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A Guide To Using

# LARS for Windows

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# Overview

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## Introduction

Arden Lake Technologies, Inc.'s **LARS/Windows** software represents the second generation of the Library Automated Retrieval System (LARS) product. Like its predecessor, *LARS/Windows* provides an affordable rub retrieval system, available to both library and bindery, which runs on inexpensive IBM compatible personal computers.

*LARS/Windows* fully supports the Flesher System 2 and System 3 stamping machines. It also supports the Flesher Bookmark Measuring System.

*LARS/Windows* operates with the popular Microsoft Windows™ software. This provides several advantages:

- Because the Windows environment is more advanced and more powerful than the older DOS environment, software written for Windows can contain features that would be prohibitively difficult to implement under DOS.
- Most Windows software adheres to a common set of standards. Users who have learned one Windows program, therefore, require less training to understand and operate other Windows programs.
- Microsoft Windows is fast becoming the dominant operating system for IBM compatible personal computers. Its wide popularity means that computers able to run it are readily available and inexpensive.

This Manual describes the various windows, or screens, which make up *LARS/Windows*. It also explains the meaning of each of the fields (places on the screen where you can enter data) and buttons (things you can click to cause an action) on these screens.

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## The System

*LARS/Windows* is made up of two separate programs. The Main program (LFWB.EXE) is where you spend most of your time, creating and stamping jobs, printing reports, and entering titles. The Configuration program (LFW\_CNFG.EXE) is used to add users, create accounts, title styles, binding styles, text fit rules, and change the bindery's configuration. This program is used by your bindery representative to configure your system.

## User ID and Password

When the Main and Configuration programs start, they each display a window requesting a user id and password. You must enter a valid user id and password to continue.

*Manager User ID:*  
When LARS/Windows is initially installed, it creates a special Manager user, with a user id of "MGR" and no password. This user id may be used to add additional users

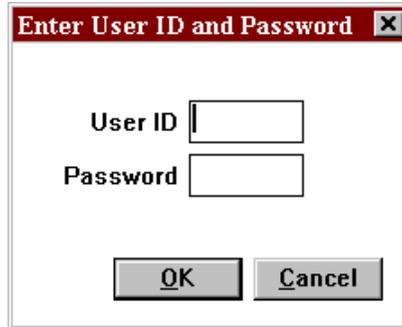


Figure 1 Enter UserID and Password

*User ids and passwords are assigned in the User Database.*

User ids and passwords are assigned in the User Database chapter in the Configuration Manual.

After you've entered a user id and password, the **Main** program or the **Configuration** program display the following menus, showing you the options available in each program.

## The Main Menu Window

When you start the **Main** program, the Main Menu Window is displayed.

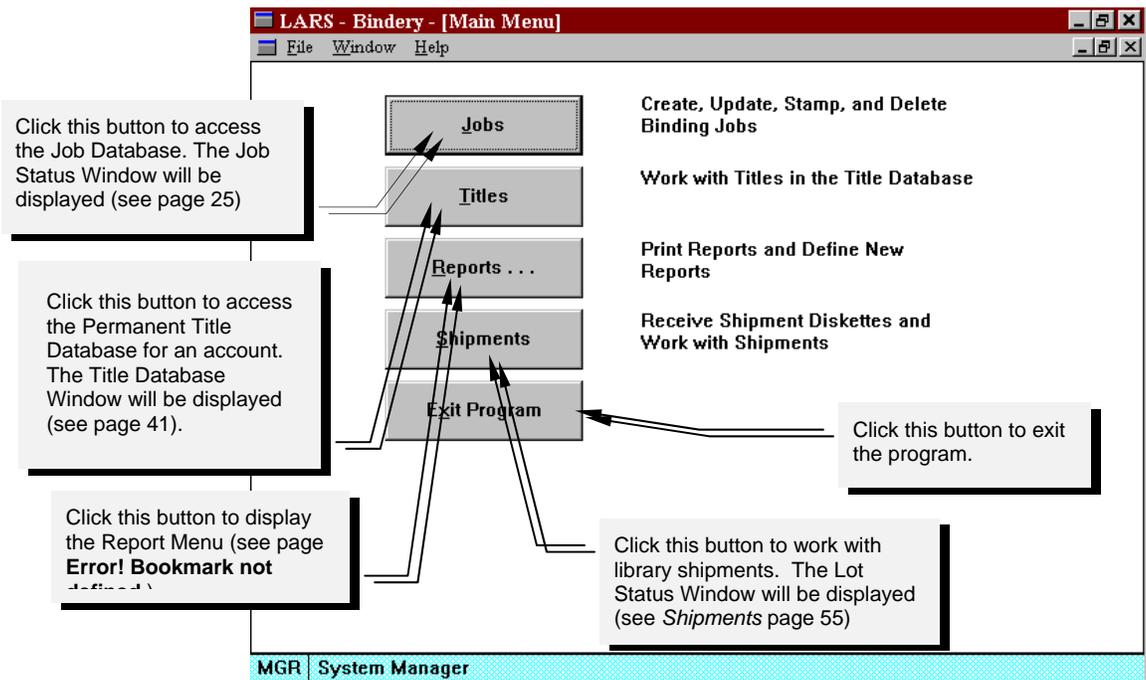


Figure 2 Main Menu Window

To use the menu, press one of the buttons on the screen. There are three methods for choosing one of these buttons: use the mouse pointer, the tab key, or the keyboard equivalent. Actually, these three methods are used throughout your Windows System.

To use the mouse, move the mouse pointer (the arrow) over the button. Make sure that the tip of the arrow is over the area you want to click on. Press the left button on the mouse. This will cause the button on the screen to depress and will then cause the action that the button is intended to do.

Use the Tab key to make the button, on the screen, active. Press the space bar to cause the active button to depress. A button is active if it is surrounded by a thin dashed line. You can see this line move from button to button, in a predetermined order, when you press the tab key. Press the space bar to cause the button to depress; the space bar is the same as the left mouse button.

To use the keyboard equivalent, hold down the *Alt* key and press the underlined letter appearing on the button you want to depress. (For example, you can exit the program by pressing Alt-x to click the **Exit Program** button). Remember that this is case-insensitive, so alt-x and alt-X will do the same thing. So, do not confuse alt-X with alt-shift-X.

## Job Status Database window

You get into the *Jobs Status Database* Screen by depressing the **J** button on the *Main Menu* Screen. Here, you can create, update, stamp, and delete Binding Jobs.

The screenshot shows a window titled "LARS Bindery - [Job Status Database]" with a menu bar (File, Options, View, Window, Help) and a table of job data. Annotations point to various parts of the interface:

- Job Status**: Points to the 'Status' column in the table.
- Number of pieces in job**: Points to the 'Pieces' column in the table.
- Date last modified**: Points to the 'Date Modified' column in the table.
- Job selection bar**: Points to the 'Job' column in the table.
- Job Name**: Points to the 'Job' column in the table.
- Customer Account**: Points to the 'Account' column in the table.
- Stamping System id**: Points to the 'System ID' column in the table.
- Buttons**: A group of buttons (New, Update, Pieces, Close, Stamp, Cloth Pull, Delete, Info, Filter, Refresh, Exit) is shown on the right side of the window.
- Bindery Job** and **LARS Job**: Input fields at the bottom of the window.
- MGR**: A button at the bottom left of the window.

The table data is as follows:

Job	Status	Account	Pieces	System ID	Date Modified
6B462-1	OPEN	UCSD	1	3	05/09/95
6B469-1	OPEN	UCSD	1	2	05/09/95
6B471-1	STAMPED	UCSD	1	2	05/09/95
6B473-1	OPEN	UCSD	12	3	05/09/95
6B473-1	OPEN	UCSD	1	3	05/09/95

Annotations include:

- "Job selection bar used to visually select the job to work with." (points to the Job column)
- "The first group of buttons is used to create **New** jobs, **Update** existing jobs, and view information on existing **Pieces** in a job" (points to New, Update, Pieces buttons)
- "The second group of buttons is used to **Close** jobs when complete, **Stamp** selected jobs, print the **Cloth Pull** report, and **Delete** old jobs." (points to Close, Stamp, Cloth Pull, Delete buttons)
- "The third group of buttons is used to get specific Information such as the job creator and date last modified of a job. **Filter** allows you to view jobs that only meet a given criteria (see Figure 5 - Filter Job List. **Refresh** refreshes the current job listing." (points to Info, Filter, Refresh buttons)
- "Enter here to show a group of jobs for a specific Internal Job" (points to Bindery Job input field)
- "Use this box to manually enter the job name." (points to LARS Job input field)

Figure 3 - Job Status Database

## Getting Information On A Job

To get job information, you must be on the *Job Status Database Window* (Figure 3). First, highlight a job line and then click on the **Info** button or hold down the *Alt* key and press the *i* key. The following *Job Information Screen* (Figure 4) will appear.

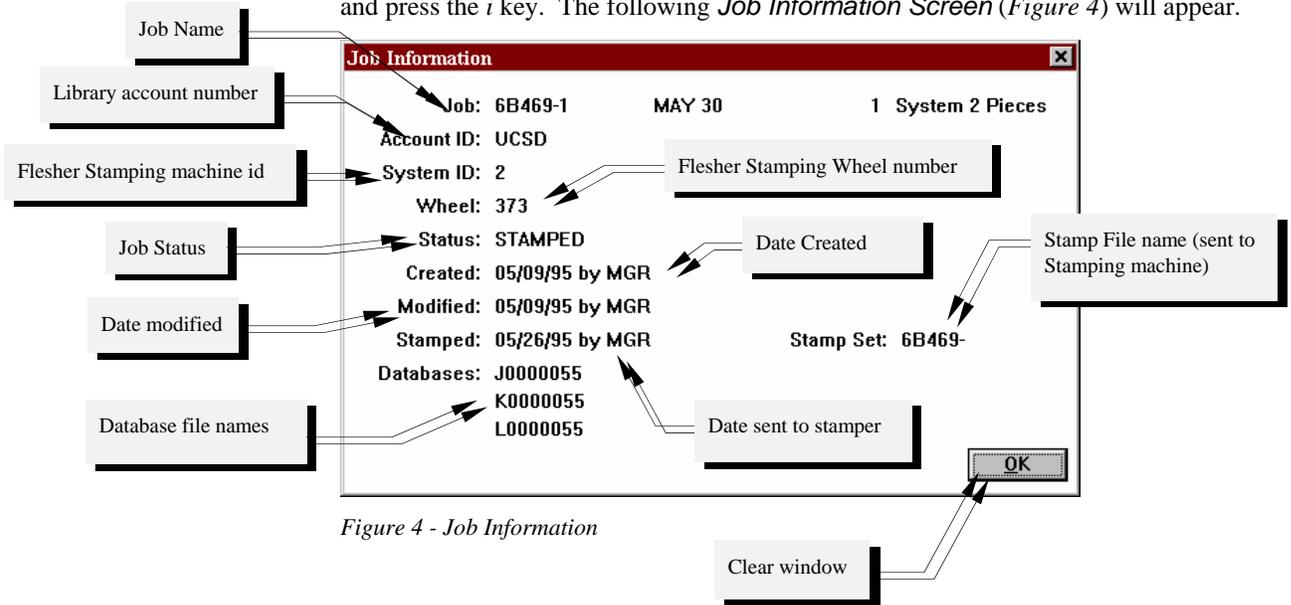


Figure 4 - Job Information

## Filtering The Job List

To get job information, you must be on the *Job Status Database window* (Figure 3). First, highlight a job line and then click on the **Filter** button or hold down the *Alt* key and press the *f* key. The following *Filter Screen* (Figure 5) will appear.

The filter will list everything between the **From** text to the **To** text entered in either the **Job** boxes or the **Account** boxes

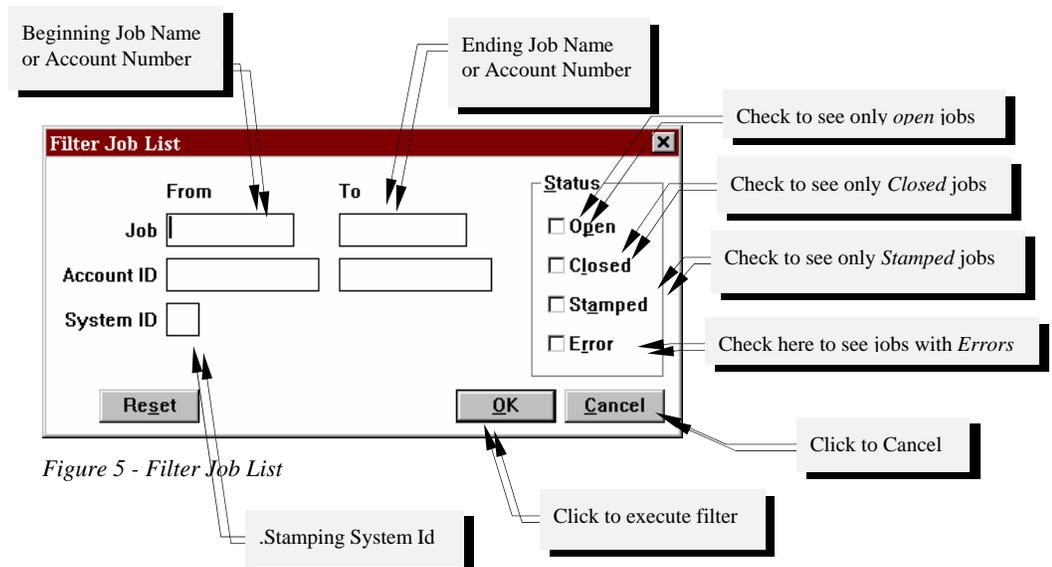


Figure 5 - Filter Job List

## Creating A New Job

To add a new job, you must be on the *Job Status Database Window* (Figure 3). Click on the **N**ew button or hold down the *Alt* key and press the *n* key. The following *New Job Screen* (Figure 6) will appear.

