Amlib VDX ILL Email: Installation Guide

Version 5.3.4

Last Updated: 24 February 2014

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
Email: sales-amlib@oclc.org

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*.

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.
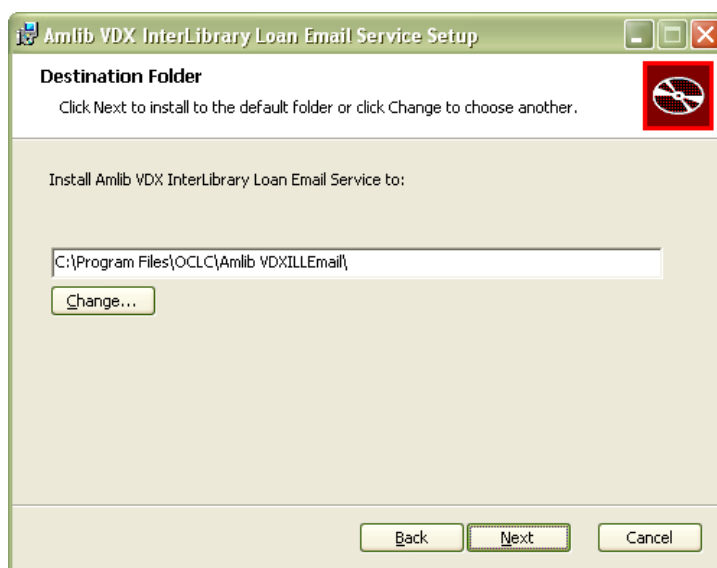
OPTION 1: AUTOMATIC EMAIL PROCESSING

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 Downloads and Software Updates>Utilities
   https://www.oclc.org/support/services/amlib/downloads-software-updates/utilities.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:
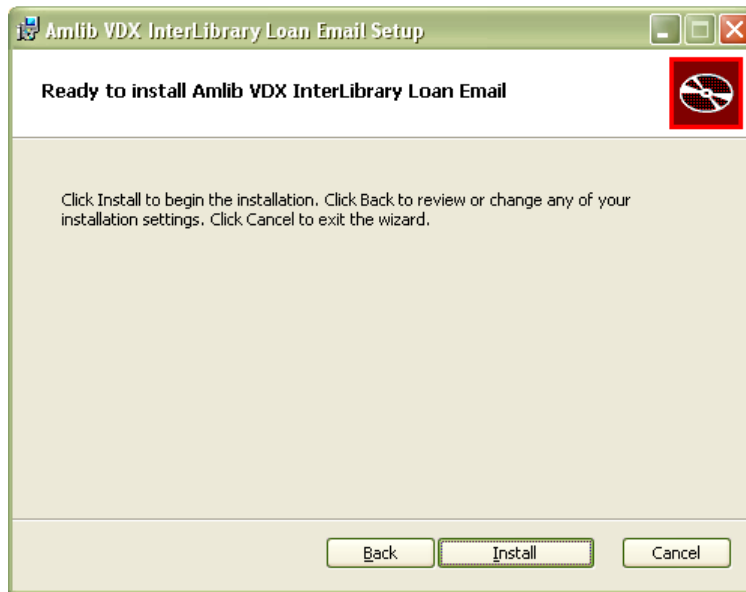

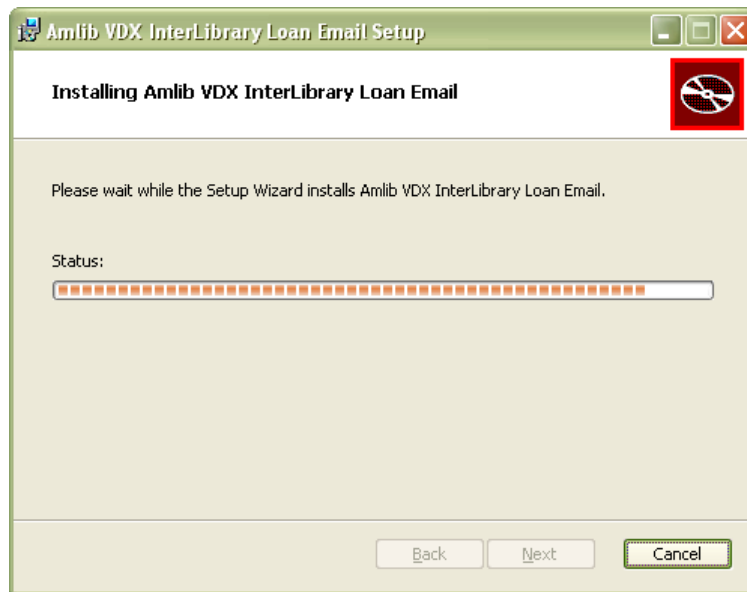4. Click the **Next** button – the Destination Folder screen will display:

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:
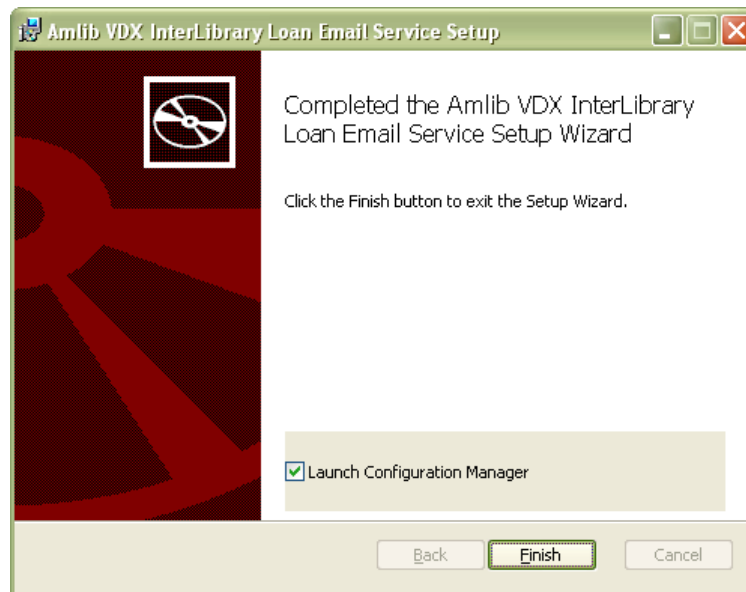

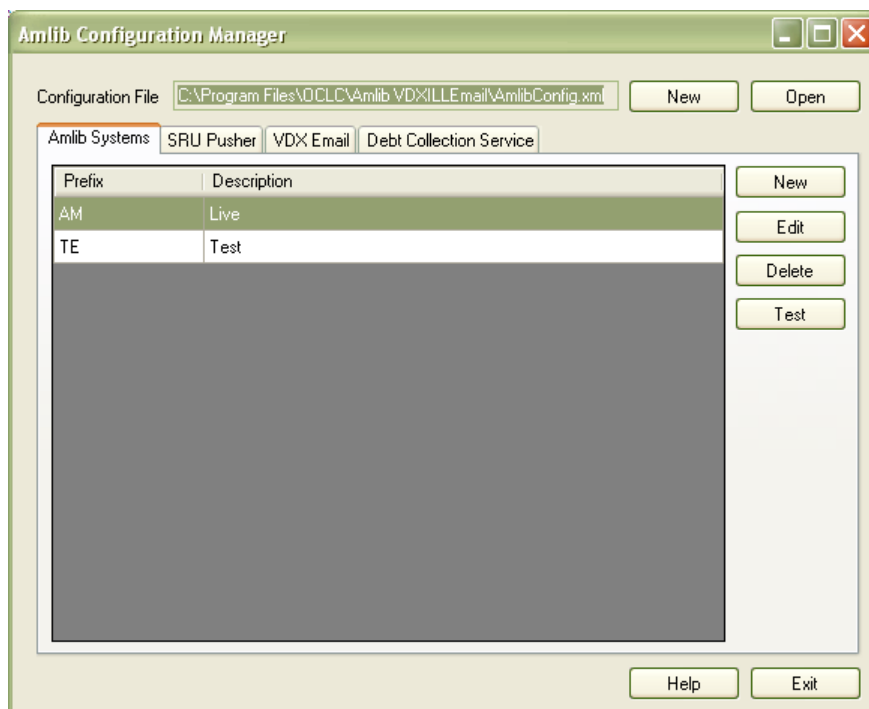6. Click the **Install** button – the Installing window will display:

8. When complete, ensure the <u>Launch Configuration Manager</u> is **ticked** and click the **Finish** button

9. 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.
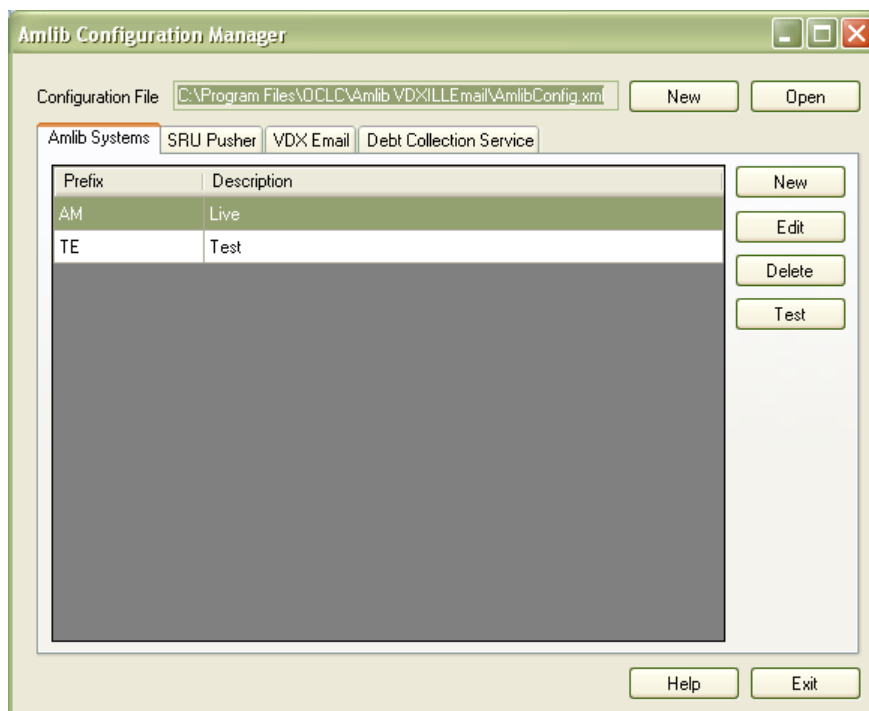
Set Up Database Configuration

