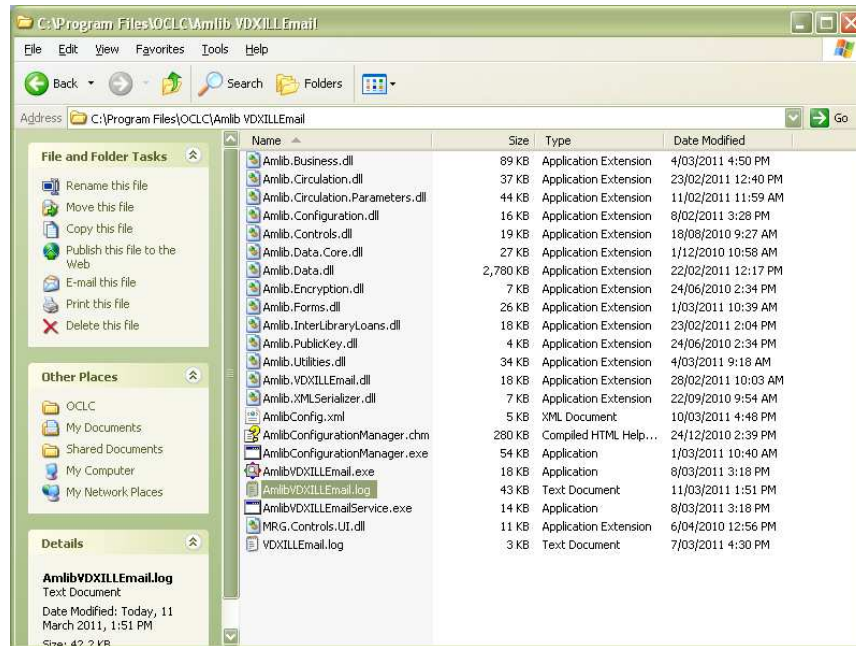
The setting changes are complete.

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Appendix 2: Enable Logging for Troubleshooting

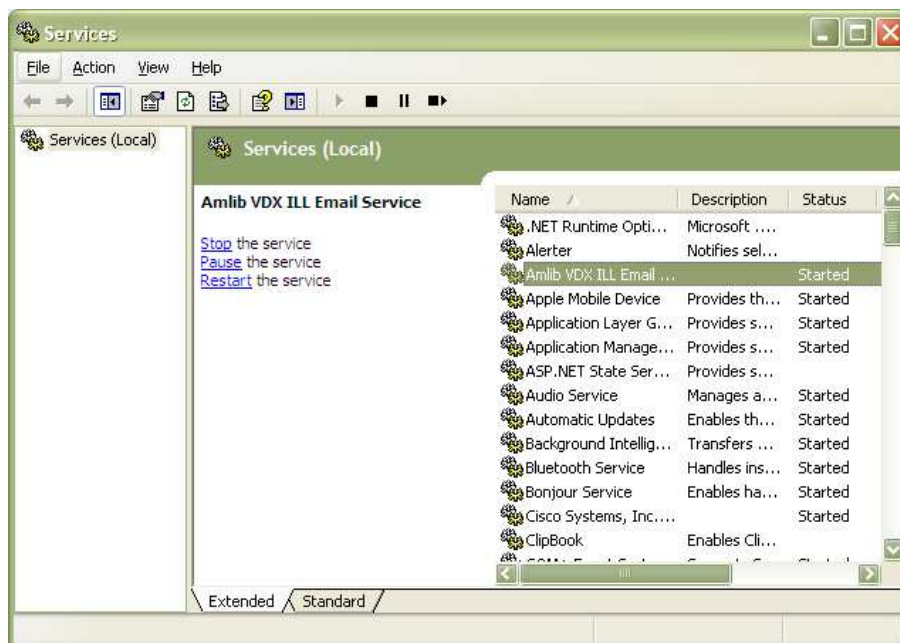
Logging of errors and exceptions is available for the manual and automatic solutions. It is recommended that logging for the Automated Service is only enabled for troubleshooting purposes to prevent large log files from being created.