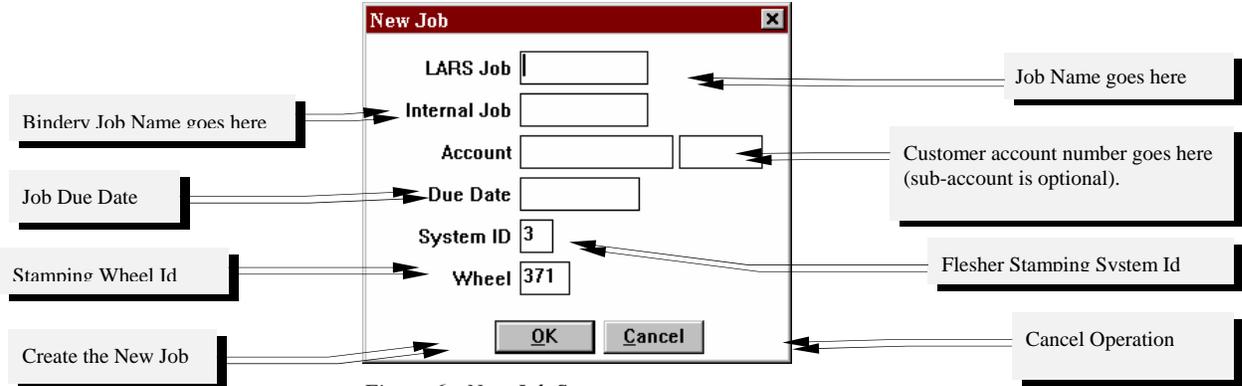


Figure 6 - New Job Screen

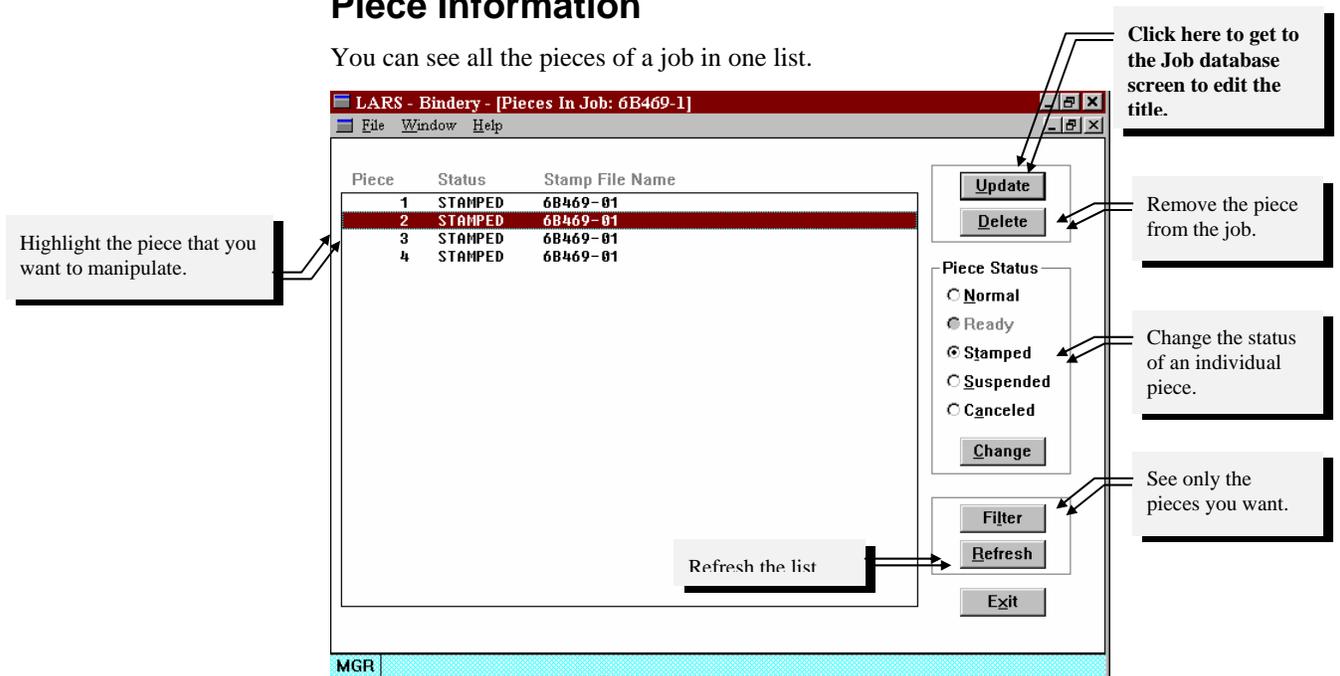
## Updating A Current Job

To update a current job, first highlight an existing job in the list on the *Job Status Database Window* (Figure 3 above). You can highlight a list item by moving the mouse pointer (arrow) over the item and clicking with the left button on the mouse.

You can also use the tab key to highlight a job in the list. Each time you press the tab key, the *active* border shifts to another item on the screen making that item active. When the active lands on the job list you can move the highlighted item in the list up and down with the cursor keys (the up and down arrow keys).

## Piece Information

You can see all the pieces of a job in one list.



# The Main Job Screen

You get to this window by starting from the Job Status Database window (Figure 3), then by **Creating A New Job** (see page 5, press the **New** button). Or you can highlight an existing job and click on the **Update** button.

The screenshot shows the 'LARS - Bindery - [Job: 6B471-1]' window. It features a menu bar (File, Edit, Go To, Options, Window, Help) and a toolbar with buttons for 'Add', 'Update', 'Type', 'Job', 'Piece', 'Account', 'Lot/Item', 'Title Id', 'Title Style', 'Foil', 'Material', 'Axis', 'Font', 'Title Text', 'Bind Style', 'Material Code for Stamping', 'Internal ID', 'Height', 'Width', 'Spine', 'Cloth Size', 'Trim Size', 'Call', 'Short', 'Binding', 'View', 'Notes', 'History', 'Keyword', 'B. Ticket', 'Perm.', 'Libr.', 'Measure', 'Txt.Fit', 'Del.', 'Ttl Srch', 'Save', 'Next', 'Previous', and 'Exit'. The status bar at the bottom reads 'MGR Account: UCSD - UCSD - MAIN LIB.'.

Callouts provide the following information:

- The Type field defines the type of work being processed.** (Points to the 'Type' field)
- Shows the current job number** (Points to the 'Job' field)
- Piece number is automatically assigned by LARS when adding but can be accessed in update mode** (Points to the 'Piece' field)
- Add & Update select the mode for adding new pieces to a job or updating existing pieces in a job** (Points to the 'Add' and 'Update' buttons)
- Account field shows the current customer account** (Points to the 'Account' field)
- Title Styles can be used for recalling a pre-defined title setup.** (Points to the 'Title Style' field)
- Foil Color for Stamping.** (Points to the 'Foil' field)
- Axis determines either vertical or horizontal stamping** (Points to the 'Axis' field)
- Title Number is the LARS record number for this title** (Points to the 'Title Id' field)
- Material Code for Stamping.** (Points to the 'Material' field)
- Internal ID can be useful in using custom identifiers for individual pieces.** (Points to the 'Internal ID' field)
- Short title is the field that you will be using to search on for most of your periodical work. The key contains the first two letters of each significant word in the title group and as much of the last word as will fit.** (Points to the 'Short' field)
- Check this box when you want to make a permanent change to an existing title or add a new title to the system.** (Points to the 'Perm.' checkbox)
- This line is used for text fitting and cloth-pull reports.** (Points to the 'Txt.Fit' checkbox)
- Click here to turn text fitting on and off.** (Points to the 'Txt.Fit' checkbox)

## Adding Pieces to a Job

You must be in **Add** mode to add a piece to a job. You can switch between **Add** and **Update** modes by clicking one of the two radio buttons that control mode. The keyboard equivalent, *alt-a*, is also available to switch to add mode.

There are two ways to add a piece to a job. You can either type in all the required fields, or you can retrieve an existing title from an account's title database.

- If you're entering a monograph or a new title that isn't in the title database, type in the required fields.
- If the title already exists in the title database, retrieve the title, rather than typing it in.

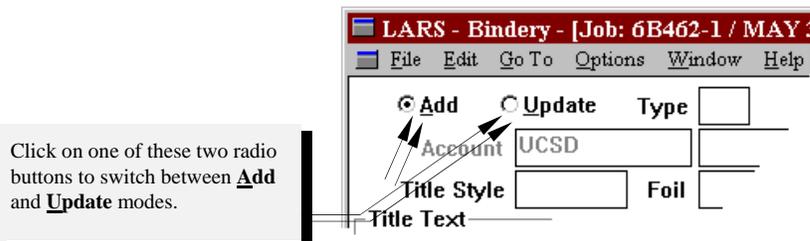


Figure 7 - Add and Update Modes

## Creating a Piece by Typing the Title Fields

Do this when the title does not exist in the title database. To create a new piece, make sure you're in Add mode. Enter the appropriate data into the fields and press the **Save** button.

To speed up entering titles of similar type you can use the title style code appropriate for the piece being added, like TA for Title/Author. Enter that style in the **Title Style** field and press enter. The style will be loaded in the Title Text area then the text groups defined by that style will appear.

If the style contains keywords, the Keywords Entry Box (Figure 12) will pop up prompting you to enter the text that goes in place of that keyword. You can redisplay the Keyword Entry Box at any time by clicking the **Keyword** button.

If there is not a title style appropriate for the new piece, you'll have to create the title text groups yourself. You can do this by choosing the **Add Group** selection from the **Options** menu. The Add Group Dialog Box will appear. (Figure 9)

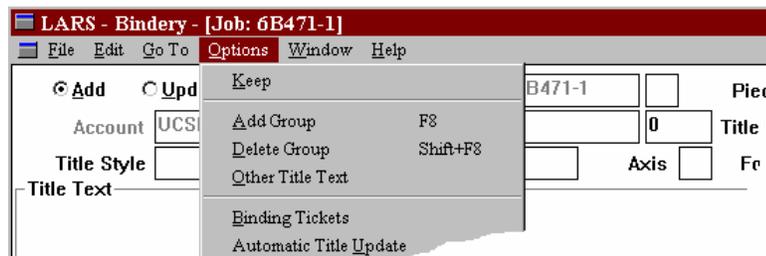


Figure 8 - Add, Delete Group

There are certain title groups that are pre-defined. Just click on the type of group that you want and press the **OK** button. The other radio buttons in the **Insert New Group** Box are for positioning the new group within the title text area.

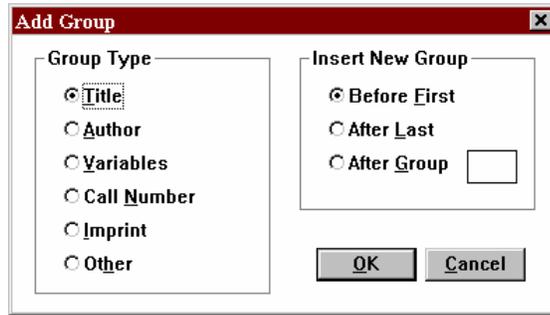


Figure 9 - Add Group Dialog Box

## Add A Piece By Using The Title Search Button

If the title already exists in the permanent title database, you can retrieve it directly into the job rather than typing it in again. Click on the **Ttl Srch** button to retrieve an existing title. The Title Search window will be displayed (Figure 16).

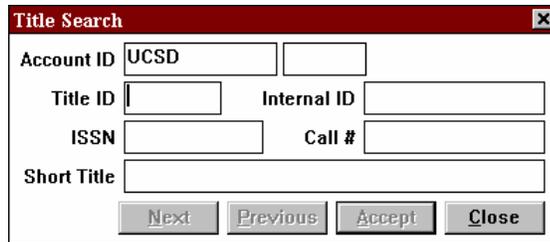


Figure 10 - Title Search Dialog Box

You can enter, for example, the Title ID that is assigned to permanent titles by the system. You can also use ISSN, Call Number, Short Title, or an Internal ID that you can use to internally to assign to titles. The Short Title is a combination of the first two letters of each word in the title plus as much of the last word that will fit.

Enter text in the **Title ID** field and press the **Accept** button. If the title does not exist in the permanent database, it will say “record not found” in the message bar at the bottom of the screen. If the record is found in the database, then the Title Search Dialog Box will disappear and the title text section will be filled with data.

Enter text into the **Short Title** field and the **Accept** button will change to the **Search** button (see Figure 11). Press the **Search** button and if the title is not found in the database, then a title near to the one that you want will fill the title text section. Use the **Next** and **Previous** buttons to search for the title that you want. This strategy works with the other fields, except for the **Title ID**.

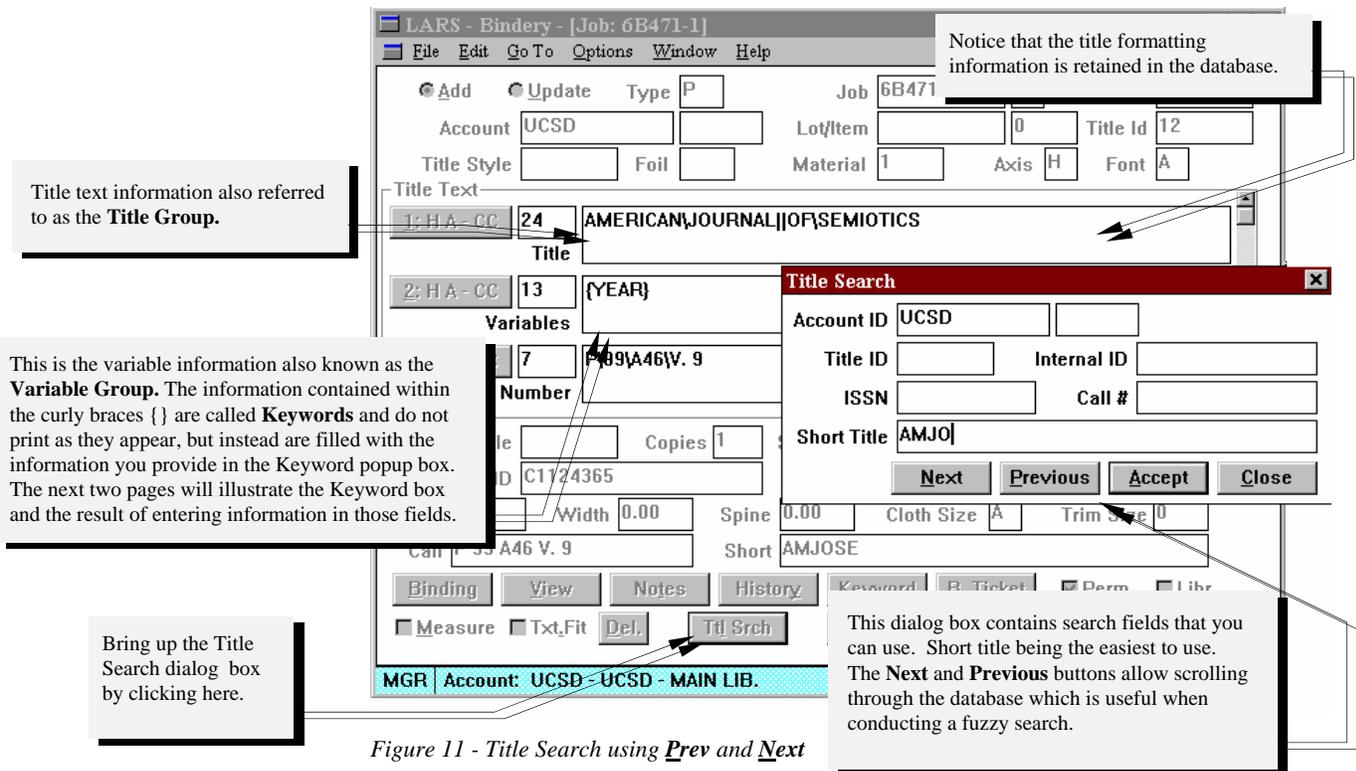


Figure 11 - Title Search using Prev and Next

## Keywords

The Keywords dialog box is presented each time you accept a title from a title search. This box allows you to fill in the Keyword information from the title that you are working. This *popup* can also become available by holding down the **Alt** key and pressing the **k** key.