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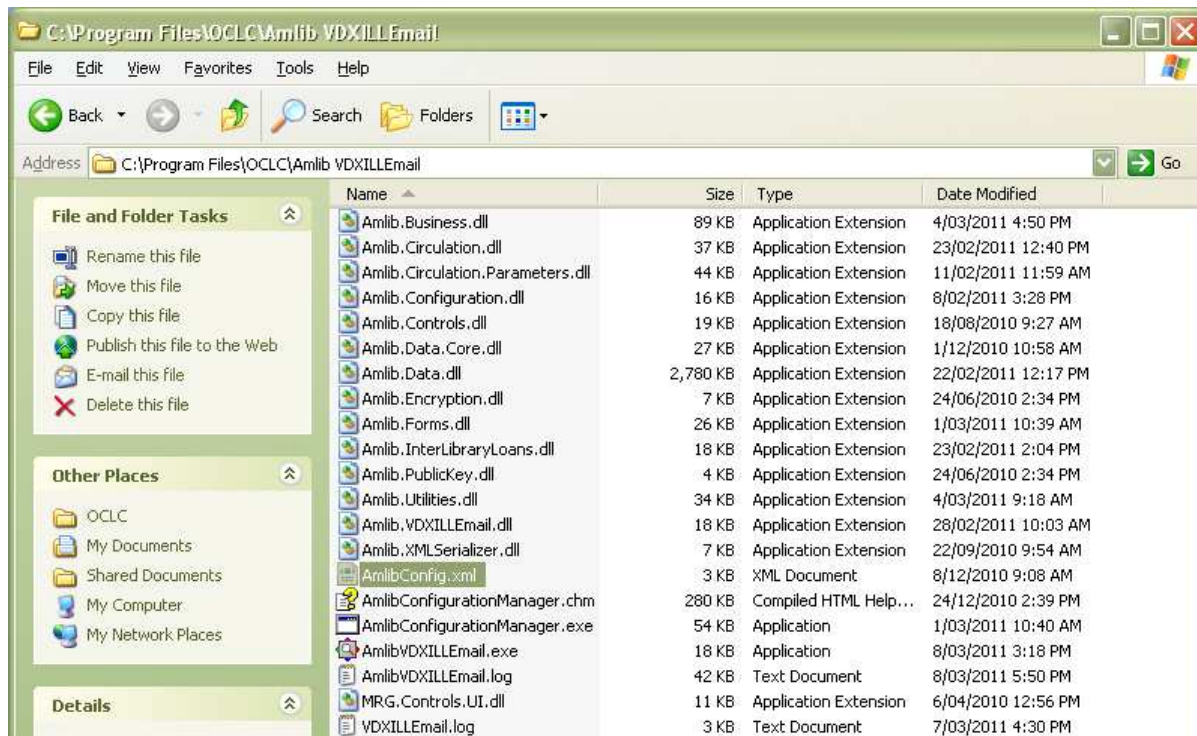
Please Note: This configuration automatically has the **AM** (Live) and **TE** (Test) databases defined (but not set).

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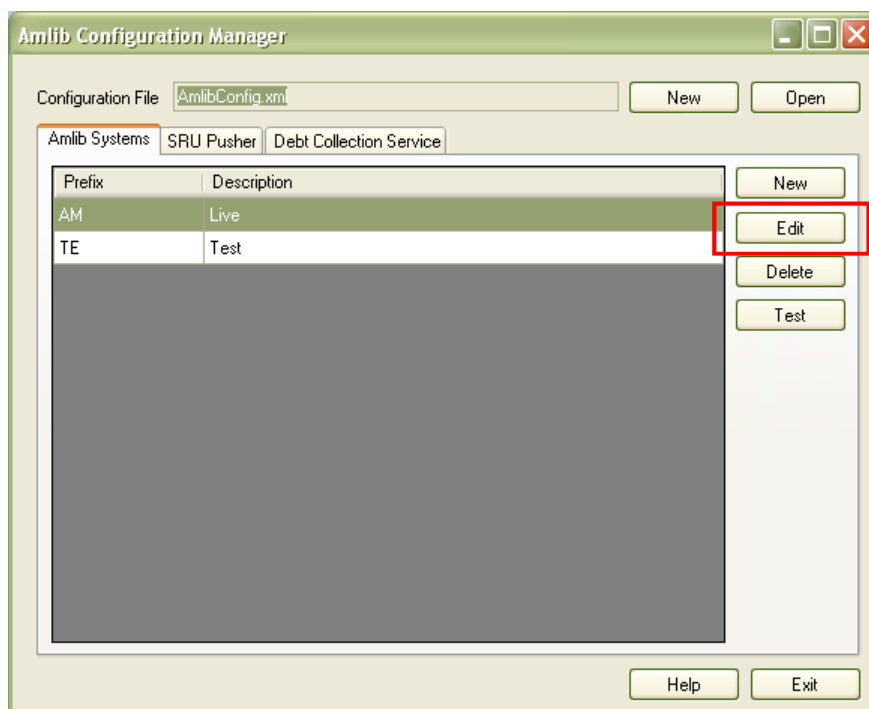

2. The *Amlib Configuration* Manager should already be connected to the **AmlibConfig.xml** Configuration File being used by the *Amlib VDX ILL Email* application

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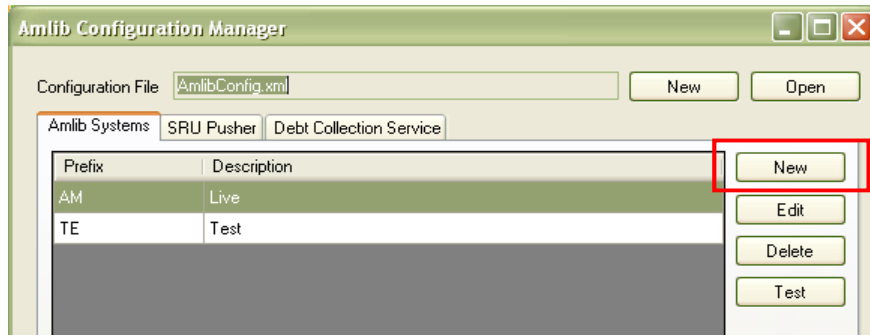
4. Once the *Amlib Configuration Manager* is opened, the **AM** and **TE** databases will display as default:
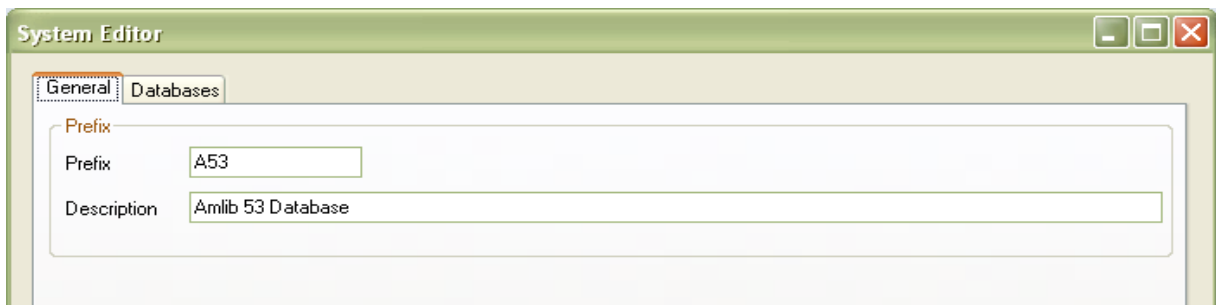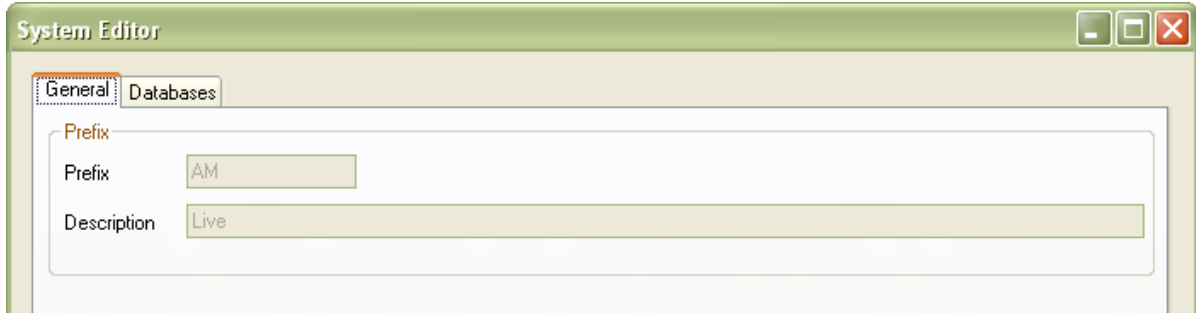

5. In the Amlib Systems tab, highlight the **Live** or **Test** database connector and click the **Edit** button– the System Editor will open

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

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

7. On the <u>Databases</u> tab, enter the following details:

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

- Enter the details for the <u>Lib</u> database

- 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:
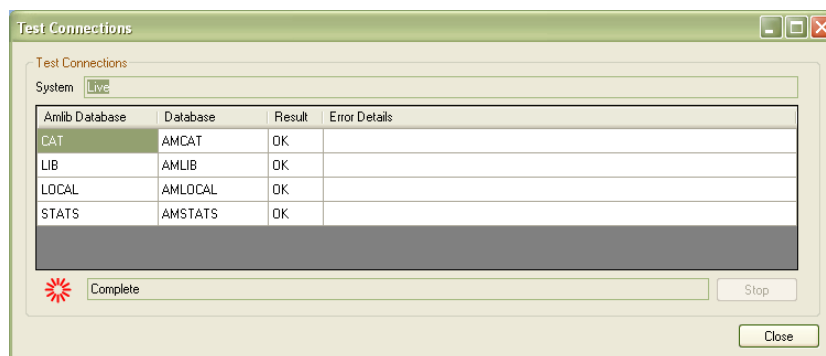

4. Click the **Close** button to close the Test Connections screen

5. 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.