Logging of exceptions for the *Amlib VDX ILL Email* manual client occurs automatically, and is recorded in the **AmlibVDXILLEmail.log** file in the folder where the application installed.



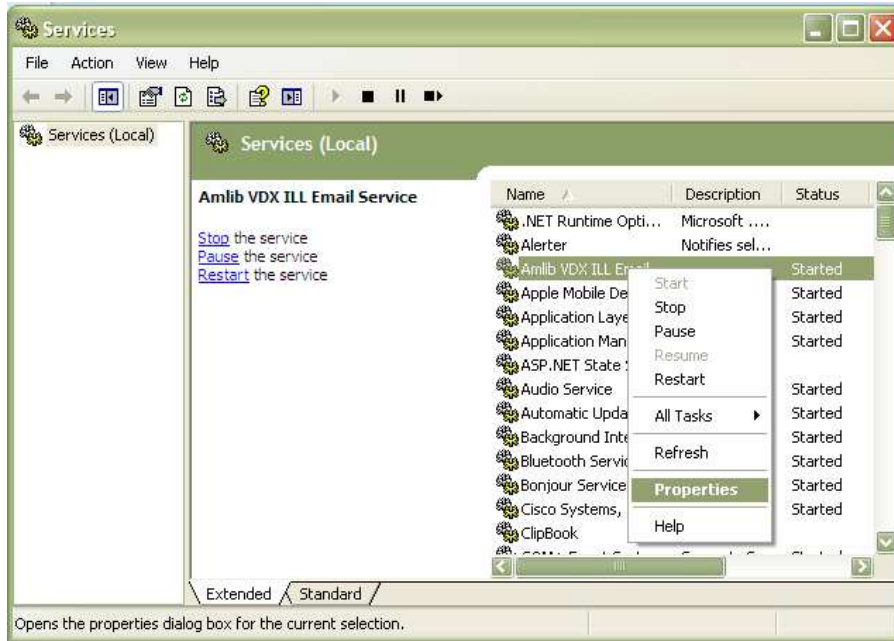
Enabling Troubleshooting logging for the service:

1. Open the **Services** control panel



Amlib VDX ILL Email: Installation Guide

2. Right-click on the **Amlib VDX ILL Email Service** and select **Properties**



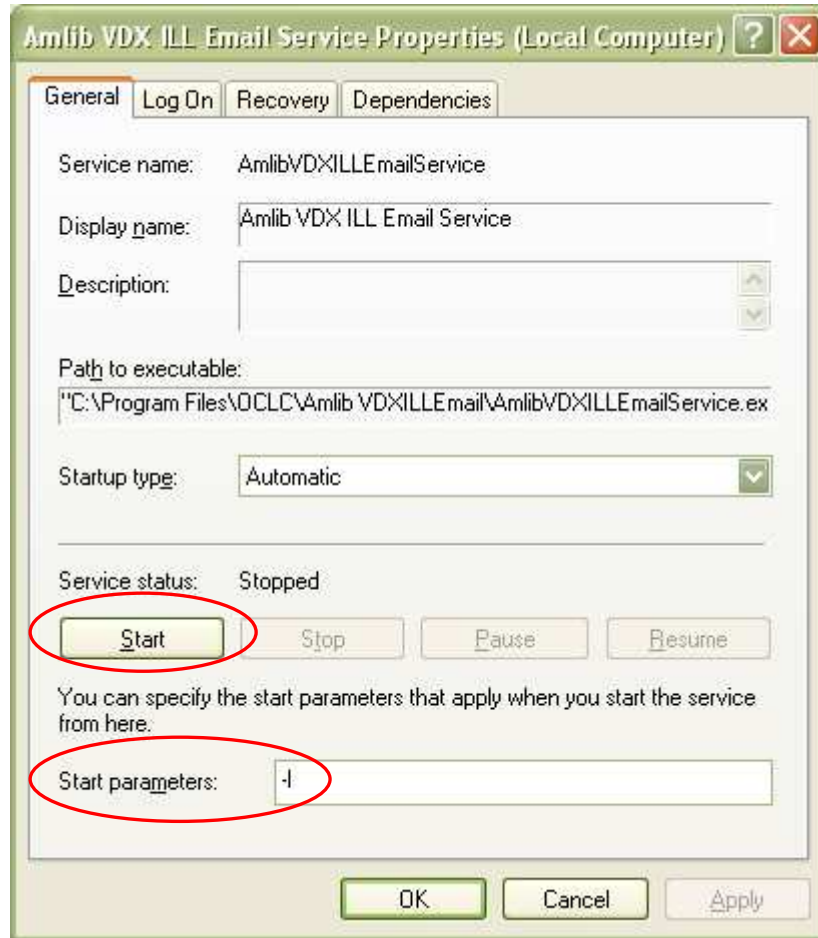
3. The Amlib VDX ILL Email Service Properties screen will display:



4. Click the **Stop** button if the service is running

Amlib VDX ILL Email: Installation Guide

5. Enter **-I** in the Start parameters and click the **Start** button

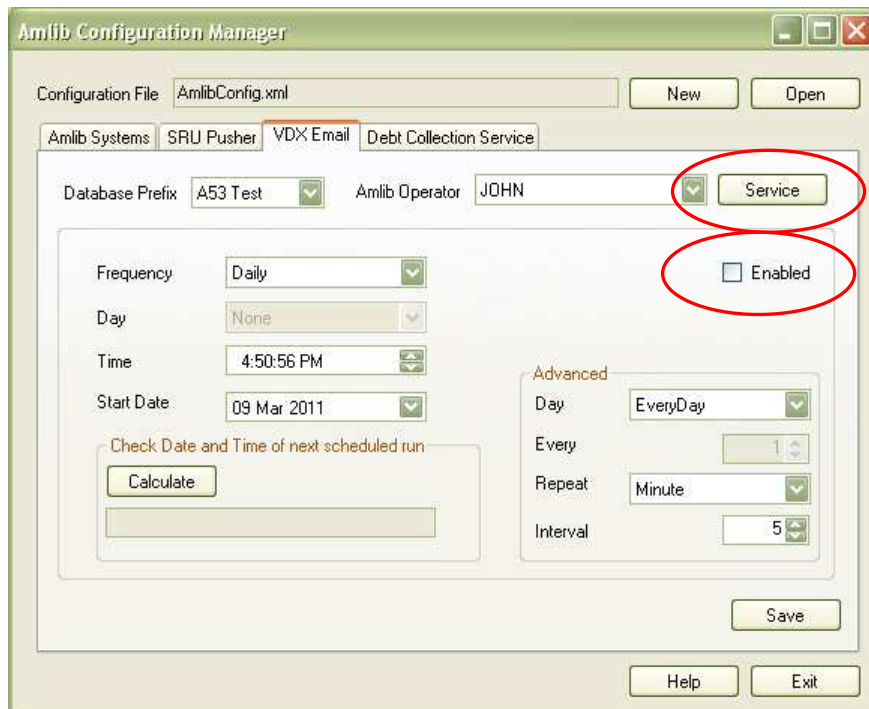


6. Click the **OK** button
7. As processing occurs, the event is recorded in **AmlibVDXILLEmailService.log** file on the server where the program is installed

Appendix 3: Switching between Automated and Manual Service

Please Note: If the library decides to go from *Automated* processing to *Manual* processing, it is very important to disable the service on the server.

1. Launch the *Amlib Configuration Manager*
2. Click on the VDX Email tab



3. **Un-tick** the Enabled button
4. Click the **Service** button – the Service prompt will display:



5. Click the **Restart** button
6. Click the **Close** button when complete

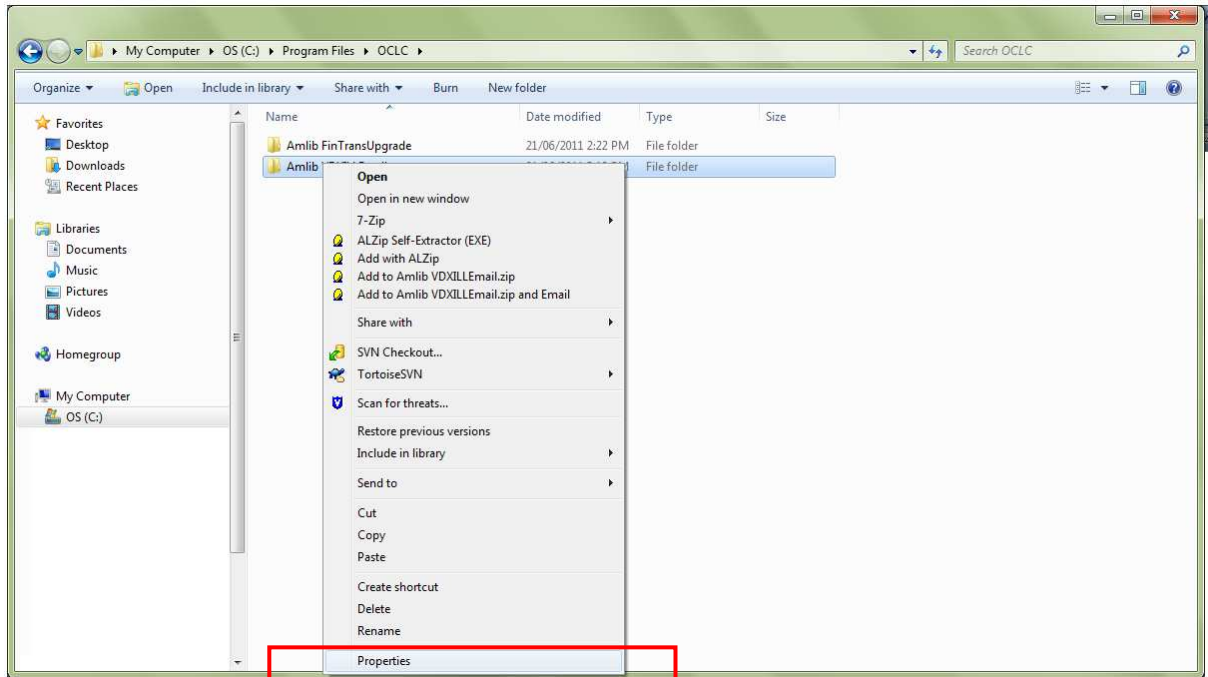
Please Note: Correspondingly, if the library decides to go from Manual processing to an Automated Service, it is best to uninstall the *Amlib VDX ILL Email* program for the library end user's computers.

Amlib VDX ILL Email: Installation Guide

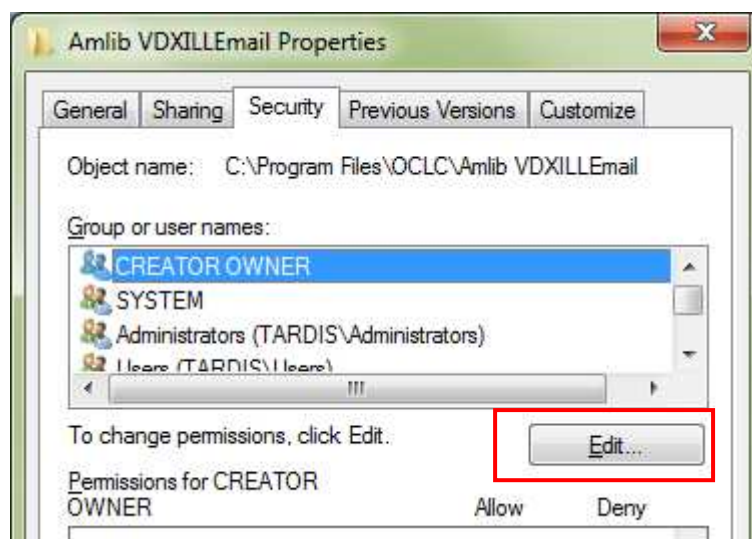
Appendix 4: Edit Access Control for Amlib VDX ILL Email

Due to the additional extra security measures on *Windows Server 2008*, *Windows 7* and *Vista*, you may need to edit the installation's access control list settings before being able to customise the **AmlibConfig.xml** file.