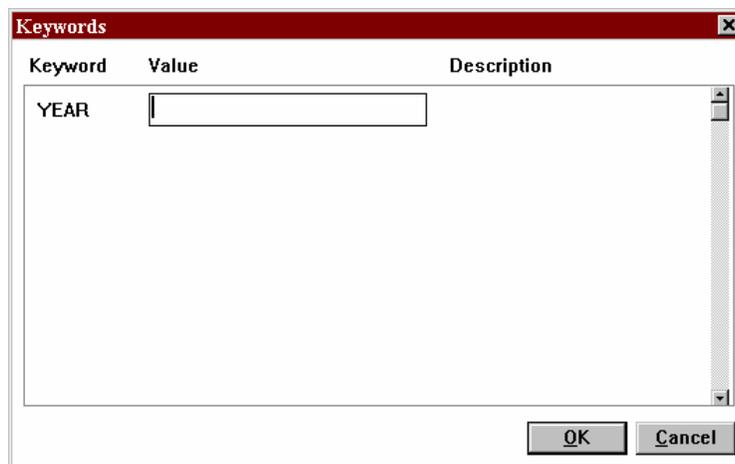


Figure 12 - Keywords entry box

Notice that the words under the keywords column are the same words in the brackets {YEAR} that are in the title text group.

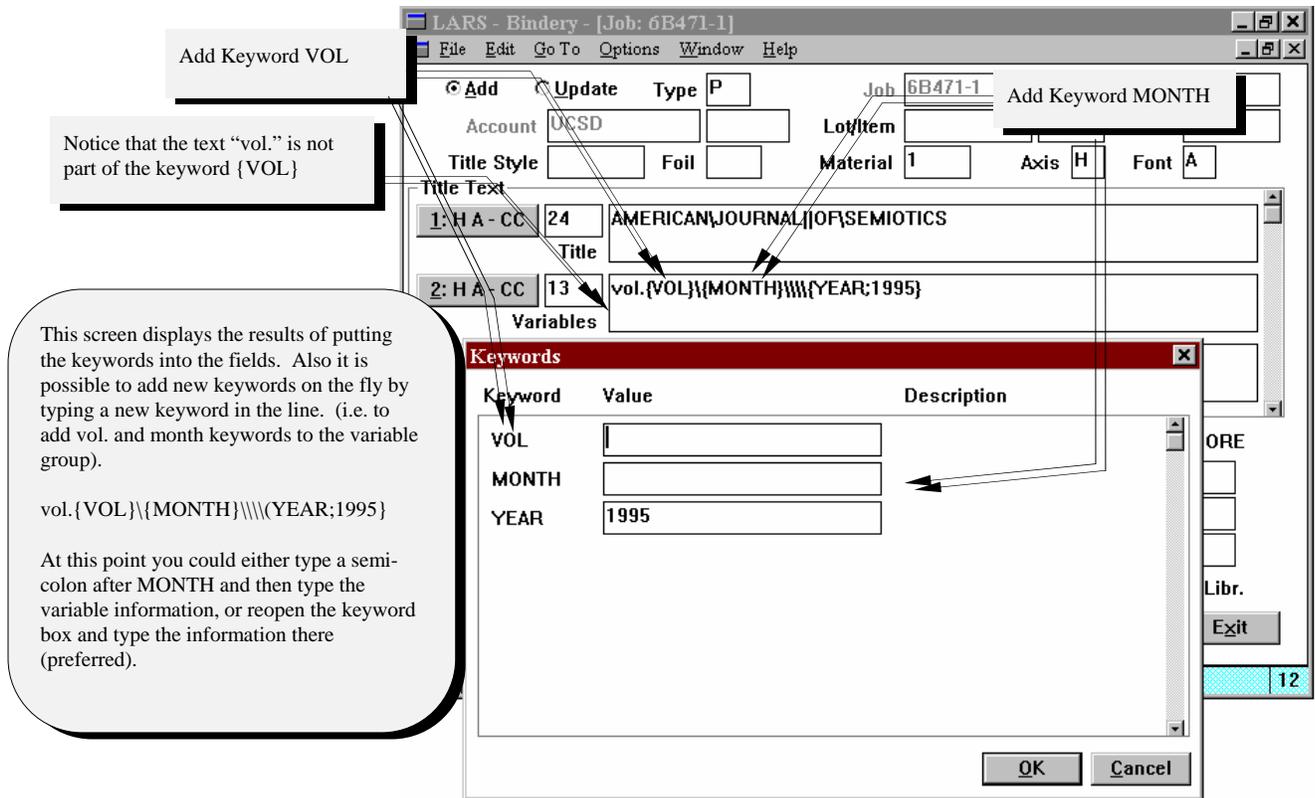


Figure 13 - Enter new keywords

## Setting Binding Options

You can enter a binding style to set multiple binding options all at once. You can display the Binding Options window (Figure 14) by clicking the **Binding** button.

*Note that the actual appearance of your Binding Options window may be different, depending on your bindery configuration.*

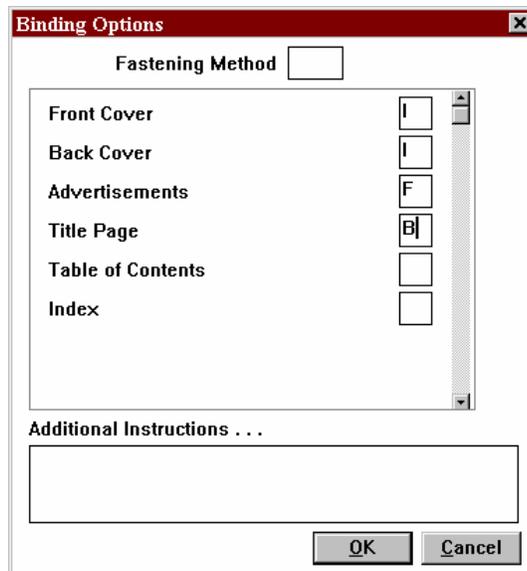


Figure 14 - Binding options

## Entering Measurements

These measurements are usually entered at the bindery. Do not enter anything into these fields unless your bindery representative instructs you otherwise.

Whether or not you must enter measurements now depends on the bindery's configuration. If the Verify Length During Entry option is selected, you will have to enter book block measurements. Otherwise, you can enter them now or later.

The height, width, and spine measurements are entered using the units specified in the bindery configuration. When the measurements have been entered, the system will try to determine the starting slot numbers for the title text groups, and the cloth size.

---

## Saving the Piece to the Permanent Title Database

There are some pieces, like monographs, that are rarely, if ever, saved to the permanent title database. For those pieces that are saved to the permanent database, the system provides two mechanisms, manual and automatic.

### Manually Saving Pieces

A piece can be manually saved to the title database at any time by choosing the **Options / Update Title Record** (Figure 15) option from the menu. If the piece was created from an existing title (the Title ID is not zero), the title record will be updated when you save. If the piece was not created from an existing title (Title ID is zero), a new title record will be added.

### Automatically Saving Pieces

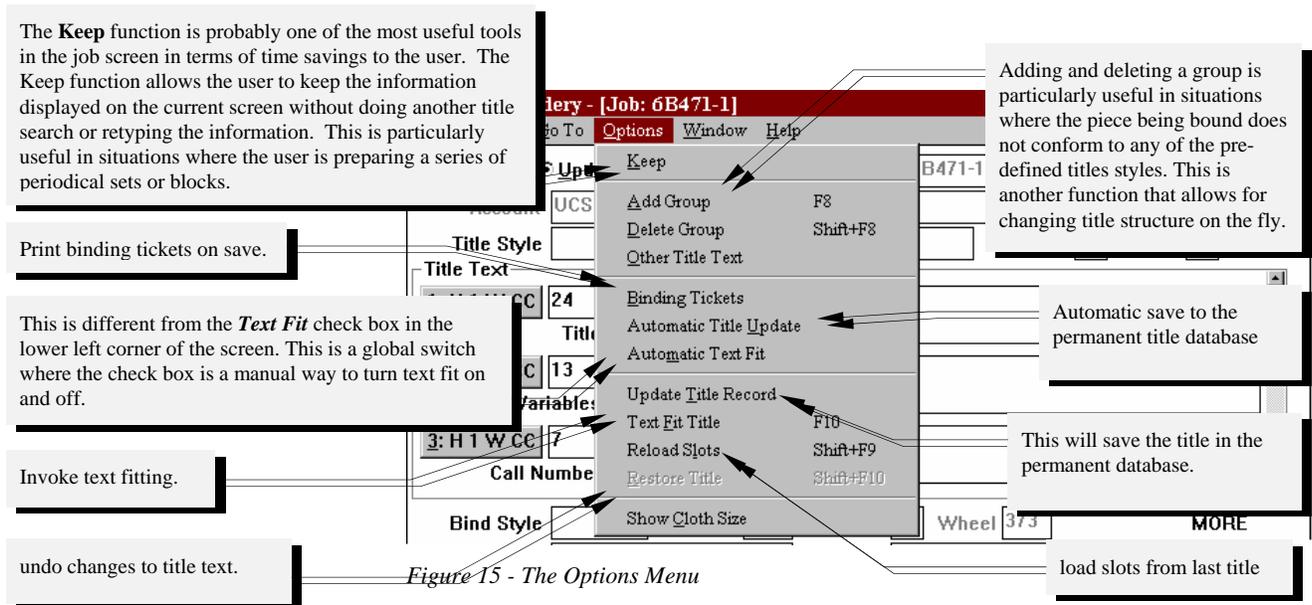
This option is only available if the Automatic Title Merge bindery configuration option was selected. In that case, the **Permanent** check-box appears at the lower right corner of the Job Database window. If this box is checked, LFW will automatically save the piece to the permanent title database when the job is stamped.

LFW will check or uncheck the box for you, depending on the title type. If the title type is normally saved in the database, the **Permanent** check-box will be checked. You can manually check or uncheck the box for any piece.

### Saving the Piece

After the piece has been completely entered, press the *ENTER* key or click **Save** to save the piece into the job. If there are any errors in a piece, LFW will display a message and refuse to save the piece. You must then correct the error and then try again.

After the piece has been saved, LFW will be ready to accept another piece. If you're using the Title Search feature, the Title Search window will be redisplayed, allowing you to select another title.



## Adding Measurements to a Job

Measurements may either be entered as each piece is created, or in a separate operation. If the separate measurement entry mode is used, then you can go right to the measurement fields in each piece in the job every time you press the **Next** button.

If you have many measurements to add, then use the measurement mode. To start a job in measurement mode, go to the **Job Database Window** and **Update** a job and follow the steps below:

1. Switch to update mode, by clicking the **Update** "radio" button in the upper left corner of the screen.
2. Switch to measurement mode by clicking the **Measure** check-box at the lower left corner of the screen.
3. If you want to start measuring from a specific piece, tab to the Piece field and type the starting piece number, then tab to the Height field.
4. The measurements will be updated when you hit the **Next** button and the next piece will be displayed with the cursor in the first measurement field.

*You can always use the mouse to get to a field that you want*

If you use measurement mode, LFW won't check to make sure the title text fits but it will ask you if you want to change the slot numbers. The measurements will still be checked for text-fitting when you try to close the job, so any errors will be caught.

---

## Closing a Job

Before a job can be sent to the stamping machine, LFW must check to make sure that it doesn't contain any errors. Many errors are caught during piece entry, but a final check is still performed to catch anything which made it by the entry process. This final check is performed in an operation called *closing* the job.

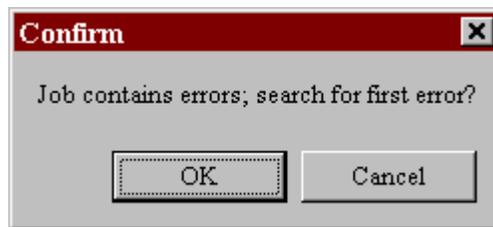
Only closed jobs can be formatted for stamping.

Jobs are closed from the Job Status window. To close a job, highlight it in the job list and click the **Close** button. The close process may take several seconds, depending on the number of pieces in the job and the load on the system.

When LFW has finished processing the job, it will display a message indicating success or failure of the close process. If successful, the job's status will be set to changed to CLOSED. Otherwise, it will be changed to ERROR.

Jobs marked as CLOSED can be formatted for stamping.

Jobs marked as in ERROR must be corrected before they can be formatted for stamping. The window below will appear when you try to close a job that contains errors. Press **OK** and the system will bring you to the first piece with an error and will then display the problem in the message bar.



After you correct the error and press the **Save** button, the system will bring you to the next piece in the job with an error. Continue this cycle until the system brings you to the last record. Try to **Close** the job again.

---

## Stamping a Job

This is an operation done at the bindery.

A job that has been successfully closed can be formatted for stamping. This operation produces the stamping files (e.g., S2T or S3T) required by the stamping machines.

Jobs are formatted for stamping from the Job Status window. To stamp a job, highlight it in the job list and click the **Stamp** button. The Format Jobs for Stamping window will be displayed, asking you to confirm the types of pieces to be stamped.

The process may take several seconds, depending on the number of pieces in the job and the load on the system. When the operation is completed, the stamping files will have been created in the stamp directory specified by the bindery configuration. A file is created and not yet stamped. The stamping machine will load the file and begin the stamping at the operator's command.

## Printing A Cloth-Pull Report (Job Listing)

This is an operation done at the bindery.

After the stamping file has been created, a cloth-pull report can be printed. This report is used by the person who is pulling cloth in preparation of the stack of cloth for the stamping machine. Just highlight a job in the list and press the **Cloth Pull** button.

## Permanent Title Database

The screenshot shows the 'LARS - Bindery - [Title Database]' window. It features a menu bar (File, Edit, Go To, Options, Window, Help) and a toolbar with 'Add' and 'Update' buttons. The 'Add' mode is currently selected. The window contains several input fields: 'Type' (P), 'Account' (UCSD), 'Title ID' (1), 'Title Style', 'Foil' (W), 'Material' (1), 'Axis' (H), and 'Font' (1). Below these is a list of titles with columns for 'Title Style', 'Title', and 'Variables'. Two titles are visible: '1: H 1 W CC 26 CUL\|DOC\|EC\|STACKS\C500\B80' and '2: H 1 W CC 26 BULLETIN\OF THE\EUROPEAN\COMMUNI\{NO}\{MONTHS}\{YEAR}'. At the bottom, there are fields for 'Bind Style', 'Internal ID' (C138644X), 'Stamper' (3), 'Wheel' (373), 'Height' (0.00), 'Width' (0.00), 'Spine' (0.00), 'Cloth Size' (A), 'Bind Freq.' (0), 'Call', and 'Short' (CUECSTCB). A row of buttons includes 'Binding', 'View', 'Notes', 'History', 'Keyword', 'B. Ticket', 'Protect Title', 'Del.', 'Save', 'Next', 'Previous', and 'Cancel'. The status bar at the bottom reads 'MGR Account UCSD - UCSD - MAIN LIB.'.

To add a title, change to **Add** mode and enter the customer account you want to add to. Enter all the information and LFW will enter the title ID when you save.

When adding titles in this screen, Titles Styles can be used in the same way that they are in the job screen.

To call up a permanent title, change to **Update** mode, enter the account number then enter the title id.

These buttons work the same way as in the Job Database screen.

Figure 16 - Title Database

## The Report Menu Window

The report menu window lets you print the reports available in LARS/Windows. This menu (Figure 17) is reached by clicking the **Reports . . .** button on the main menu .