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:
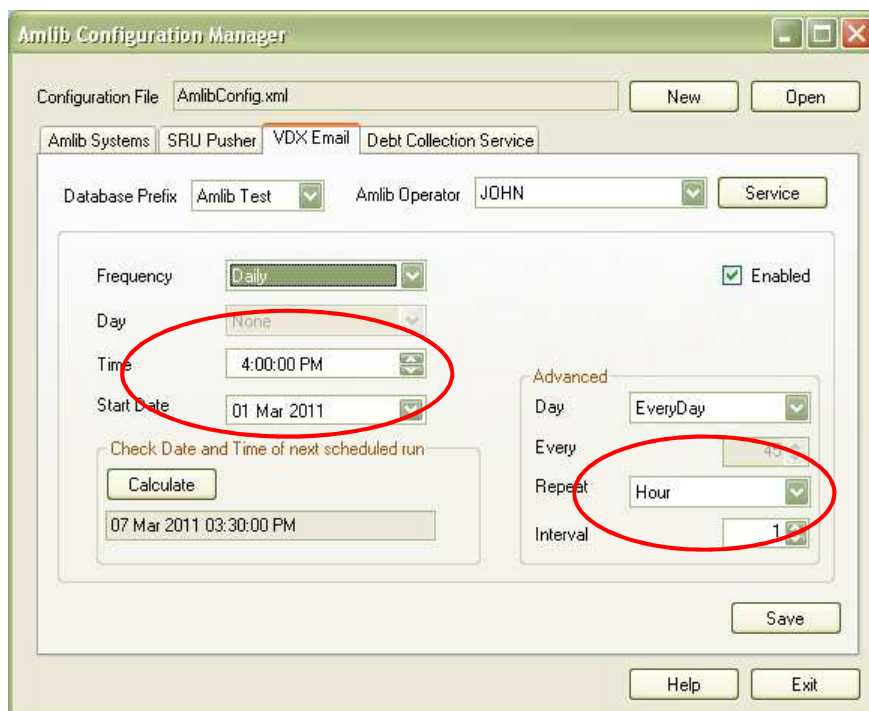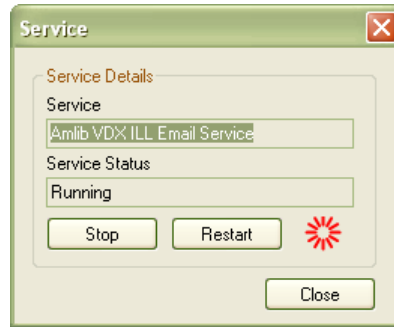

4. Ensure the Enabled box is **ticked:**
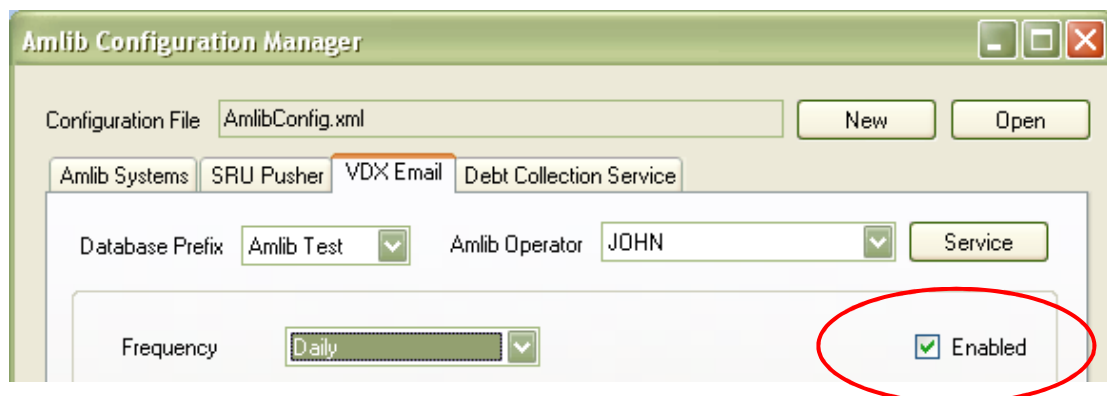
5. Click the **Service** button – the Service prompt will display

6. Ensure the Service Status is **Running**

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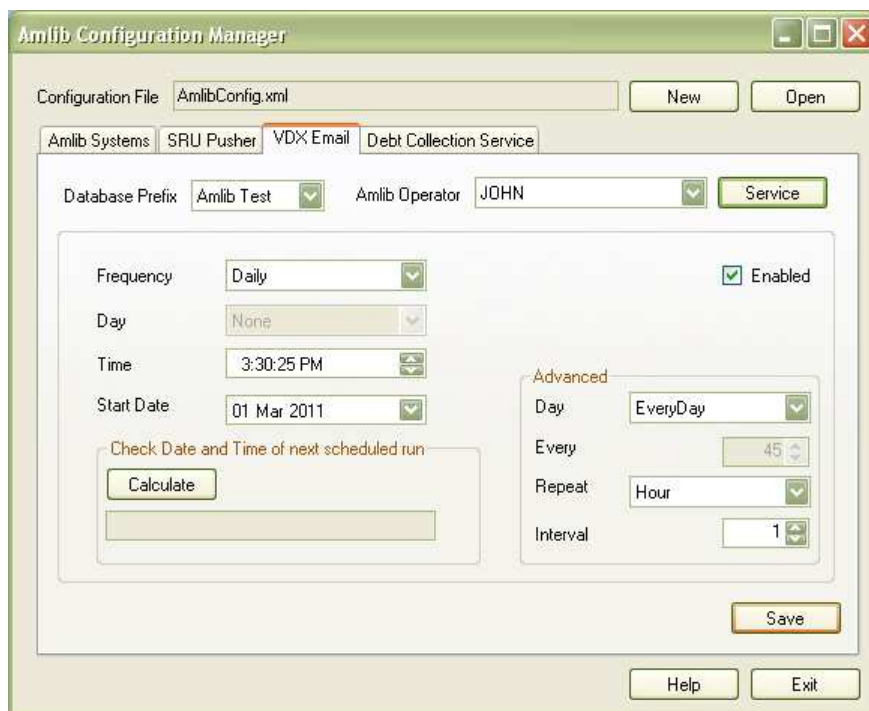
9. As ILL requests are pushed into *Amlib* according to the schedule, notification emails can be sent to library staff using the email addresses set in the *Supervisor > Installation* screen <u>VDX Email address for alerts</u> and <u>VDX CC Email address for alerts</u> address fields (see Amlib Supervisor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

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 Downloads and Software Updates>Utilities
   https://www.oclc.org/support/services/amlib/downloads-software-updates/utilities.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:
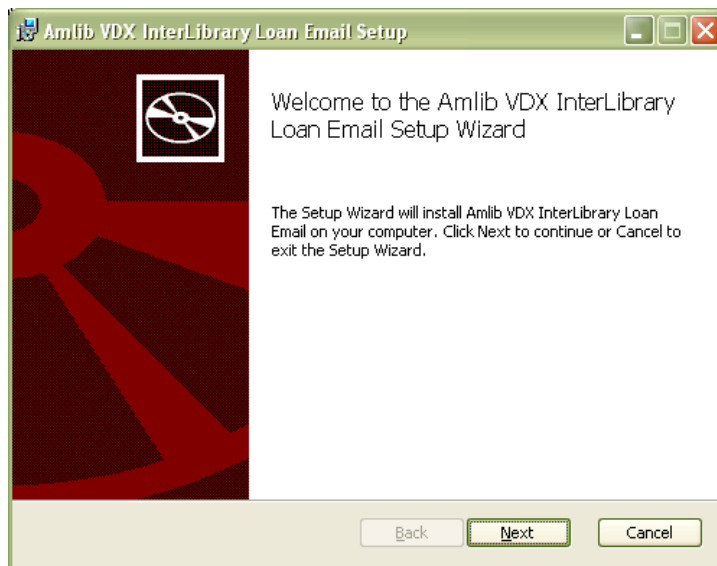
4. Click the **Next** button – the Destination Folder screen will display:
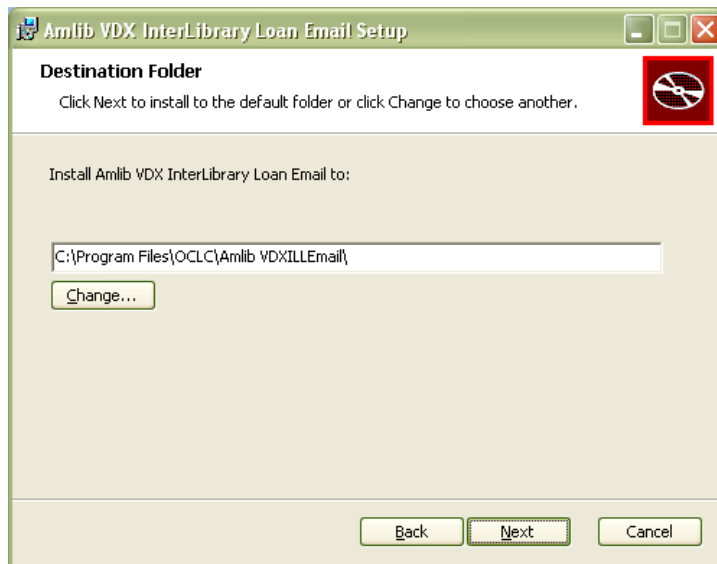
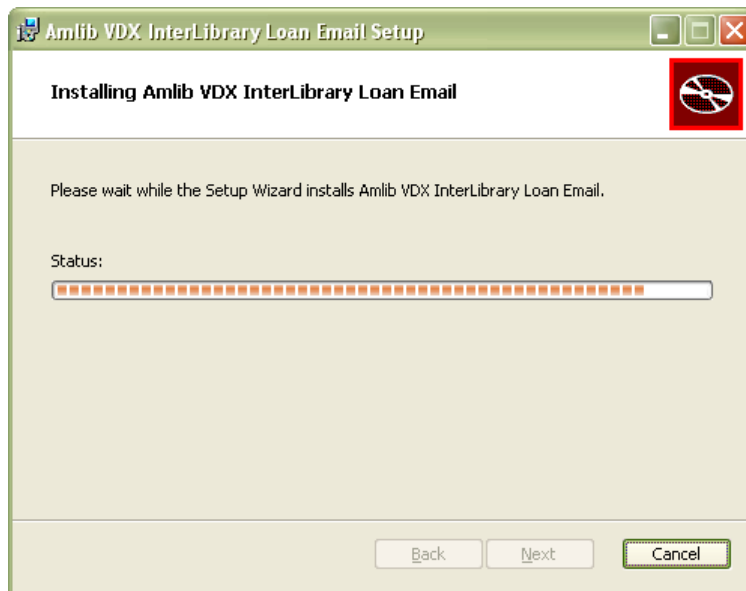5. Choose where the program is to be installed (generally leave as default) and select the **Next** button – the Ready to Install screen will display:
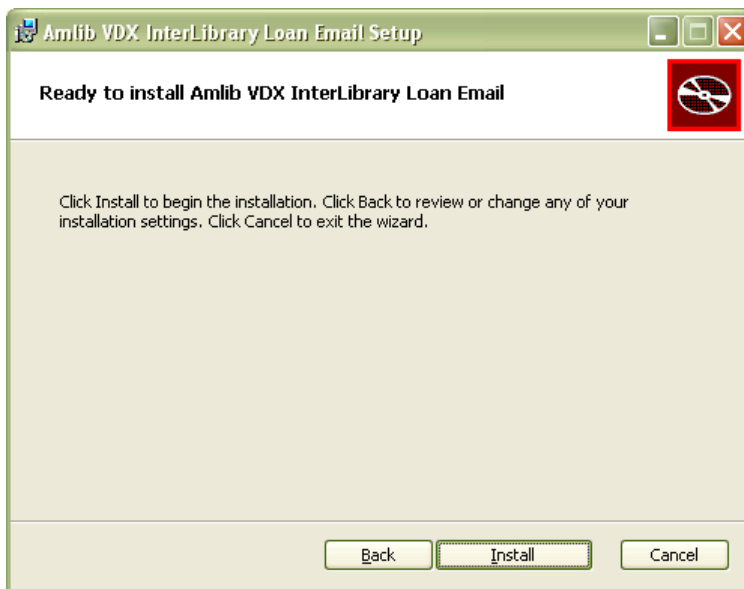
6. Click the **Install** button – the Installing window will display:

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

8. 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.

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.
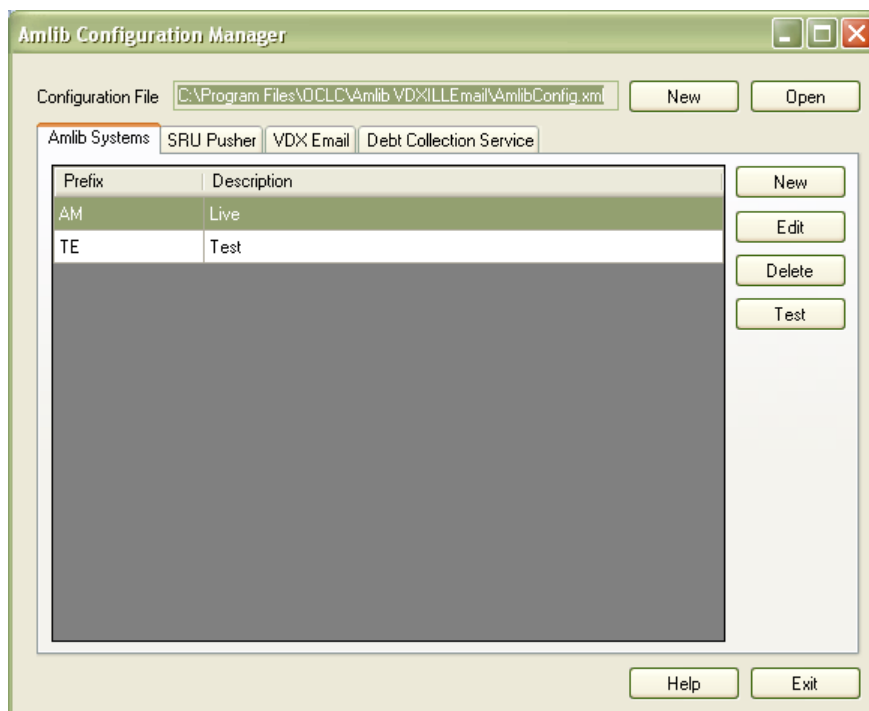
Each application or service utilising the *Amlib Configuration Manager* has its own **AmlibConfig.exe** file (in the same folder containing the program executable).
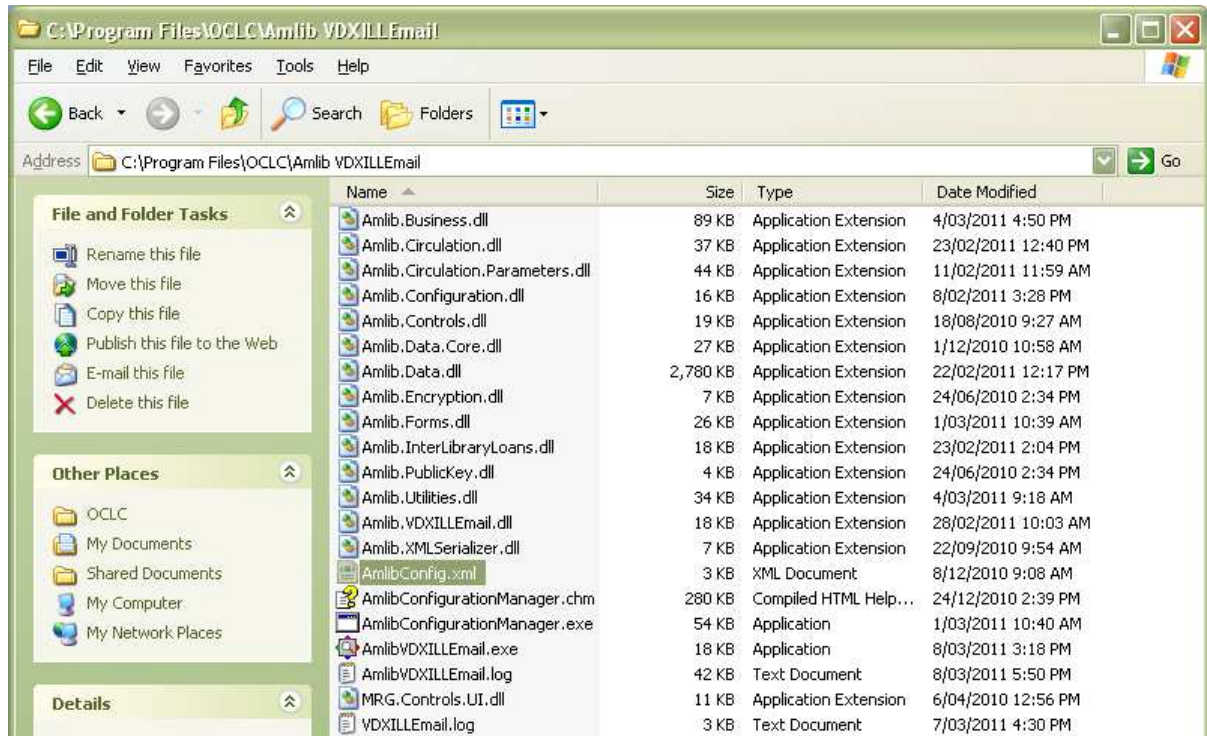
Please Note: This configuration automatically has the **AM** (Live) and **TE** (Test) databases defined (but not set).

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** <u>Configuration File</u> being used by the *Amlib VDX ILL Email* application

3. If there is no <u>Configuration File</u> 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**)

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

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

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

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

7. On the <u>Databases</u> tab, enter the following details:

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

- Enter the details for the <u>Lib</u> database

- Server – enter the name of the **Server** running your *Amlib* services

- Instance – enter an **Instance** (if required – otherwise leave as **Default**)

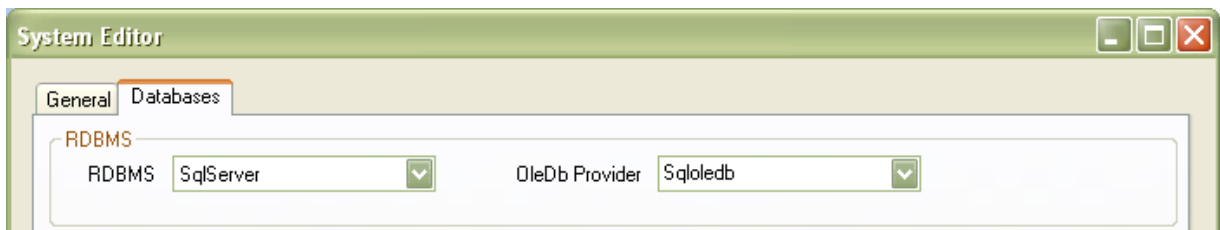- Port – enter a **Port number** (if required – otherwise leave as **0** [for unused])

- 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
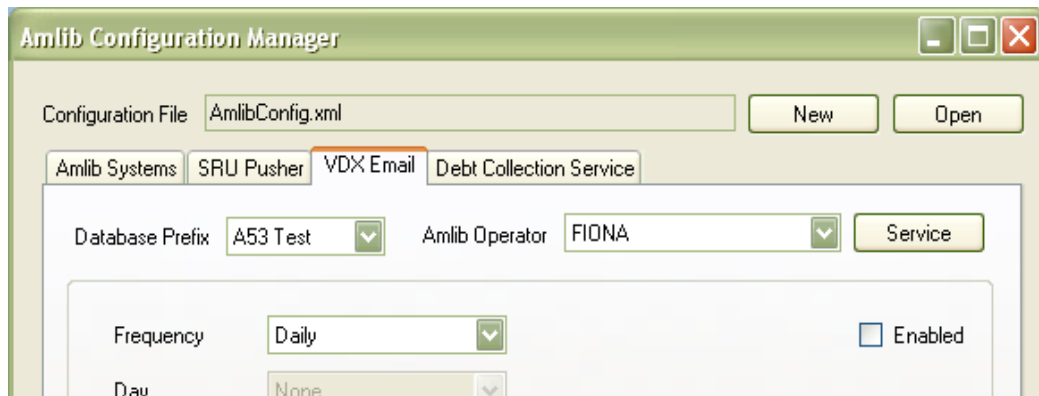
6. Click the **Exit** button once all database connections completed

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* <u>Username</u> and <u>Password</u> and check that you are able to log in to the application

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.