1. Locate the folder containing the *VDX ILL Email* utility – for example **C:\Program Files\OCLC\Amlib VDXILLEmail**
2. Right-click on the **Amlib VDXILLEmail** folder and select **Properties**



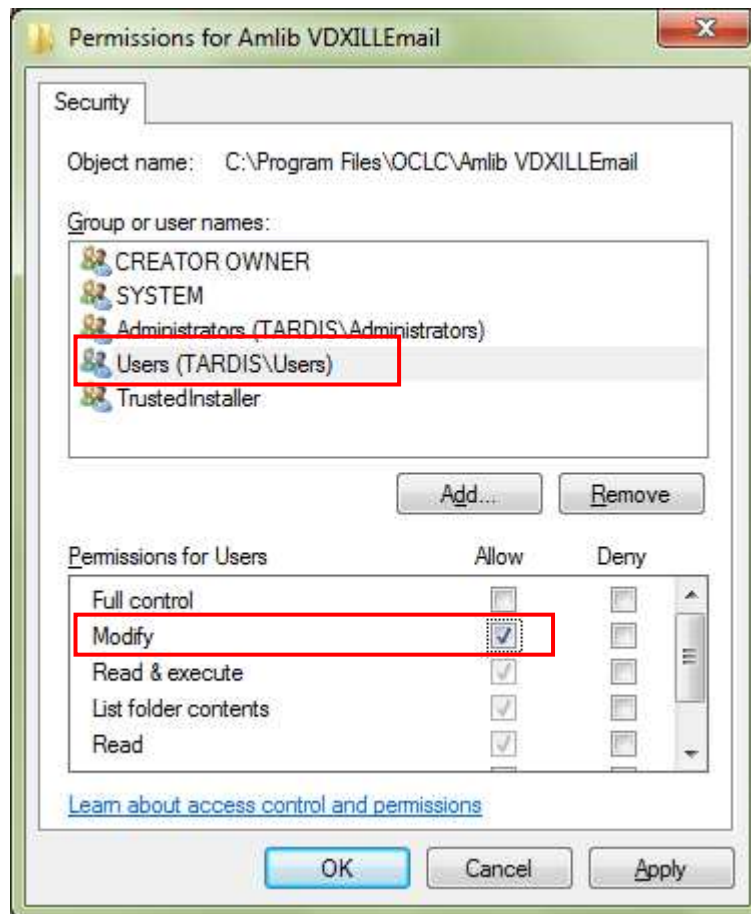
3. The Amlib VDXILLEmail Properties screen will display
4. Select the Security tab



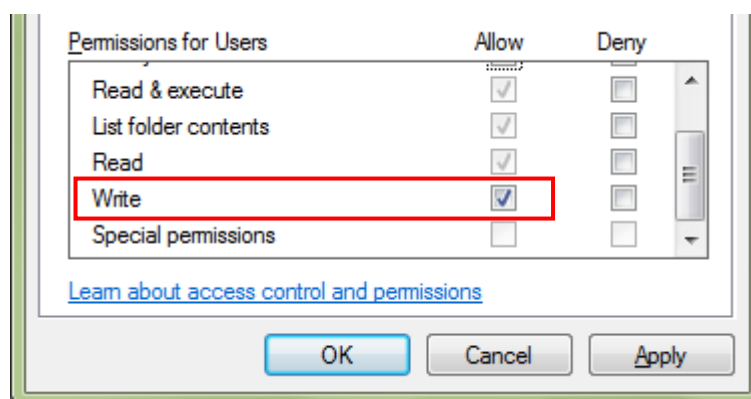
5. Click the **Edit...** button – the Permissions for Amlib VDXILLEmail screen will display

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- In the Group or user names: pane, click on the **Users** entry
- Then in the Permissions for Users pane, **check** the Allow checkbox for the Modify setting – this will give Users the necessary group permission to apply modifications to files and folders in the **Amlib VDXILLEmail** folder:



- This action will automatically **check** the Allow checkbox for the Write setting:



- Click on the **OK** button on the Permissions for Amlib VDXILLEmail and the Amlib VDXILLEmail Properties screens to complete the change of permissions