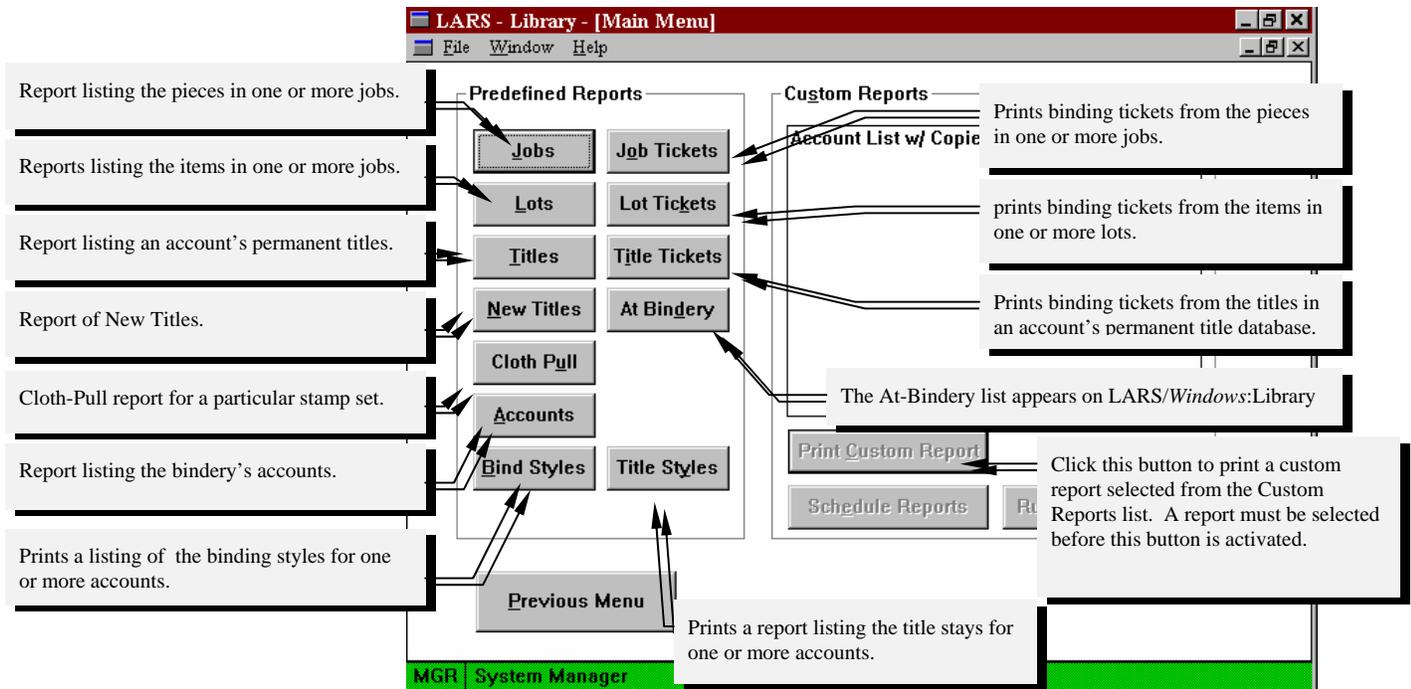


Figure 17 - Reports Menu

## Job Report Interface

*The send date is not available as a sort key in this report.*

This is the job report screen user interface. This screen is used to specify the range of information that the user wants to get a report on. The **Job** field is used to specify the range of jobs that the report will act on, if only one job is specified in the **From...** field the report assumes only one job is to be reported upon. The user may then further specify the range of items to report on by indicating ranges for **Piece**, **Title ID**, **Internal ID**, **ISSN**, **Call #**, or **Short Title**. The user can also choose a sort order based on any of the criteria from the **Sort By...** box on the right.

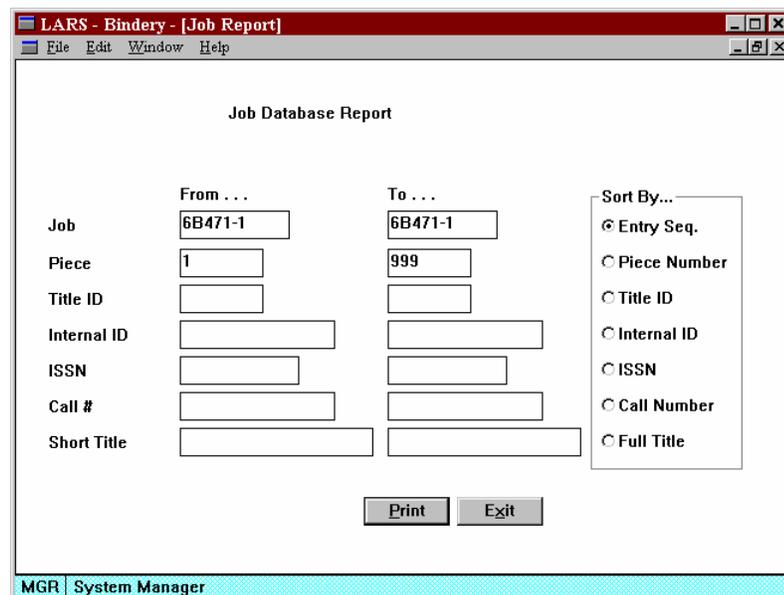


Figure 18 - Job Report

All accounts in the jobs specified are assumed to be included if no specification is made.

## Job Binding Tickets interface

This is the interface where the user can print bindslips in a batch mode, this is typically done only when the user has chosen not to print the bindslips on at a time while processing the job. The user specifies a job or range of jobs to print tickets for and additionally specify to either include or exclude specific accounts. There are other options (checkbox items) to print tickets that are only used at the bindery.

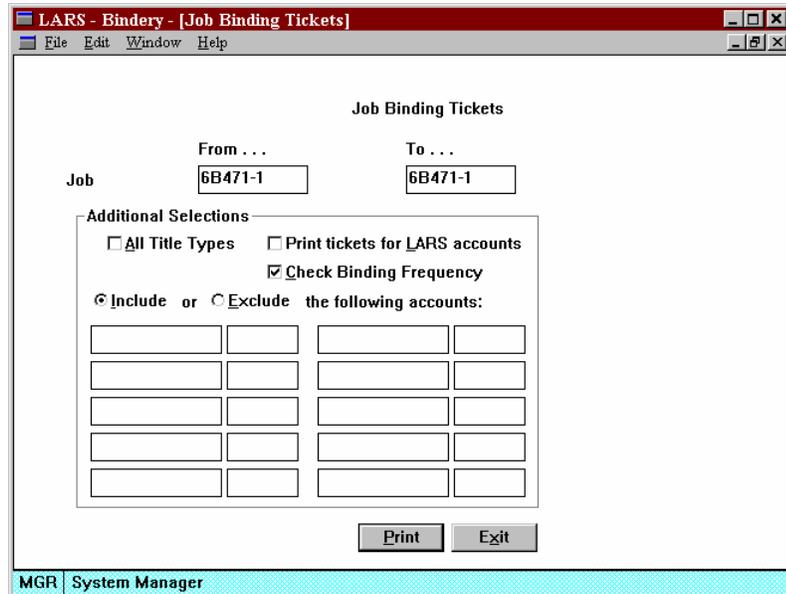


Figure 19 - Job Binding Tickets

## Lot Report

The send date is not available as a sort key in this report.

This is the Lot report screen user interface. This screen is used to specify the range of information that the user wants to get a report on. This screen differs from Job report screen in that the user can include an account number to limit the report to a single account within all lots being reported on. The **Lot** field is used to specify the range of lots that the report will act on, if only one lot is specified in the **From...** field the report assumes only one lot is to be reported upon. The user may then further specify the range of items to report on by indicating ranges for **Piece, Title ID, Internal ID, ISSN, Call #, or Short Title**. The user can also choose a sort order based on any of the criteria from the **Sort By...** box on the right.

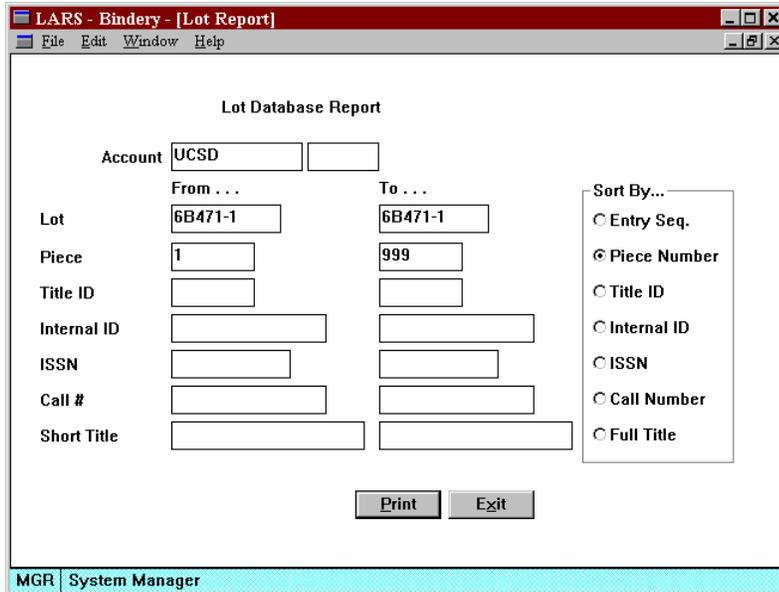


Figure 20 - Lot Report

## Lot Binding Ticket

*Note: This report is seldom used at the library because the library has the ability to print bindslips on demand and would have no reason to print bindslips for these pieces once they have returned to the library.*

This interface allows the user generate bindslips based on lots rather than jobs. The user can specify an account to limit the report or specify the accounts to include or exclude. Similar to the Job Ticket screen there are checkbox options that have no effect on the report at the library.

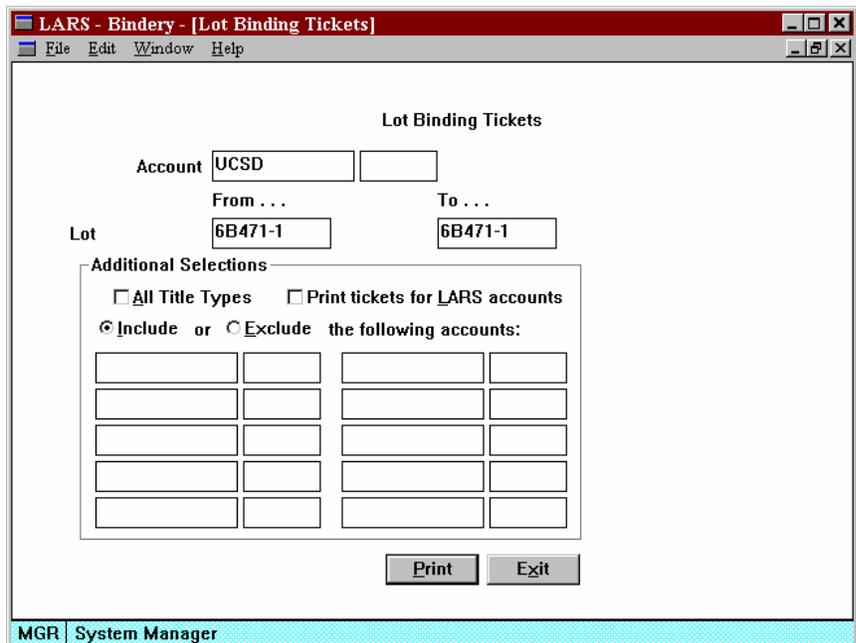


Figure 21 - Lot Binding Tickets

## Title Report

These screens allow the user to print reports based on the information contained in the master title database for that account.

The first screen is the main Title Report screen where the user specifies the account number and then a range based on one of the available search keys.

The second screen is much the same as the first with the exception that it is designed to print out title tickets and also has the ability to print individual tickets. (See screen 3) The binding frequency checkbox is used to generate a bindslip for each occurrence of the title, (i.e. frequency = 4, 4 bindslips would be printed) without this check only one ticket per title would be printed.

Typically screens 2 and 3 would not be used at the library.

## New Titles

The New Titles report screen allows the user to get a report on all new titles added to the system since a given date or title id, for a given account. This report screen provides two date fields one for **Date Added** and the other for **Reprint Dates** which are used as follows. Date Added is used to specify a range of dates for the first time that this report is run against that range of dates\ titles, once the report has reported on a particular title a flag inside the title database is switched and that title is then no longer viewed as new by the system. To run the report again for that range of titles the user must then use the Reprint Dates range to specify what the report should run against.

The screenshot shows a window titled "LARS - Bindery - [New Title Report]". The window has a menu bar with "File", "Edit", "Window", and "Help". The main content area is titled "New Title Report" and contains the following fields and controls:

- Account:** A text box containing "UCSD" and an empty text box.
- Title ID:** Two text boxes labeled "From ..." and "To ...". The "From ..." box contains "500000" and the "To ..." box contains "999999".
- Date Added:** An empty text box.
- Reprint Dates:** An empty text box.
- Sort Option:** A checked checkbox labeled "Alphabetical Sort by Title".
- Buttons:** "Print" and "Exit" buttons.

A status bar at the bottom left of the window displays "MGR".

Figure 22 - New Titles Interface

## Cloth-Pull Report

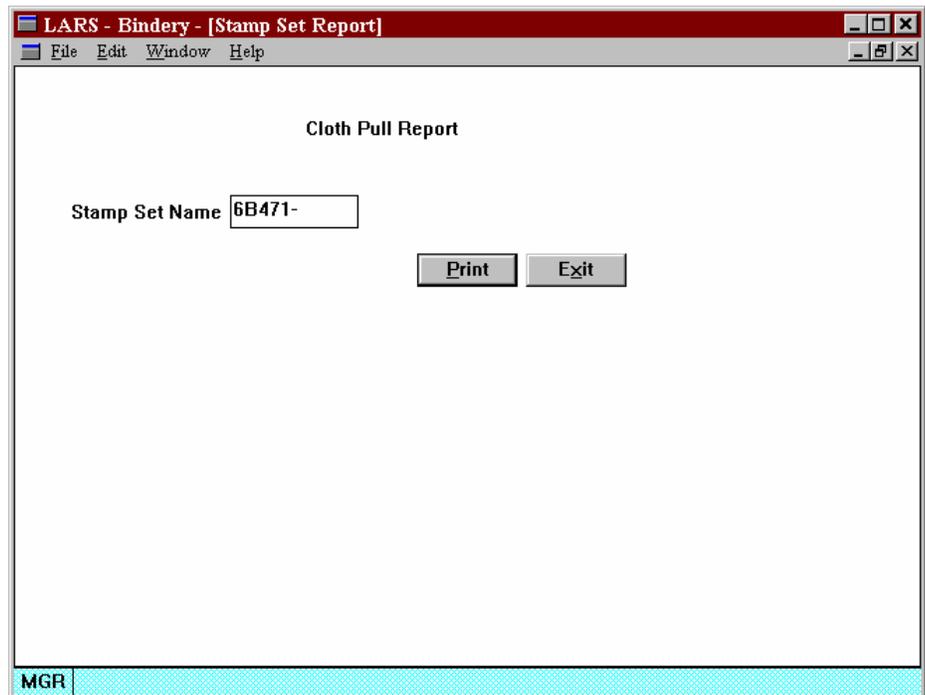


Figure 23 - Cloth-Pull Report

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## At-Bindery

The at-bindery database (ATB) is only available at the library. It retains a copy of every piece sent to the bindery. The database can be viewed on screen (using the Check-In module), or printed using the normal report writer features. (The at-bindery database is in the same format as the JOB and LOT databases, and can be printed using the same field codes.)