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.

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

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 alerts[2] – for example: **firstname.lastname@mylib.com**

   c. VDX Email address for alerts[3] – for example: **firstname.lastname@mylib.com**

   d. VDX POP3 server address[4] – for example: **myemailserver.com.au**

   e. VDX POP3 server login[5] –enter the POP3 Server login

   f. VDX POP3 server password[6] – enter the POP3 server password

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

Important Information about Entering Your POP3 Settings:

- [1]When 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).

- [2]The 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 the 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 <u>VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B)</u> = **N**, then there is no need to enter a CC email address.

- [3]The 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 the 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 <u>VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B)</u> = **N**, then there is no need to enter a primary email address.

- [4]The hostname or IP address of the mail server hosting the POP3 mailbox that has been set up to receive *VDX* emails for this location

- [5]The 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

- [6]The 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.

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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 (<u>VDX Alert email level - None (N), Error (E), Success (S), Both - Error and Success (B)</u> = **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 <u>DEFAULT</u> screen or on the individual location screen, then there is no need to change them

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    a. <u>SMTP server name or IP address</u> – for example: **libraryserver.com.au**

    b. <u>SMTP sender email address</u> – for example: **library.staff@mylib.com**

    c. <u>SMTP server requires a login Y/N</u> – for example: **Y**

    d. <u>SMTP server login</u> (only if required) – for example : **serverlogin**

    e. <u>SMTP server password</u> (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* <u>POP3</u> Email server settings **should not** be entered on the <u>Installation</u> (<u>DEFAULT</u>) 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 <u>POP3</u> server and user alert email details for each circulating location.
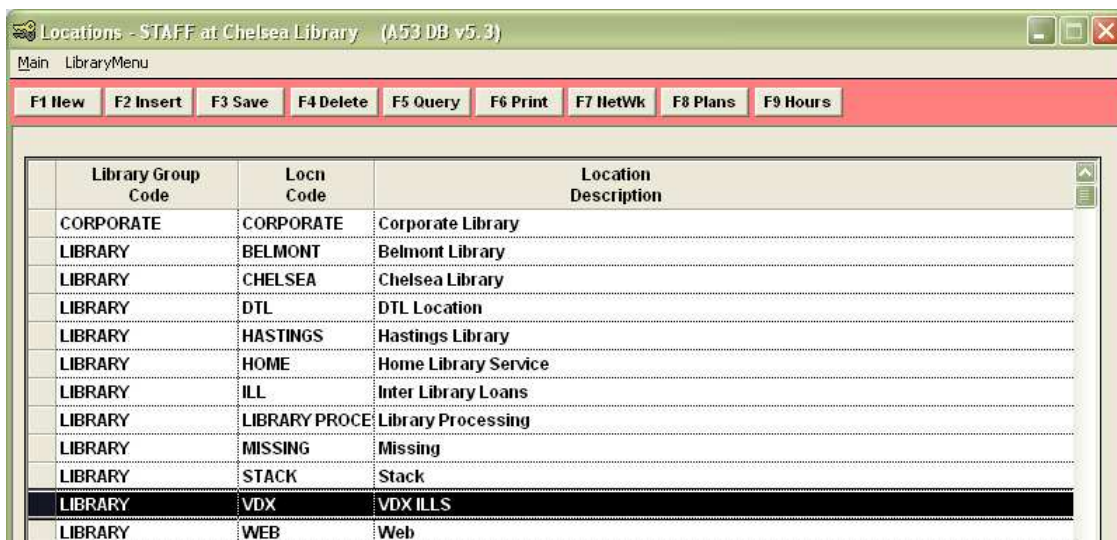
Please Note: When communicating details of these email addresses to *SLWA*, please ensure that you specify which locations they are to be configured against.

Setup the VDX Location

A new location of **VDX** needs to be created as this will be the <u>Permanent Location</u> 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 <u>Locations</u> screen will display

3. Click the **F1 New** button and enter a new location as below:

    a. <u>Library Group Code</u> – use the same Library Group Code as your main location

    b. <u>Locn Code</u> *must* be **VDX**

    c. <u>Location Description</u> can be whatever you choose – for example: **VDX ILLS**

4. Click the **F3 Save** button

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 <u>Installation (DEFAULT)</u> screen will display

6. From the menu, select **Installation** > **Choose Location** – the <u>Installation</u> screen will display:
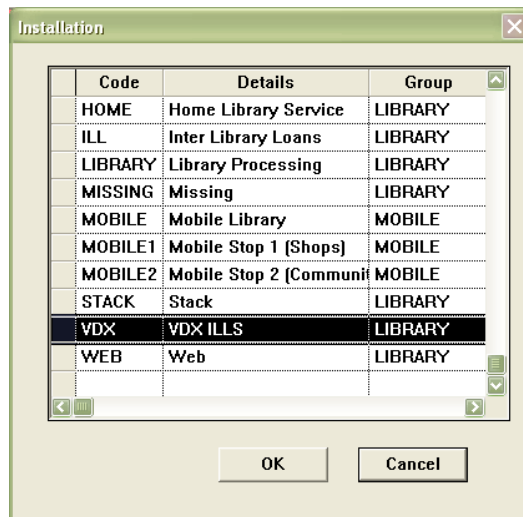
7. Highlight the **VDX** location and click the **OK** button – the Installation (VDX) table will display:
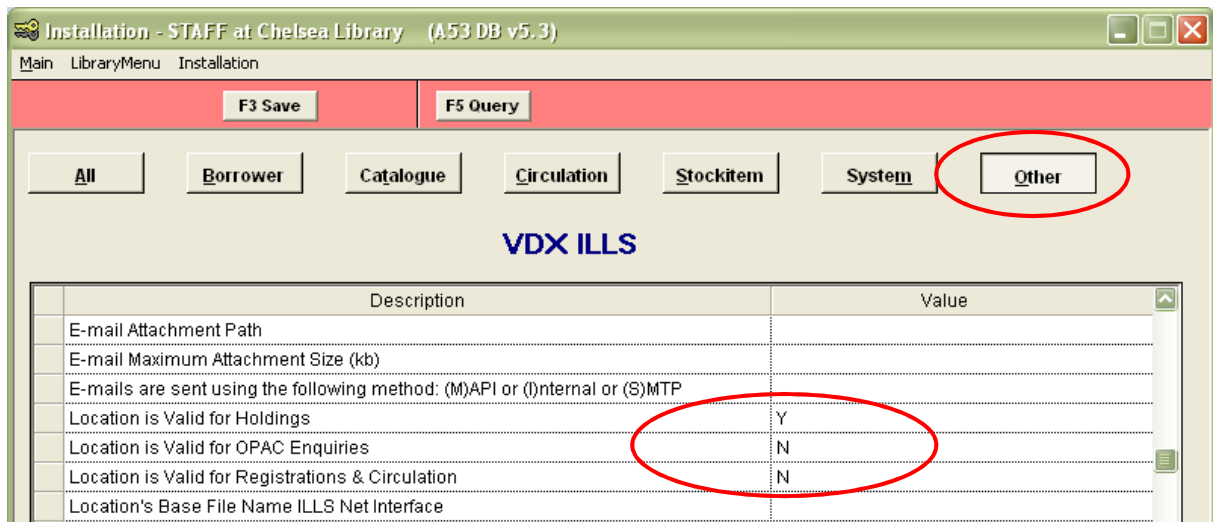
8. Select the **Other** tab and enter the settings:

    - Location is Valid For Holdings: **Y**

    - Location is Valid for OPAC enquires: **N**

    - Location is Valid For Registration and Circulation: **N**

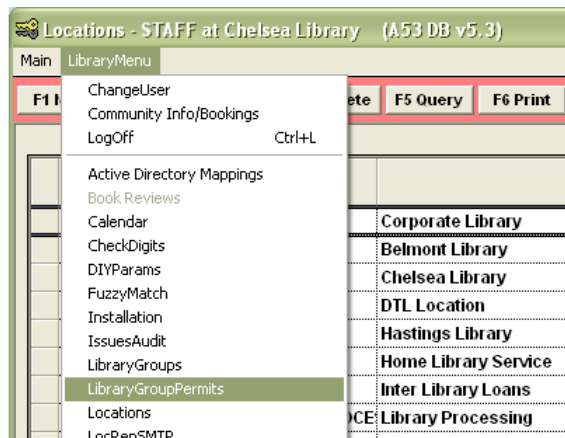9. Click the **F3 Save** button when complete