Records are added to the at-bindery database during one of two operations, depending on a configuration parameter in the INI file. Records can be added as each piece is entered into the job, or when the entire job is sent to the bindery.

The at-bindery record format is the same as the job database record format, so all information in the job is also available in the at-bindery database.

One important difference between the at-bindery database and the job database becomes evident when a piece with a copy count greater than one is added. Instead of creating a single at-bindery record, one record is created for every copy of the piece. This allows the at-bindery database to reflect the actual number of volumes expected back, rather than the number of piece records sent. The check-in program allows some or all of the volumes to be checked in, even if they came from a single piece record.

A new report is available on the library's Report Menu. The At Bindery report is similar to the Job and Lot reports, but runs against the at-bindery database. (The report file name is ATB\_RPT.RPT.)

The At Bindery report screen allows a user to print a report of what shipments or parts of shipments are at the bindery according to the current at bindery list.

Library

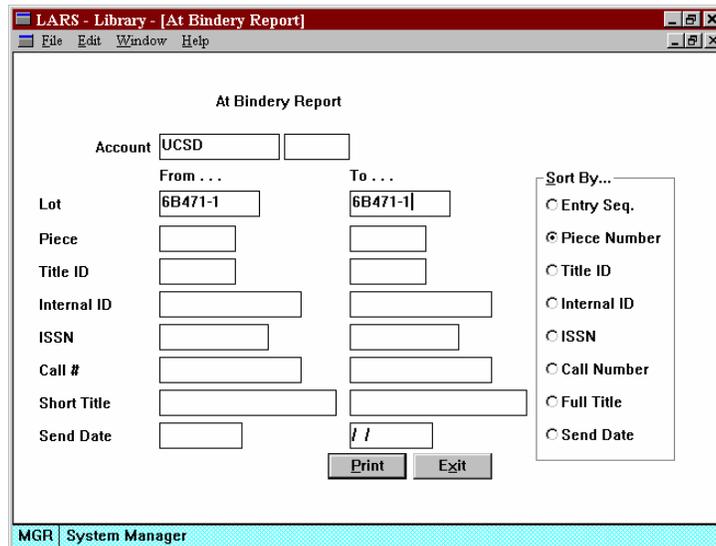


Figure 24 - At Bindery Report

## BINDING HISTORY

The binding history is maintained in each account's *Dnnnnnnn.DBF* file. History accumulation can be enabled and disabled on an account-by-account basis. History can be maintained at the library, the bindery, or both.

When enabled at the library, history is stored for every permanent title sent to the bindery. The history is accumulated during the Send Diskette operation (i.e., not during job entry).

When enabled at the bindery, history is stored for every permanent title during the Stamp operation.

The following information is stored each time a title is stamped:

TITLE ID	permanent title being bound
JOB	job in which title was entered
PIECE	piece number in job
COPIES	number of copies stamped
BINDDATE	date job was Sent (library) or Stamped (bindery)
BINDINFO	full text of the title (TL), variable (VA), call (CA) groups

To view the history, click the **H**istory button in either the Title Database or Job Database window.

There are, however, some shortcomings of the history feature currently. There is no mechanism for moving history from the bindery to the library, or vice versa. The history is not currently editable. There is not yet a report driver for the history database; it can be viewed, but not printed. The history accumulates indefinitely; a history purge utility will be required.

---

## CHECK-IN OVERVIEW

The check-in process is used to update the status of pieces in the at-bindery database. Typical status are "At Bindery," "Returned from Bindery," "Returned Unbound," "Lost by Bindery," etc. (The status are defined via options in the library's INI file, as described below.)

The check-in process can be run in two modes: either on a lot-by-lot basis, or against the entire at-bindery database.

To check in a single lot, go to the Shipment window, select the lot to be processed, and click the **Check-In** button.

To check in against the entire at-bindery database, go to the Shipment window and select the **Check-In At Bindery List** option from the **Options** menu.

In either case, the Check-In window will be displayed. Using this window, the operator can change the check-in status of one or more pieces in the lot or at-bindery database. Regardless of which window is displayed, the check-in status of the piece in the at-bindery database is always updated. However, if the at-bindery check-in mode is used, only the at-bindery database is updated; the lot database is not. This mode should be used only when the lot no longer exists (or when the piece's copy count was greater than one, and not all volumes were returned).

---

## Lot Status Database - Library

This is the Lot (shipments) Status window for the library. This is where the library can receive shipment diskettes that are coming back from the bindery.

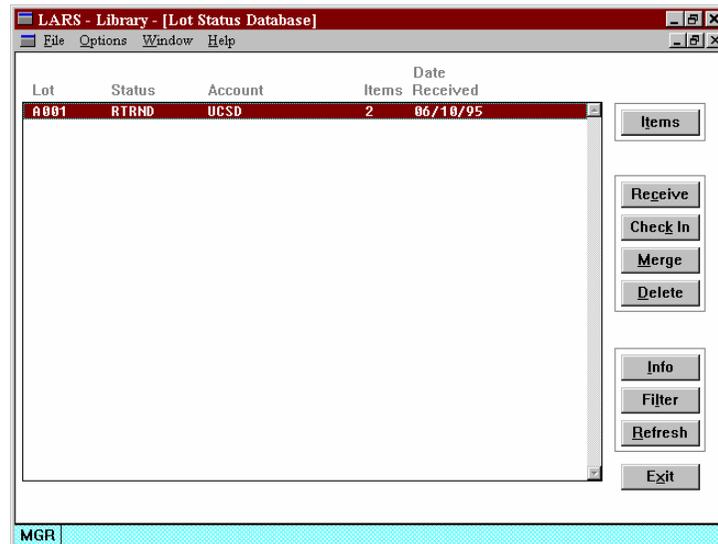


Figure 25 - Lot Status Database - Library

# Lot Status Database - Bindery

This is the Lot (shipments) Status window for the bindery. This window is used to receive shipment diskettes coming in from the library customer. The bindery can receive the lots process them and return them through this window.

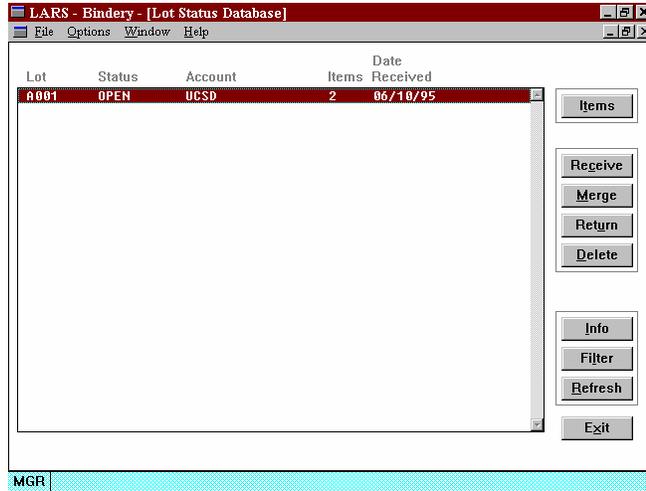


Figure 26 - Lot Status Database

# The Configuration Menu Window

When you start the **Configuration** program, the Configuration Menu Window is displayed

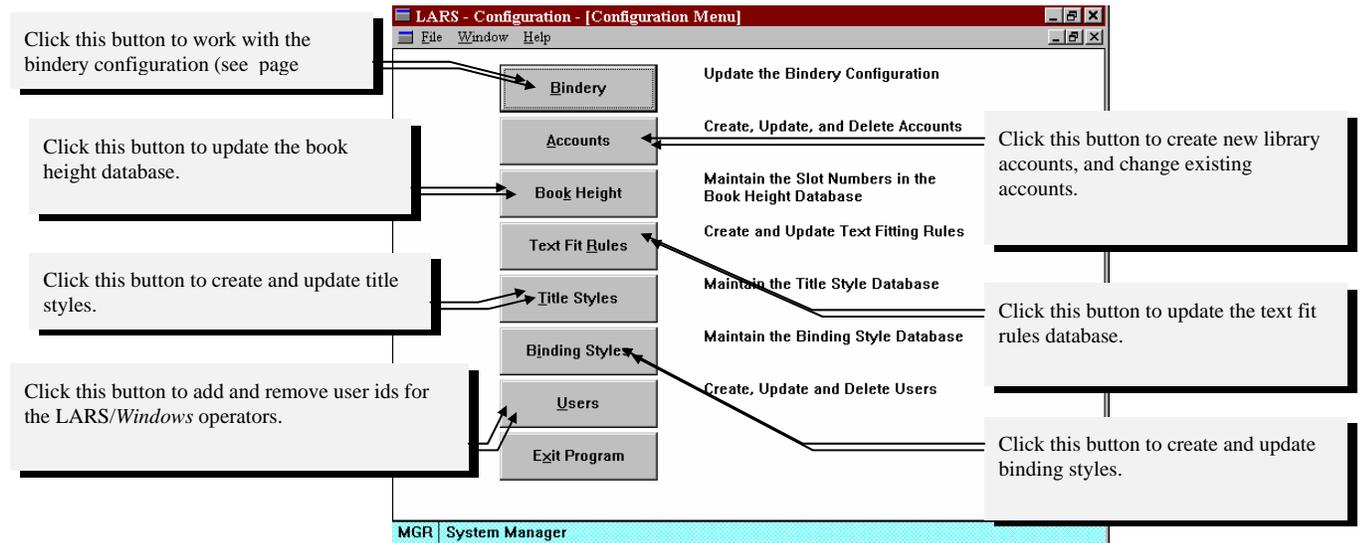


Figure 26 - Configuration Menu



# Frequently Asked Questions

**Q:** As I'm working with a JOB how do I print bindslips to go with that piece ?

**A:** There are two basic ways to get bindslips for a piece the first and most recommended is when starting a new JOB or session user will be presented with this dialog box by selecting the **Automatic Binding Tickets** check box LARS will generate a bindslip for each piece that is saved to the job automatically one at a time.

This is not true of **Update** mode when the user make changes to a piece a new bindslip must be manually printed for that piece to reflect the changes made to that piece. The other option is to print the bindslips in a batch mode through the **Reports** screen. This has the draw back of having to handle each piece twice and also matching up the bindslip to the correct piece, which in cases of several like titled volumes can be difficult.

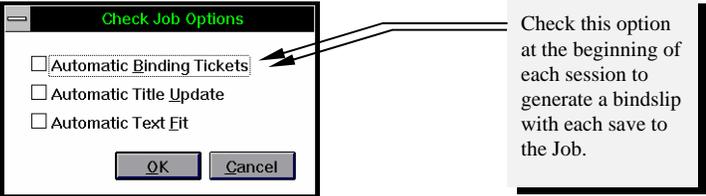


Figure 27 - Set Job Options

You can switch on ticket printing after the job is created by selecting the **Options** menu and clicking on **Binding Tickets**. This will toggle this selection on and off so make sure that the check mark is there if you want ticket printing on.

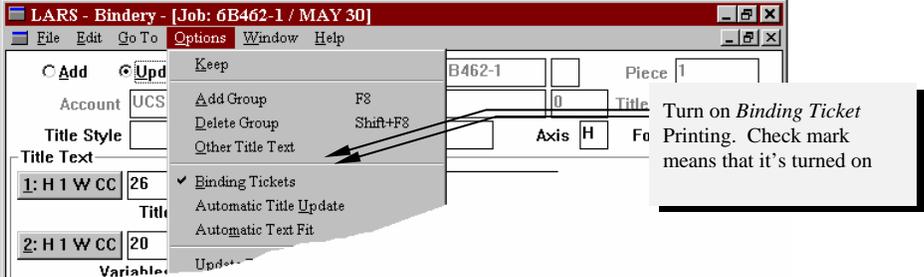


Figure 28 - Options Menu With Binding Tickets Print Turned On

**Q:** I have a series of pieces that all have the same title, do I have to do a title search for each piece (periodicals), or retype each title (monographs), for each consecutive piece?

**A:** No. There is a feature called **Keep** under the **Options** menu. **Keep** the current screen after the piece is saved (the screen is cleared of the last piece by default) so only variable information is edited saving the time of retyping or conducting a title search on each piece.

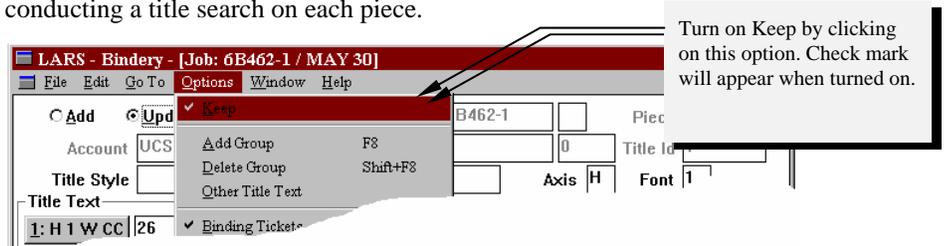


Figure 29 - The Keep Option Turned On

### How to work with the Keep Option.

When work is being assembled its a good idea to assemble all the work that has a the same title information into sets. As your working with the first piece of a set go into the Options menu and turn Keep on before you save that piece. As you work through the set you can edit each piece by changing only the information you need to. Before you save the last piece in that set go into the Options menu again and turn Keep off.

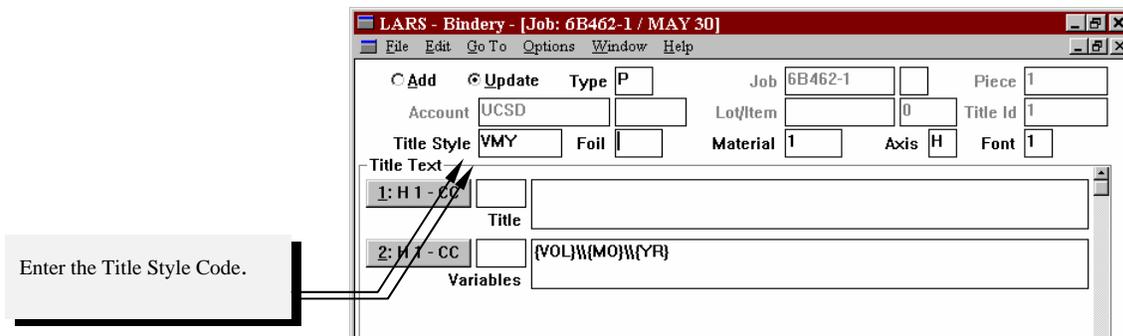
**Q:** I have a new title to add to my collection (title database), how can I do this ?

**A:** First you should determine if the piece is actually new by conducting a search of the title database this can be done either in the job screen (preferred method) or in the Title Database screen. If the title can not be found by any of the available search keys its safe to assume a new title.

The best way to add a new title is by using a **title style** and adding the piece to a Job going to the bindery. This is a good idea for a couple of reasons. First it allows the bindery to confirm the status of the title as new and also to insure that the setup of the title is correct for your account.

### Title Styles

A title style is a blank template setup for the creation of new titles. Title styles can be defined for any type of binding periodical, books, paperbacks, thesis, etc. What a title style consists of is groups that have default slot heights and/or keywords contained in various groups such as Title, Variable, and Call Number. Below is an example of a blank title style on the job screen. This is the setup for the Library Binding Institute volume and year standard for periodicals.



**Q:** I have a keyword in my title but I don't have information for that keyword in this binding, do I have to delete the keyword ?

**A:** Usually the answer is no, most of the time a blank keyword has no effect on a title. Here is a special case where you may want to delete or edit the keyword.

If the keyword has an associated printing variable, (i.e. **P.P. {PAGE NOS.}**) that variable will stamp. In this case the "**P.P.**" is an associated printing variable and if no information is given for the keyword **{PAGE NOS.}** the **P.P.** would still stamp unless erased. If the situation is similar to this one you may want to erase the keyword, however make sure not to erase any of the "\ " 's as that will effect the slot height of the rest of your variables.

**Q:** How do I determine where to put a Keyword if I need to add one to the title ?

**A:** The insertion of a Keyword into a title is an easy method of adding information to a title that varies from binding to binding. The first step is to determine what the keyword should be (i.e. months). A keyword can be phrased as any meaningful identifier that is easily recognized by the user(s) of the system. An example of the phrasing for 'months' would be **{MO}**, or **{MOS.}**, or **{MONTHS}** the main thing to keep in mind is what would be obvious and illustrative to the casual user.

The second step is to determine where the keyword should be located, relative to other variable information. An example of this would be if the variable group of the title that you are working which only contains **volume** and **year** information.

**{VOL.}\\\\\\\\{YEAR}**

You have determined that it needed to have the **months** keyword added to it. The profile of your standards will show you that, for example, **months** follows **volume**. So, in this case, you would place the cursor just to the right of the first "\", following the **volume** keyword and insert the keyword for **months**.

**{VOL.}{MOS.}\\\\\\\\{YEAR}**

**Q:** What procedure do I follow to create the Shipment Diskette ?

**A:** The best answer here is to start with a definition of what should be considered a shipment. A shipment is the total physical number of pieces that is leaving the library for the bindery in that shipping cycle. To create the Shipment Diskette do the following.

- 1) From the Job Status Screen highlight all jobs associated with the shipment going to the bindery in this cycle. There is more than one method to highlight multiple jobs. You can highlight a range of jobs by using the mouse to click on the first job in the range and then, while continuing to depress the mouse button, drag the mouse downwards to highlight more jobs. Another way to highlight in a range is to click on the first job (release the mouse button) press the shift-key and then click with the mouse on the last job in the range.

To highlight various jobs that are not necessarily in a range, hold the Ctrl-key down while clicking on the jobs you want to highlight. Click a highlighted job again to un-highlight it.

- 2) Close all the highlighted jobs by pressing the **C**lose button on the right side of the screen.
- 3) Re-select the jobs that were just closed and then press the **S**end button from the right side of the screen.
- 4) At this point the following screen will appear and prompt you for a name of the shipment this name can be any meaningful designator, however I tend to recommend the use of the shipment date as this will help keep a chronological order to the shipments. Also you can send a Shipment Message to the bindery, this information is usually related to stamping of the volumes rather than the physical processing.

The screenshot shows a window titled "LARS - Library - [Send Shipment]". The window has a menu bar with "File", "Options", "Window", and "Help". The main area contains several input fields: "Shipment" (empty), "Number of Lots" (3), "Sender ID" (UCSD), and "Date Sent" (06/12/95). Below these is a text area for "Lots in Shipment" containing "A002 A003 A004". There is a larger text area for "Shipment Message" which is currently empty. At the bottom right are "Send" and "Exit" buttons. A status bar at the bottom left shows "MGR".

Figure 30 - Send Shipments window

- 5) Press the **S**end button and the program will prompt you for a diskette ( Figure 31).

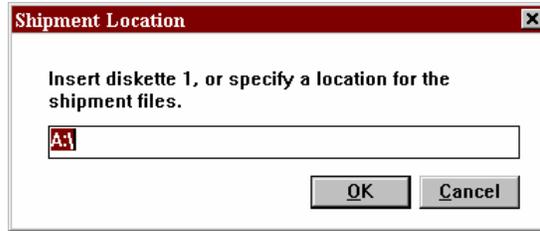


Figure 31 - Shipment Location dialog

- 6) Type in the location of the diskette. The default is that the diskette is in Drive a:\. You can include the name of a directory on the Local Area Network or a directory on the diskette.

**Q.** *How do I receive a shipment at the bindery from a library?*

**A.** At the Main Menu for LARS/Windows:Bindery, press the **Shipments** button. That will bring you to the Lot Status Database (see Figure 33).  
Do the following:

- 1) Press the **Receive** button. This will bring you to the **Receive Shipment** window.

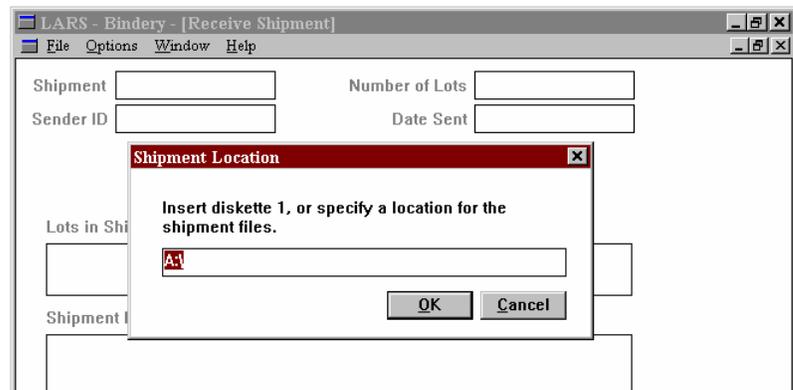


Figure 32 - Receive Shipment window

- 2) Enter the location of the diskette. The default is drive a:\. This location can also be somewhere on the LAN or on your locale computer.
- 3) After you receive the diskette, the new lots will appear in the list below ( Figure 33).

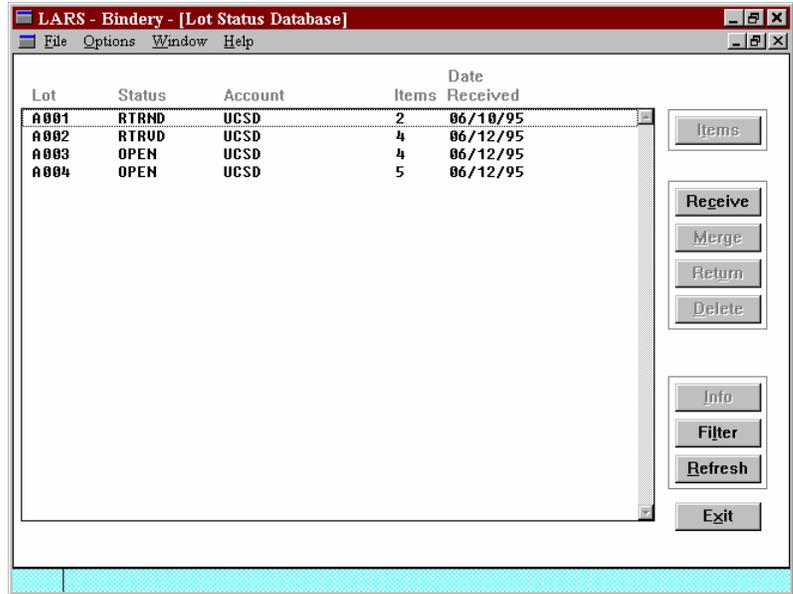


Figure 33 - Lot Status Database at the Bindery

Sometimes you change information while formatting and you want the library to have this new information.

**Q:** How do I send the diskette back to library after I've formatted the information at the bindery?

**A:** After you retrieve all information from the library shipment diskette into a bindery job, you may choose to *return* the information back to the library. Sometimes what the library enters into the shipment gets changed at the bindery. You can see that the shipment status in the *Lot Status Database* window will change to retrieved after you've completed the formatting (see Figure 34).

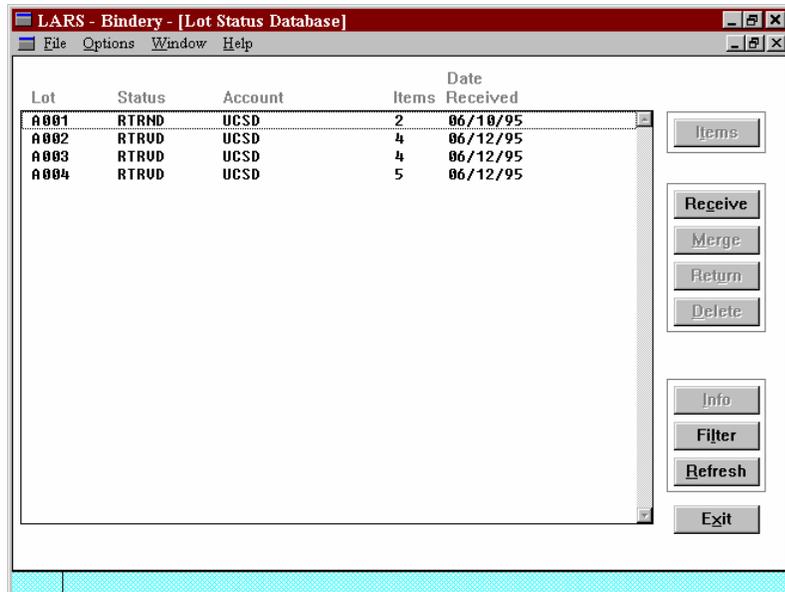


Figure 34 - Receive Shipment window with lots already formatted into a bindery job

Highlight the lots that you want to send back to the library then press the **Return** button. This will bring you to the **Send Shipment** window. Enter the shipment id and press the **Send** button. This will bring up the **location** dialog. Enter the location of the diskette and press the **OK** button. You can see in the message bar at the bottom of the window which lots are being processed. The system will notify you when the process is completed. Press **Exit** to return.

**Q:** *How do I go about receiving a shipment diskette back from the Bindery back into LARS/Windows:Library?*

**A:** The process behind receiving a diskette is very similar to the process of creating one.

- 1) From the main screen select **Shipments**.
- 2) This will bring you to the **Lot Status Database** window. Next from the buttons on the right of the screen press the **Receive** button.
- 3) The system will now prompt you for a diskette to be inserted into a floppy drive.
- 4) Once the diskette is inserted press **OK** and the computer will access the diskette and display the shipment information from the diskette.

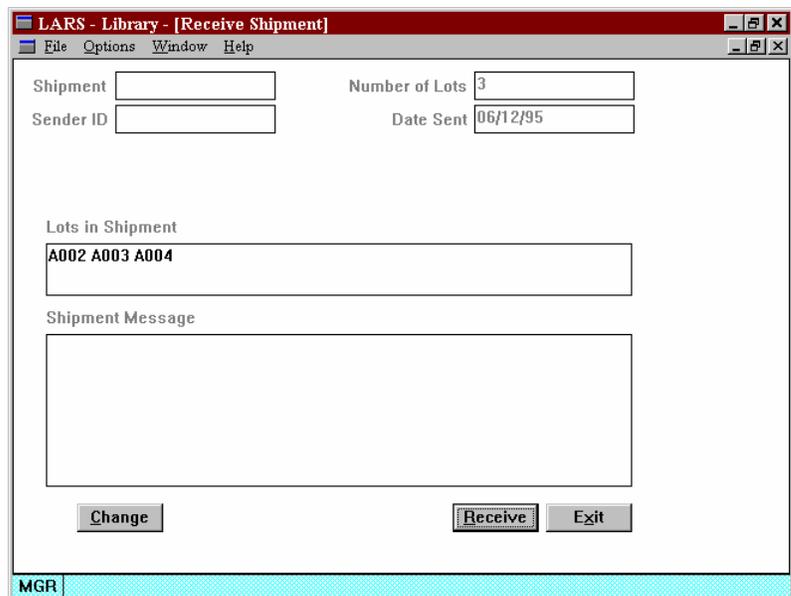
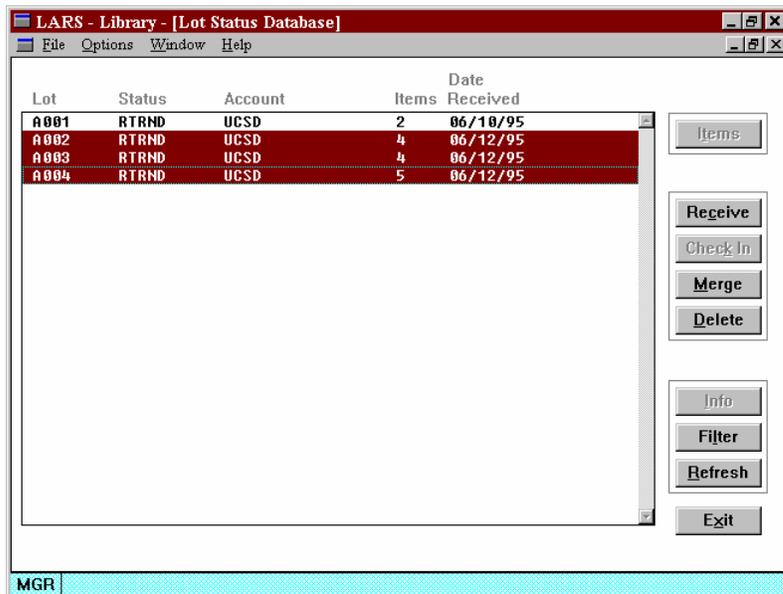


Figure 35 - Receive Shipment back into library after bindery has formatted it.

- 5) Once this information is displayed you then press the **Receive** button and wait for the computer to process the information from diskette to the main system. The system will inform you when the action is complete.
- 6) Once the shipment is received you then press the **Exit** button and return to the main Shipment screen.
- 7) When that screen returns press the **Refresh** button to get an updated view of the shipment that was just received.

- 8) If you are using the **Check-In** feature in the shipment screen you would go through the shipment check in process.
- 9) At this point you can either run a Lot report against the newly received shipment, or by pressing the **Merge** button merge the updated and new titles into the master title database. The merge process is a necessary step to prevent the library and Bindery databases from getting out of synchronization, and it is the way in which a user can gain access to any updated titles that were added during that shipment.



**Q:** What is the difference between a Lot and a Job ?

**A:** The difference between a Lot and a Job is the point in the process at which you access the information. The simple explanation is that when work is either in process or at the bindery it is referred to as a Job. Once the work has been received back from the bindery it is then referred to as a Lot. The reference made to these terms are how LARS/Windows uses them.

**Q:** What is the format of the **Short Title** search key and what words do I exclude ?

**A:** The format for short title is to use the first two letters of each significant word and as much of the last word as possible based on what is in the Title Group. You can also use just the first two letters of each word or the first two letters of the first word(s) although the best results are achieved with a full key.

**Examples:**

**Title : NATIONAL GEOGRAPHIC MAGAZINE**

**Short title : NAGEMAGAZINE** *best results*  
**NAGEMA** *usually OK*  
**NAGE** *fuzzy search*  
**NA** *puts you in the right starting letter*

The list of words that you exclude from building a short title is all insignificant words and initial articles. A full list will be provided on the following page.