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:
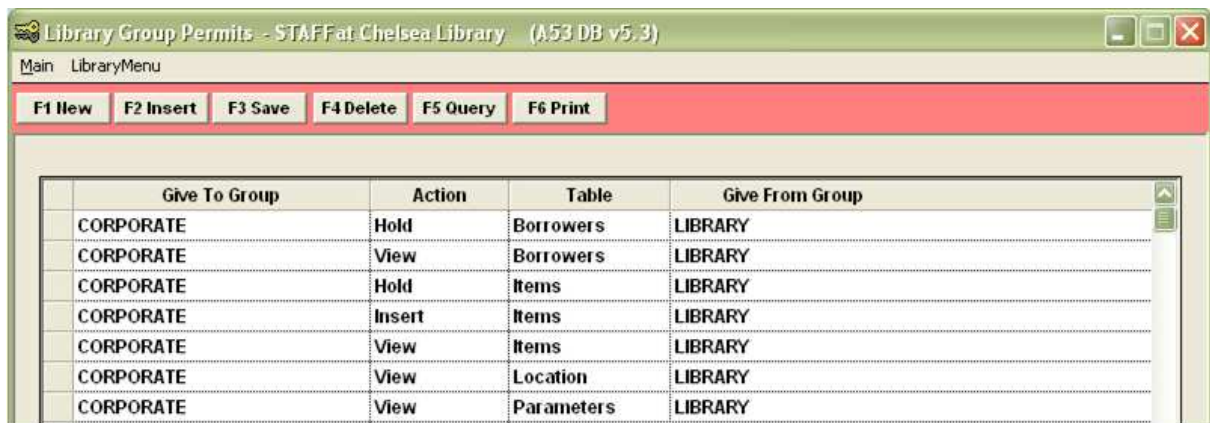
4. Click the **F1 New** button to enter the above settings so the operator is able to process the *VDX* emails for all other locations

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

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

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:
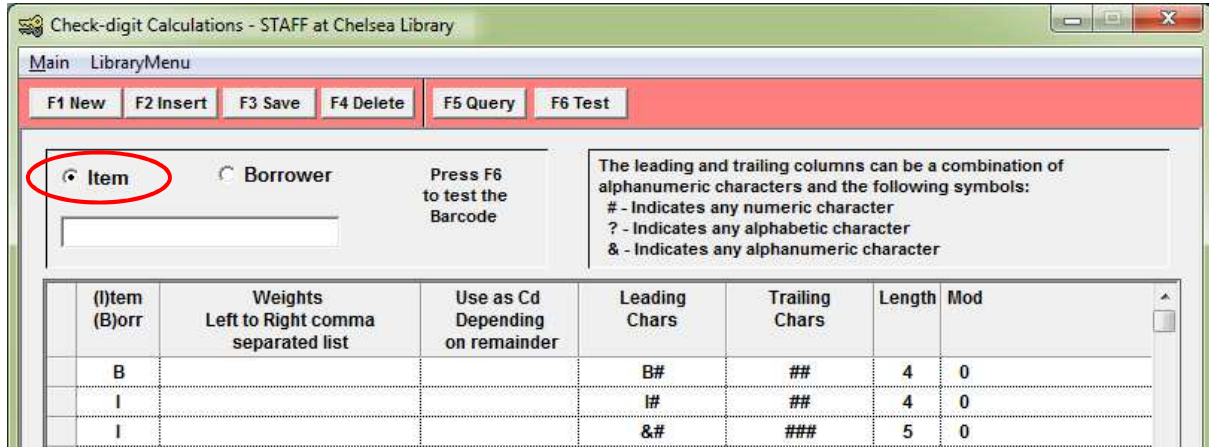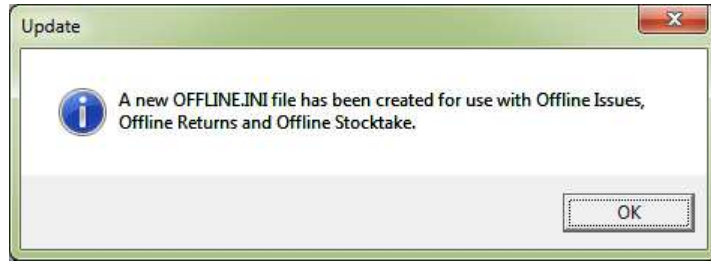

3. Click the **F1 New** button – a new entry will appear in the table

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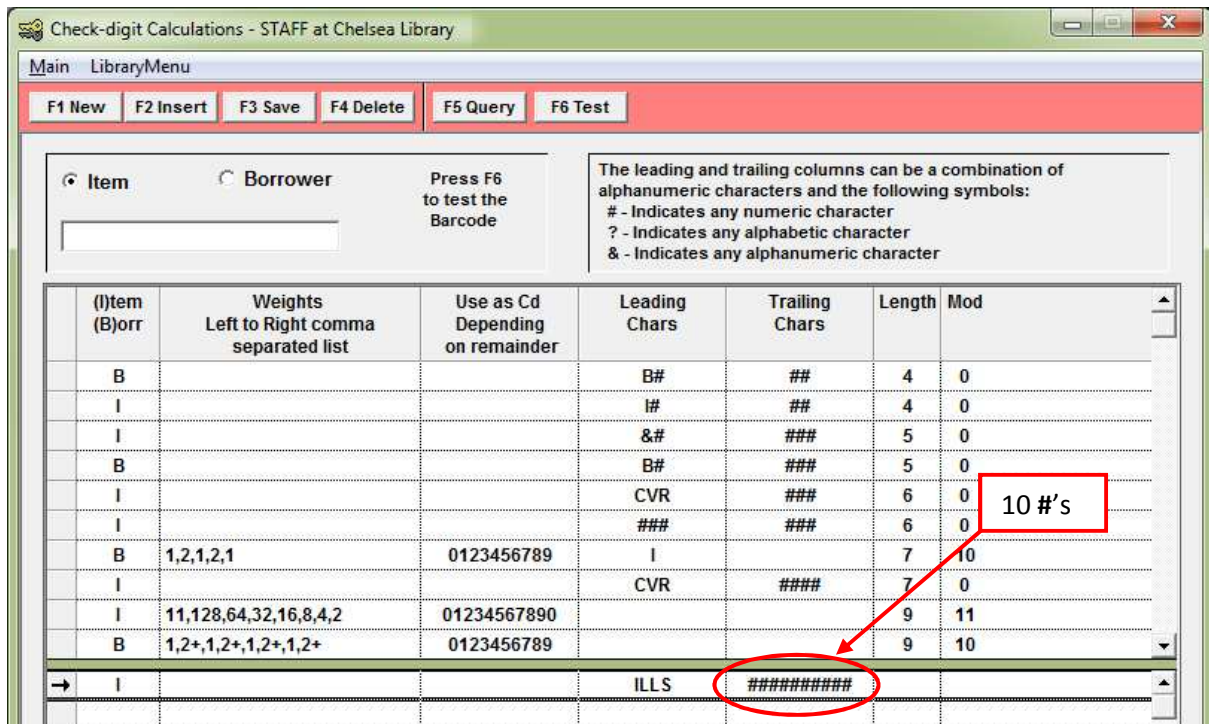
5. Click the **F3 Save** button – a prompt with the following message will display:
   A new OFFLINE.INI file has been created for use with Offline Issues, Offline Returns and Offline Stocktake.

6. Click the **OK** button

7. You will then see a barcode of **14 digits** in length:

8. 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:

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.
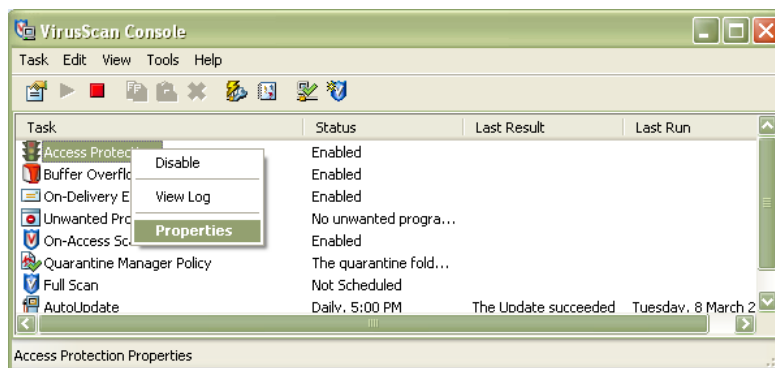
APPENDICES

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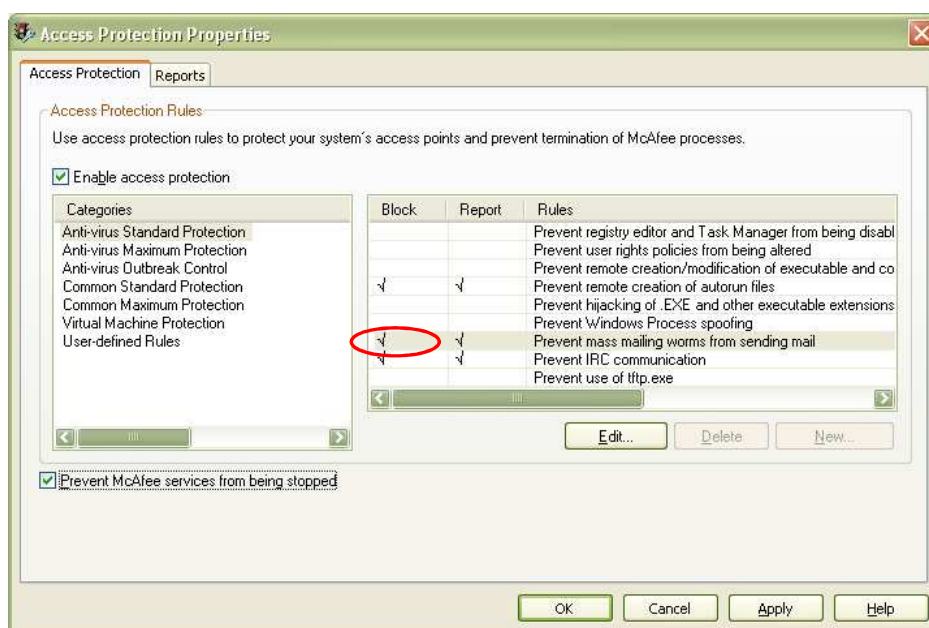
1. Right-click on the *McAfee* icon in the *System* tray and select **VirusScan Console…**
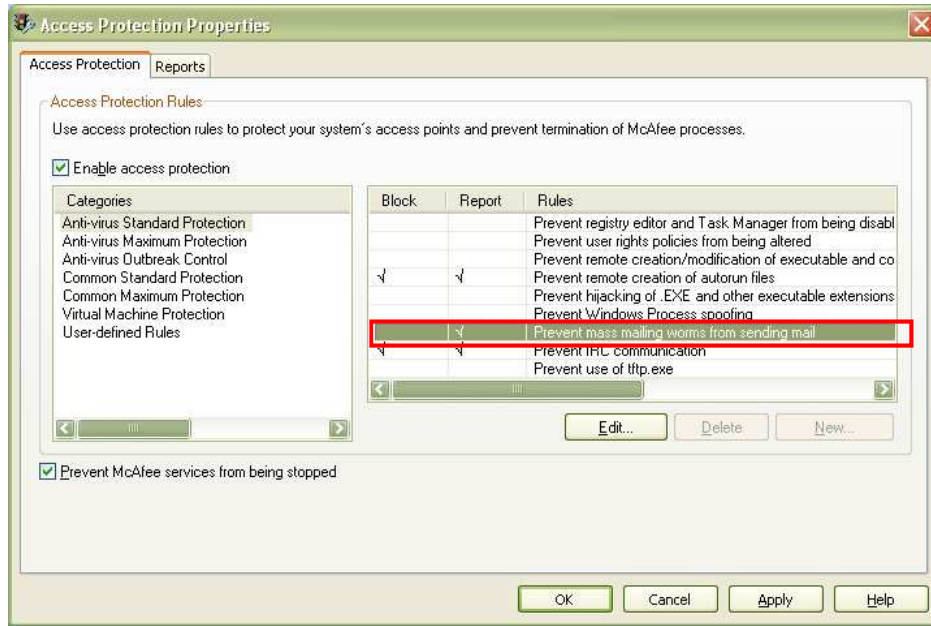

2. The <u>VirusScan Console</u> will display:

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

4. Click on the **tick** in the <u>Block</u> column against <u>Prevent Mass mailing worms from sending mail</u>


5. Once the tick is *removed* click the **Apply** button

6. Then click the **OK** button

The setting changes are complete.

## 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.
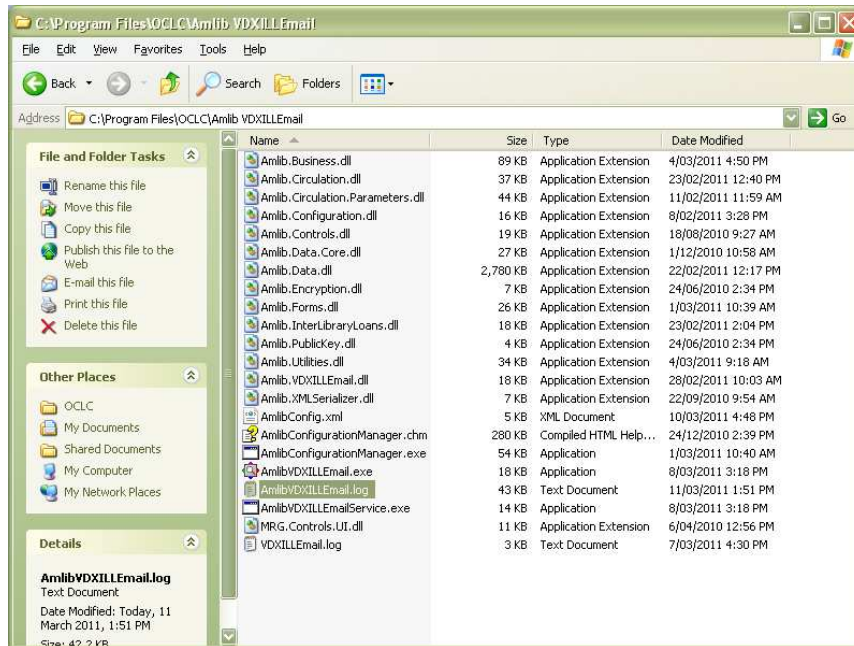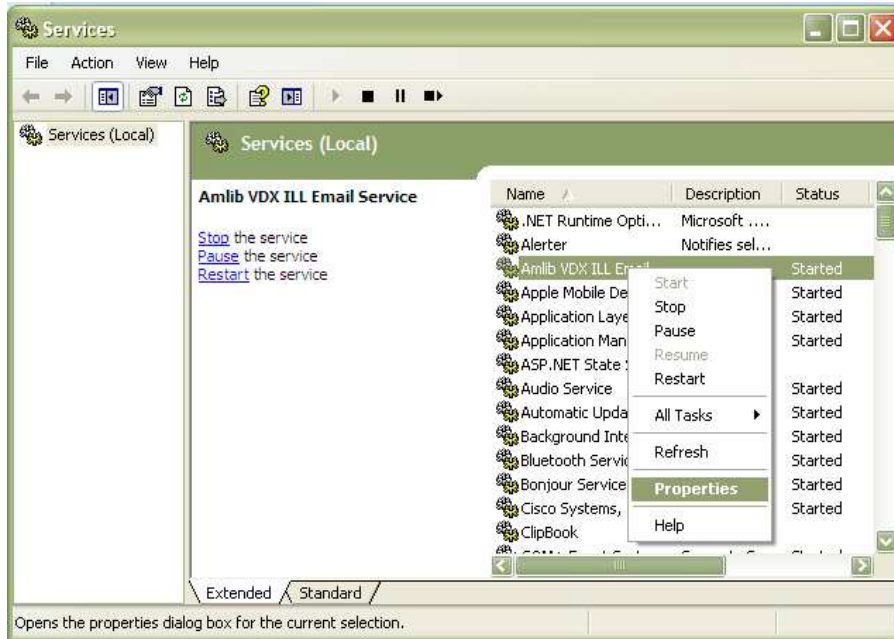

Enabling Troubleshooting logging for the service:

1. Open the **Services** control panel
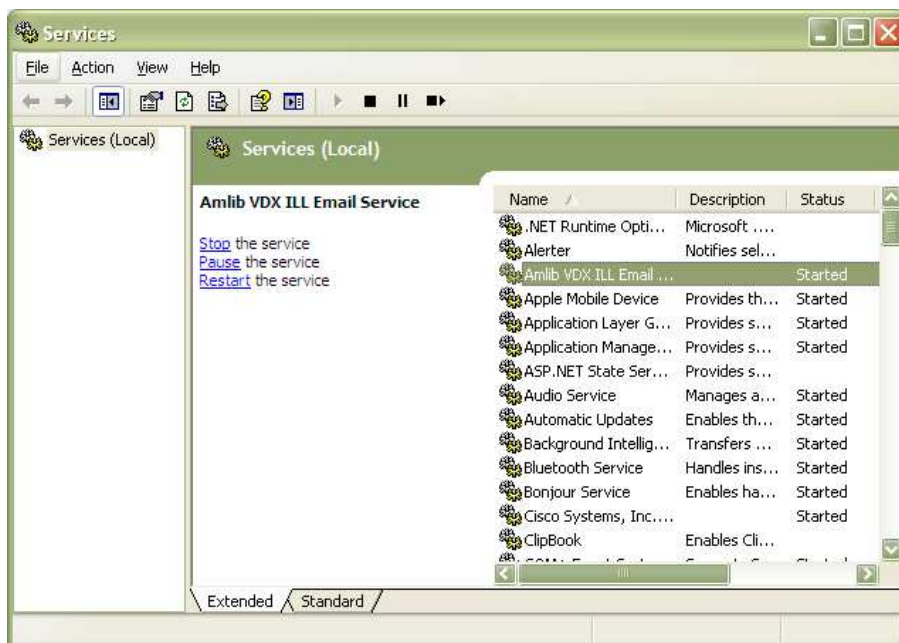
2. Right-click on the **Amlib VDX ILL Email Service** and select **Properties**