This title demonstrates the exclusion of these words.

Title : **JOURNAL OF COMPUTING IN HIGHER EDUCATION**  
Short title : **JOCOHIEDUCATION**

Q: What are the **Libr.** and **Perm.** checkboxes used for at the bottom of the Job Database window?

A: These check boxes are used to direct the database on whether to save or discard the changes made to the title while at the bindery.

### ***The Perm. Checkbox***

The **perm.** box performs the same function at both the library and the bindery, and works as follows:

If the **Perm** box is checked, and if the **Options / Automatic Title Update** is set then the title will automatically be added or updated to the permanent title database whenever the user **Saves** the title.

The **Perm** box is automatically checked if the title type (e.g., **P** for periodical, **M** for monograph, etc.) is marked as a permanent title type (that is, if the **Save** checkbox is set in the **Bindery Configuration/Title Type** window where the title types are defined; run **LFW\_CNFG** and click **Bindery, Config, Title Types** to see the list).

In any case, the user can always check or uncheck the **Perm.** box at the bottom of the Job window. Also, the user can manually force any title to be added/updated to the permanent database, regardless of the **Perm.** checkbox setting, by selecting the **Options / Add Title Record**.

### ***The Libr. Checkbox***

The **Libr.** box is only visible at the bindery. It exists to notify the bindery operator that a library operator wishes a title to become permanent.

When the library operator checks the **Perm.** box and sends a lot to the bindery, the **Libr.** box is automatically checked for that piece at the bindery. This is an indicator to the bindery operator that the librarian expects a title to be permanent.

# Job Status

The *Job Status Database* window is the central control for all job operations in LARS/Windows. From this window you can create, update, close, send, and delete jobs. It shows you the status of all jobs in the library.

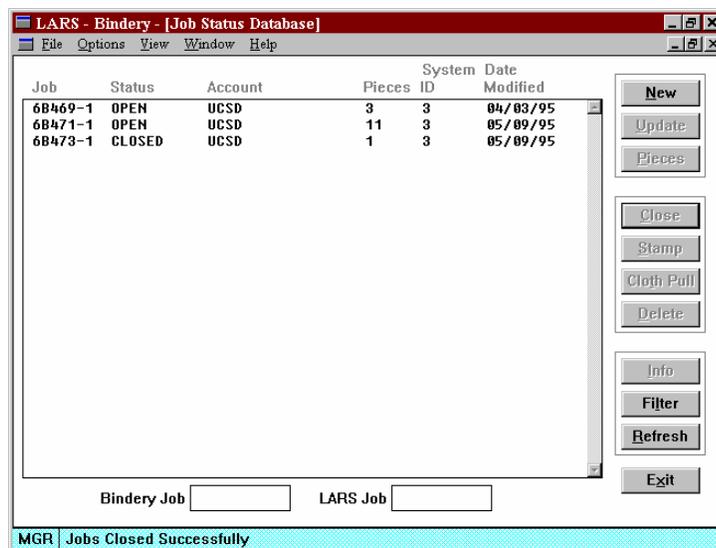


Figure 36 - Job Status Database

## Accessing the Job Status Database

To access the job status database, run the *Main* program. From the *Main Menu*, choose the **J**obs button. The job status database window will be displayed.

---

## Job Status Database Window

The *Job Status Database* window (Figure 36) is the main window used to create and work with jobs. It displays all the jobs in the library. Most of this window is taken up by a job status list showing information about every job in the library.

A *job*, in *LARS/Windows*, is the representation of a collection of pieces (books) that is usually arranged by the library. Sometimes a bindery will call this a lot. A shipment is a group of lots or jobs.

There is sometimes some confusion between a piece and an item—these are the same. The term piece is used by *LARS/Windows* when referring to part of a job. The term item is used to refer to part of a lot.

The buttons on the right side let you update, close, send and delete. To perform these operations, first, highlight a job by clicking on that job in the list. You will see, as soon as you highlight a job that some of the buttons on the right become available.

The following describe the information in each column in the job list:

### Columns

**Job** lists the job identifier for each job. These identifiers may be entered when the job is created, or may be assigned by *LARS/Windows*, depending on the library configuration. The list may be restricted to showing only a range of jobs, by clicking the **Filter** button.

**Status** shows the status for each job. Jobs may be in any of the following status:

**OPEN** Records may still be added, updated, and deleted from the job, etc. No one is currently working with the job.

**OPEN!** The job is OPEN, and one or more users are actually changing it at this moment.

**CLOSED** The job is complete and has been closed. The file may now be sent.

**BUSY** The job is in the process of being closed or deleted.

**ERROR** The job contains errors, and could not be closed.

**Pieces** shows the number of pieces in the job.

**Date Modified** displays the date each job was last updated.

### Buttons

*Some of these options may not be present, depending on the library configuration.*

**New** create a new job. The **New Job** window is displayed (*Figure 37 - New Job Window*), allowing specification of the job ID, system ID, account ID, and wheel number.

**Uppdate** an existing job. The Job Database window is displayed, allowing manipulation of the pieces in the job.

**Pieces** display a list of all pieces in the job. The **Pieces In Job** window is displayed, allowing individual pieces to be updated or deleted, and allowing the status of one or more pieces to be changed.

*A single job must be selected before the Pieces button is available.*

*One or more jobs must be selected before the Close button is available.*

*One or more jobs must be selected before the Send button is available.*

*One or more jobs must be selected before the Delete button is available.*

*A single job must be selected before the Info. button is available.*

**C**lose one or more jobs, making them available for sending.

**S**end one or more jobs via diskette to your binder pertaining to your shipment.

**D**delete one or more jobs. Only sent jobs will be deleted. The delete button won't delete a job unless it has been sent. To delete a job that has not been sent, select the **O**ptions / **D**delete Job menu option.

**I**nfo display more detailed information about a selected job.

**F**ilter Click this button to "filter" the job list. The Filter Job List window will be displayed ( Figure 40 - Job List Filter), allowing selection criteria to be entered. Only jobs meeting these criteria will be displayed in the job list.

**R**efresh Click this button to refresh the job list, displaying any changes that have occurred since the last time the list was refreshed or when the window was initially displayed.

**E**xit close the Job Status window and return to the main menu.

---

## Windows Displayed Within Job Status Database

The following windows "pop up" over the job status database window (above) when LARS/Windows needs more information to perform the requested operation.

### **New Job Window**

The New Job window (*Figure 37*) is displayed when you click the **N**ew button. The window will ask for some or all of the following:

*This field is not displayed if the Automatic Job Numbers in library configuration is selected*

**LARS Job** this is the ID to be assigned to the new job.

**Internal Job** this is the internal job in the library—mostly used for reporting. (e.g. *BLUE, May 30*, etc.).

*This field is only displayed if the Single Account in library configuration is selected.*

**Account** the account ID associated with the new job. Sub-account is optional.

*This field is only displayed if the Single System ID in Job library configuration is selected.*

**System ID** the stamping system id associated with the new job (e.g., '2' for Flesher System 2, '3' for System 3). This field defaults according to library configuration.

*This field is only displayed if the Single Wheel in library configuration is selected.*

**Wheel** the wheel number associated with the new job. This field defaults according to library configuration.

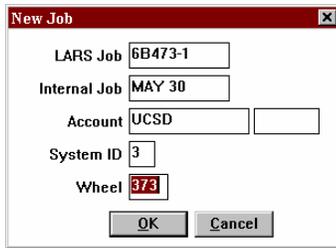


Figure 37 - New Job Window

## List Pieces In A Job To The Screen

The Pieces In A Job window is displayed when you highlight a job and press the **Pieces** button that is on the Job Status Database window. This window contains a list of the job showing each piece with columns showing the piece number, the status of the individual piece.

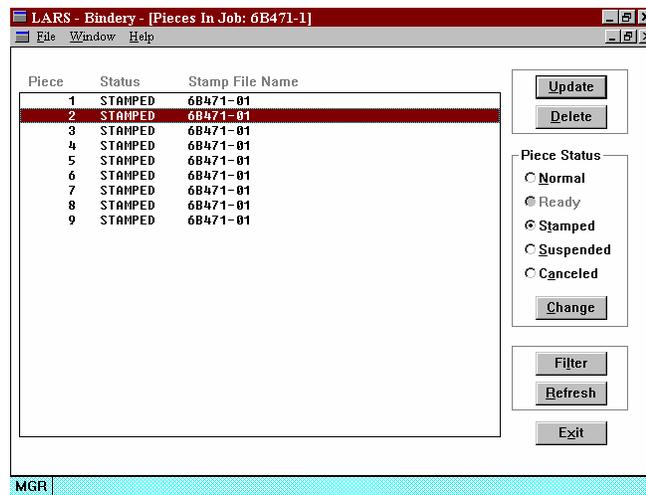


Figure 38 - Pieces In A Job

On the right of this list of pieces is a row of buttons that are used to manipulate items in the list.

**Update** jump to the Job Database window so that you can edit that individual piece.

**Delete** click this button to delete the piece from the job.

**Piece Status** this box makes available some radio buttons that control the status of the piece. When you click on a radio button, that button will become checked and the previously checked button will become unchecked.

**Normal** this is the pre-stamped status of most pieces

**Ready** this is the status of a piece that is coming from LFW/Windows:Library

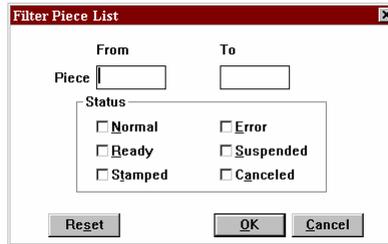
**Stamped** this is the status of a piece after a stamp file is created. Used at bindery only.

**Suspended** click this to suspend stamping of this piece. Used at bindery only.

**Canceled** click this to cancel the piece.

**Change** write the changes of the status back to the job database.

**Filter** click this button to show the Piece Filter window.



**Refresh** click this button to refresh the window with new contents of the file. This is used while someone else is editing the job and you want to see the new changes that user has made.

**Exit** click this button to exit this window and to get back to the Job Status window.

## Job Information Window

This window will give detailed information about a job in the database. To get to the window, highlight a job and press in the **Info** button. Some information on this screen is the job name, the customer account code, the Flesher Stamper System ID, the stamping wheel number, the status of the job, important dates, and the files used in the system.

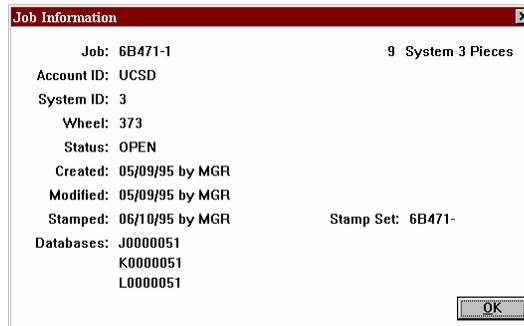


Figure 39 - Job Information

## Filter Job List Window

The Filter Job List window ( Figure 40) is displayed when you click the **Filter** button. This window asks you to select the range and type of jobs to be shown in the job list.

You can enter any of the following:

**Job** enter a range of jobs to be displayed.

**Account ID** enter a range of accounts for which jobs should be displayed.

**System ID** enter a stamper system ID for which jobs should be displayed.

**Status** select one or more status of the jobs to be displayed.

Filter Job List

From To

Job 6B462-1 6B473-1

Account ID

System ID

Status

Open

Closed

Stamped

Error

Reset OK Cancel

Figure 40 - Job List Filter



# Job Database Window

The Job Database window is used to create and update the pieces in a job.

The screenshot shows the 'LARS - Bindery - [Job: 6B471-1]' window. It features a menu bar (File, Edit, Go To, Options, Window, Help) and a toolbar with radio buttons for 'Add' and 'Update' (selected), and a 'Type' dropdown set to 'P'. Fields include 'Job' (6B471-1), 'Piece' (9), 'Account' (UCSD), 'Lot/Item' (0), 'Title Id' (21), 'Title Style', 'Foil' (W), 'Material' (1), 'Axis' (H), and 'Font' (1). A 'Title Text' section contains three rows: '1: H 1 W CC 26 JOURNAL OF ASIAN STUDIES', '2: H 1 W CC 13 {YEAR}', and '3: H 1 W CC 7 DS 501 J 546 V. 53 NO. {NO}'. Below this are fields for 'Bind Style', 'Copies' (1), 'Stamper' (3), 'Wheel' (373), 'Internal ID' (C1090616), 'ISSN', 'Bind Freq.' (0), 'Height' (11.00), 'Width' (8.13), 'Spine' (10.49), 'Cloth Size' (L), 'Trim Size' (152), 'Call' (DS 501 J 546 V.), and 'Short' (JOASST). A row of buttons includes 'Binding', 'View', 'Notes', 'History', 'Keyword', 'B. Ticket', 'Perm.' (checked), and 'Libr.'. At the bottom, there are checkboxes for 'Measure', 'Txt,Fit', and 'Del.', along with 'TD Srch', 'Save', 'Next', 'Previous', and 'Cancel' buttons. A status bar at the bottom left reads 'MGR | Record not found.' and the bottom right shows '12'.

Figure 41 - Item Screen

## Accessing the Job Database

To access the job database, run the *Main* program and from the Main Menu, choose the **J**obs option—the Job Status window will be displayed. From this window, click either the **N**ew to create a new job or highlight an existing job and click the **U**ppdate button to update.

### Fields and Buttons

*Hit alt-a to switch to add mode and alt-u to switch to update mode.*

**Add, Update** click either of these radio buttons to switch between add and update modes. Click on **Update** and press the **N**ext button to get to the first piece record.

**Title Type** you must enter a valid *title type* code in this field or leave blank. The *title type* codes are defined in the Appendix A. This code tells LARS/Windows whether this is a periodical, monograph, etc., and whether or not it should be automatically saved in the permanent title database.

**Job** notice that this field is *grayed*, indicating that you can't enter anything in it. LARS/Windows grays, or *disables* fields when you are not allowed to change their contents. LARS/Windows won't let you change the job number. To work with a different job, click **Exit** to return to the Job Status window, and select a different job from the list. The job field is followed by a sub-job field, which can contain a single character. LARS/Windows ignores the sub-job, but you can use it to break jobs into sets, if desired.

**Piece** In the example (Figure 41) this field is disabled, preventing you from changing it. Normally, LARS/Windows will automatically assign the next available piece number for you. However, if the *Enter Piece Numbers* is selected in library configuration, this field will be available to you, and you will be able to enter a piece number.

**Account** This field is also disabled in our example (Figure 41) because the *Single Account in Job* is selected in library configuration and LARS/Windows won't let you change the account in the middle of a job. However, if the *Single Account in Job* in library configuration is not selected, this field will be available to you, and you will be able to enter a new existing account ID.

**Lot/Item** this pair of fields is used when building jobs from library lot shipments. Enter the lot id and item number to retrieve the item from the shipment and add it to the job (see *Shipments* page 55). This is after you receive the shipment from the diskette.

**Title ID** this field is used when building jobs from an account's permanent title database. Enter the title id of the desired title record to retrieve the title and add it to the job. (You can also use the title search (Ttl Srch) feature to find titles using keys other than the title id.)