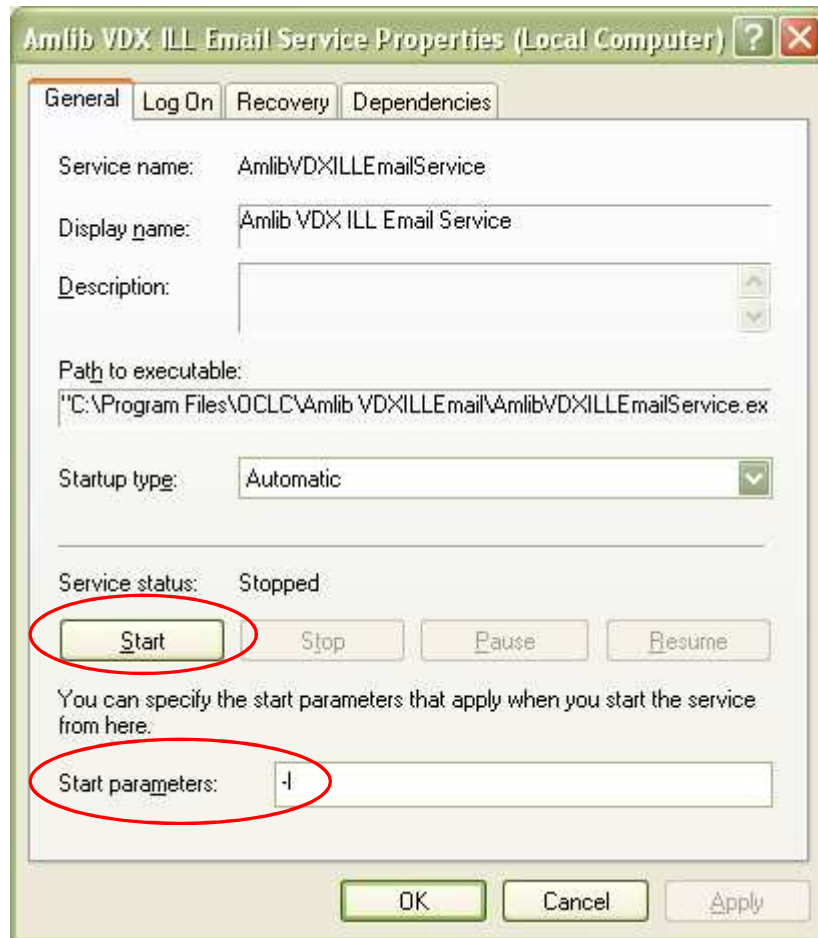

3. The <u>Amlib VDX ILL Email Service Properties</u> screen will display:

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

5. Enter **-I** in the <u>Start</u> parameters and click the **Start** button
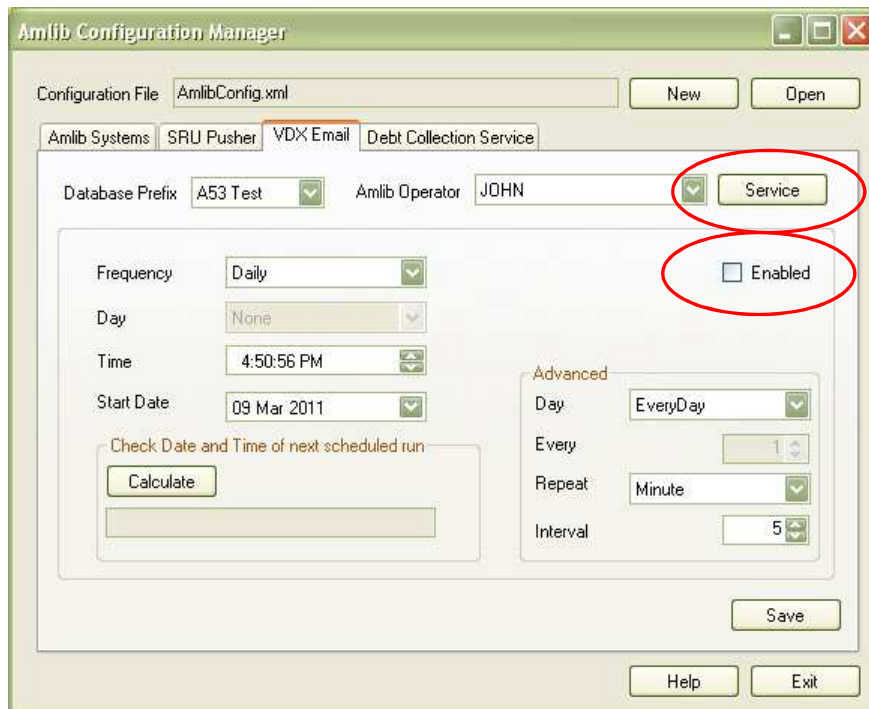

6. Click the **OK** button

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 <u>VDX Email</u> tab

3. **Un-tick** the <u>Enabled</u> button

4. Click the **Service** button – the <u>Service</u> 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.

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**

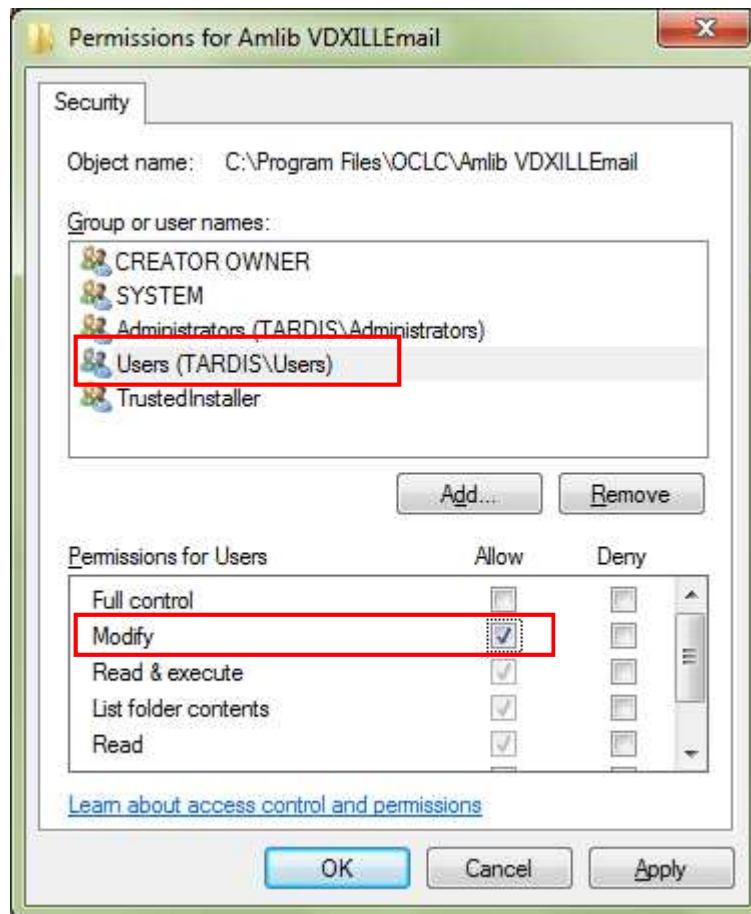2. Right-click on the **Amlib VDXILLEmail** folder and select **Properties**
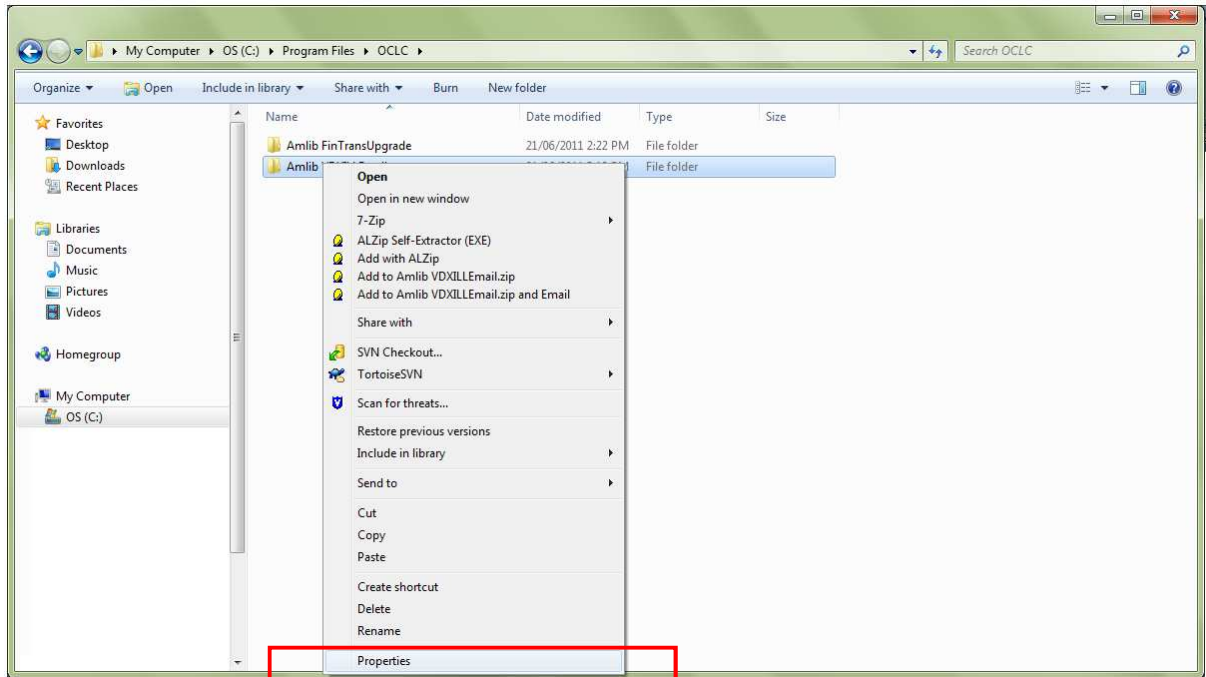
3. The Amlib VDXILLEmail Properties screen will display

4. Select the Security tab
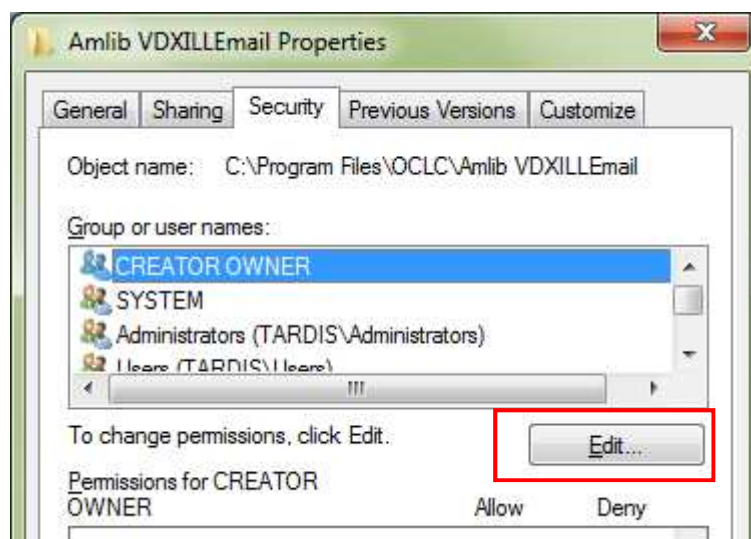
5. Click the **Edit…** button – the Permissions for Amlib VDXILLEmail screen will display

6. In the Group or user names: pane, click on the **Users** entry

7. 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:

8. This action will automatically **check** the Allow checkbox for the Write setting:
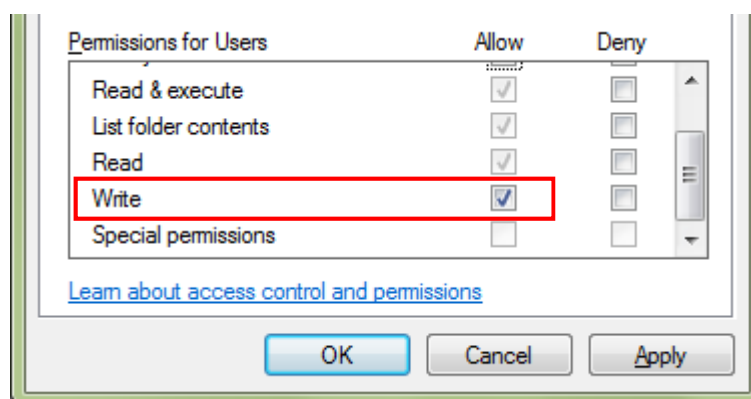
9. Click on the **OK** button on the Permissions for Amlib VDXILLEmail and the Amlib VDXILLEmail
    Properties screens to complete the change of permissions