**Title Style** enter a title style name in this field to apply a title style. Use title styles to quickly create a set of title text groups and appropriate keywords when adding a piece to the job. Use of the title style is optional.

**Foil** this is the *default* foil color. This foil color will be applied to every title text group automatically.

**Material** this field specifies the material used to cover the book.

**Axis** this is the default stamp axis. It will be applied automatically to every title text group. Enter 'H' for horizontal text, or 'V' for vertical text. If the *Stamp Up Spine* bindery option is selected, you may also enter 'U' for vertical Up the spine stamping. If some groups are stamped horizontally and others are stamped vertically, you can enter either 'H' or 'V' here. In that case, you'll have to pop up the Group Attributes box and change the axis of the groups that are to be stamped in a different axis. See the *Title Style Editor* chapter in the *configuration Manual* for more information.

*This field is only available when you're adding pieces to the job.*

*Title styles are created using the Title Style Window in library configuration.*

**Font** this is the default font. This font will be applied to every title text group automatically. *See the Title Style Editor chapter in the Configuration Manual*, for more information.

**Title Text** this area contains the title text groups. Each group consists of a Group Attribute button on the left, a starting slot number, and the group's text box. You can create additional groups using the **Options / Add Group** menu command, or by pressing the **F8** function key. Similarly, you can remove a group using the **Options / Delete Group** menu command, or by pressing **Shift-F8**. *See the Title Style Editor chapter in the Configuration Manual*, for a complete description of title text groups.

**Bind Style** if you enter a binding style in this field, the binding and collation information associated with that style will be applied. Binding styles are created using the Binding Style Window.

**Copies** the System 3 can automatically stamp multiple copies of a piece. Enter the number of copies to be stamped here.

**Stamper** this field identifies the type of stamping machine used to stamp the piece. This is usually '2' for the System 2, or '3' for the System 3.

**Wheel** this field specifies which print wheel should be used when stamping the piece.

**Internal ID** this field is provided for library and bindery use. You may put any identifying information you like in it, or leave it empty. You can retrieve titles from the permanent title database based on the information in this field.

**ISSN** this field can contain the ISSN (or ISBN) for the title, or can be left empty. You can retrieve titles from the permanent title database based on the information in this field.

**Bind Freq.** this field specifies the binding frequency, which is the expected number of times the volume will be bound each year.

**Height** this is the book's height. The height is entered in the units specified in the bindery configuration.

**Width** this is the book's width. The width is entered in the units specified in the bindery configuration.

**Spine** this is the book's spine thickness. The spine is entered in the units specified in the bindery configuration.

**Cloth Size** this code identifies the size of cloth to be used when for the book. LARS/Windows will fill this field in automatically when measurements are entered.

**Trim Size** this is the System 2 Trim field, which provides the measurement from the right edge of the cloth to the center of the spine, required when stamping vertical titles on a System 2. LARS/Windows will fill this field in automatically when measurements are entered.

**Call Number** the call number contains a key which can be used when retrieving titles from the database during job creation. LARS/Windows will automatically create a call number when the piece is saved. To use this feature, one of your title text groups must have a *group code* of "CA" to indicate that it is the call number group. (See the *Title Text Editor* chapter for more information.)

**Short Title** the short title contains a key which can be used when retrieving titles from the database during job creation. LARS/Windows will automatically create a short title when the piece is saved. To use this feature, one of your title text groups must have a *group code* of "TL" to indicate that it is the title group. (See the *Title Text Editor* chapter for more information.)

**Binding** click this button to display the binding options window allowing you to enter binding and collation options.

**View** click this button to display an image of the cover as it will be stamped.

**Notes** click this button to display the title note window (*Figure 43 - Notes*), allowing you to view a title's notes.

**History** click this button to display the binding history for the current title.

**Keyword** click this button to display the keyword window (*Figure 44 - Keywords*) allowing you to enter keywords for the piece.

**B. Ticket** click this button to print a binding ticket for the piece.

**Perm.** if this box is checked, LARS/Windows will save the title in the account's permanent title database when it is stamped (or when the piece is saved, if the **Options/Automatic Title Update** option is selected). This check box is automatically checked or unchecked depending on the title type; you may manually check or uncheck the box.)

**Libr.** this box is checked if the library requires the information back after you have stamped the piece.

**Measure** check this box to enter *measurement mode*. This mode allows you to enter measurements quickly. An alternate measurement mode may be selected in the configuration file. When the alternate mode is used, the measurement box is not displayed. Instead, measurements are entered directly on the screen, in the existing measurement fields.

**Txt.Fit** if this box is checked, LARS/Windows will perform text fitting on the title when the piece is saved, if the **Options/Automatic Text Fit** option is selected. The box is automatically checked or unchecked depending on the LARS/Windows configuration file settings.

**Del.** click this button to delete the piece from the job.

**Title Search (Ttl Srch)** click this button to retrieve titles from the permanent title database. The title search window (*Figure 45 - Title Search*) is displayed.

**Save** click this button to save the changes that you made to the piece to the job database.

**Next** click this button to get the next record in the job.

**Previous** click this button to get the previous record in the job.

**Cancel** changes and return the previous screen.

---

## Windows Displayed by Job Database Window

The following windows "pop up" over the job database window (above), in response to user actions.

### Binding Options Window

The Binding Options window (Figure 42) is displayed when you click the **B**inding button. This window allows you to enter binding options, collation information (depending on the bindery configuration), and additional instructions.

This window is displayed automatically when a title is retrieved from the title database or from a library shipment.

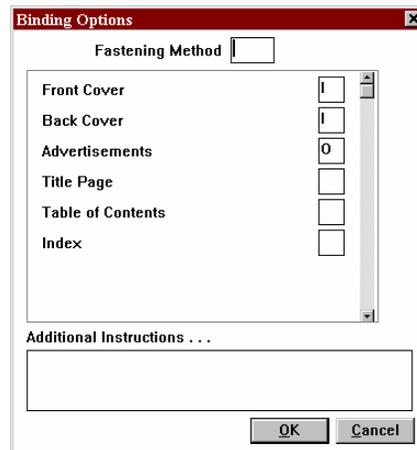


Figure 42 - Binding Options window

### Note Window

The title's Note window (Figure 43 - Notes) is displayed when you click the **N**otes button. This window allows you to view special instructions associated with a title.

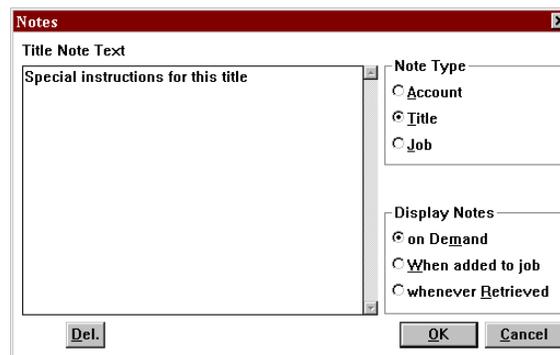
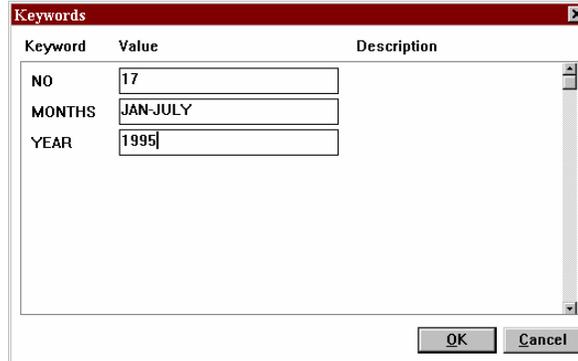


Figure 43 - Notes

## Keywords Window

The keywords window (Figure 44) is displayed when you click the **Keywords** button. This window allows you to enter text for each keyword in the piece.

This window is displayed automatically when a title is retrieved from the title database or from a library shipment.



Keyword	Value	Description
NO	17	
MONTHS	JAN-JULY	
YEAR	1995	

Figure 44 - Keywords

## Title Search Window

The title search window is displayed when you click the **Title Search (Tl Srch)** button. This window allows you to select a title from the account's permanent database, by title id, internal id, ISSN, call number, or short title.

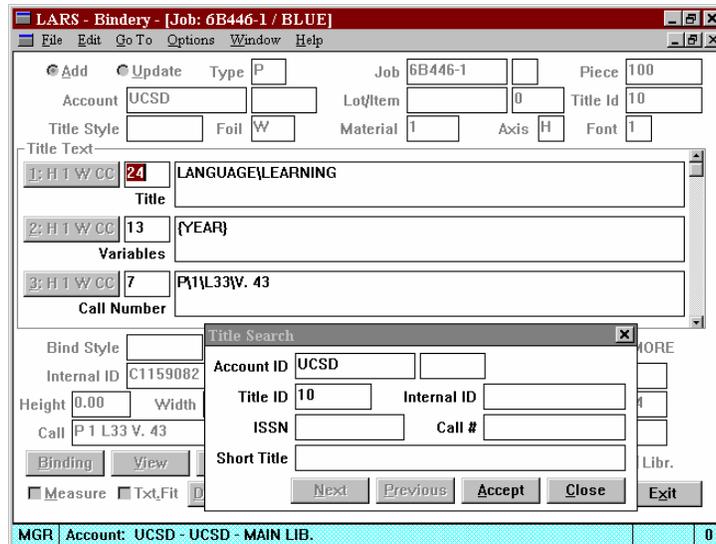


Figure 45 - Title Search

*You can use the Internal ID to enter lookup information. This code that you enter can be anything.*

You can enter, for example, the Title ID that is assigned to permanent titles by the system. You can also use ISSN, Call Number, Short Title, or an Internal ID that you can use to internally to assign to titles. The Short Title is a combination of the first two letters of each word in the title plus as much of the last word that will fit.

Enter text in the **Title ID** field and press the **Accept** button. If the title does not exist in the permanent database, it will say “record not found” in the message bar at the

*You can not browse for a title ID.*

bottom of the screen. If the record is found in the database, then the Title Search Dialog Box will disappear and the title text section will be filled with data.

Enter text into the **Short Title** field and the **A**cept button will change to the **S**earch button (see Figure 45). Press the **S**earch button and if the title is not found in the database, then a title near to the one that you want will fill the title text section. Use the **N**ext and **P**revious buttons to search for the title that you want. This strategy works with the other fields, except for the **T**itle ID.

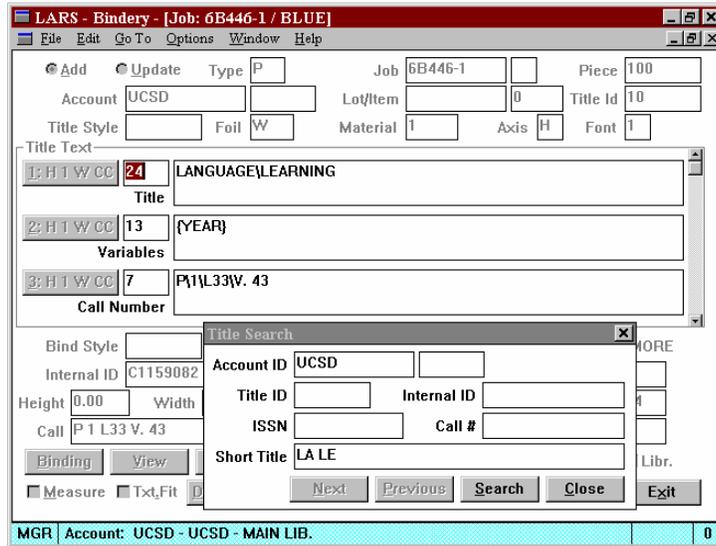


Figure 46 - Title Search Browse



# Title Database

Each account has a permanent title database that contains titles which are bound frequently (i.e. periodicals). LARS/*Windows* allows you to retrieve titles from the *Permanent Title Database* when creating jobs. It also can automatically copy the titles in a job into the title database.

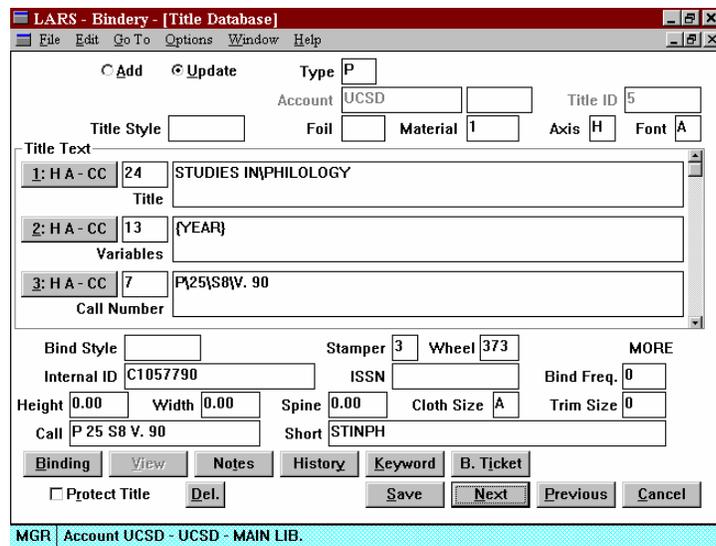


Figure 47 - Title Database

## Accessing the Title Database

To access the title database, run the *Main* program. From the *Main Menu*, press the **T**itles button. The *Title Database* window will be displayed.

## Title Database Window

The *Title Database* window (Figure 47) is used to create and update an account's permanent titles.

## Fields and Buttons

**Title Type** you must enter a valid title type code in this field. The title type codes are defined in the bindery configuration *chapter in the Configuration Manual*. This code tells LARS/Windows whether this is a periodical, monograph, etc., and whether or not it should be automatically saved in the permanent title database.

**Account** to work with an account's permanent title database, enter the account's id here. You must enter an account id before you can create or update a title.

**Title ID** this field is only available when you are selecting an existing title to update. Otherwise, this contains a zero, indicating that a title id has not been assigned yet. When adding a title, LARS/Windows assigns the next title id to each title as it is being saved.

**Title Style** enter a title style name in this field to apply a title style. Use title styles to quickly create a set of title text groups and appropriate keywords. (For more about title text groups and the title text editor, see the.) Use of the title style is optional.

**Foil** this is the *default* foil color for this title. This foil color will be applied to every title text group in this record automatically.

**Material** this field specifies the material used to cover the book.

**Axis** this is the default stamp axis. It will be applied automatically to every title text group. Enter 'H' for horizontal text, or 'V' for vertical text. (If the Stamp Up Spine bindery option is selected, you may also enter 'U' for vertical Up the spine stamping.) If some groups are stamped horizontally and others are stamped vertically, you can enter either 'H' or 'V' here. In that case, you'll have to pop up the Group Attributes box and change the axis of the groups that are to be stamped in a different axis.

**Font** this is the default font. This font will be applied to every title text group automatically. You can also apply a different font for each group.

**Title Text box** this area contains the title text groups. Each group consists of a Group Attribute button on the left, a starting slot number, and the group's text box. You can create additional groups using the **Options / Add Group** menu command, or by pressing the **F8** function key. Similarly, you can remove a group using the **Options / Delete Group** menu command, or by pressing **Shift-F8**.

**Bind Style** if you enter a binding style in this field, the binding and collation information associated with that style will be applied.

**Stamper** this field identifies the type of stamping machine used to stamp the piece. This is usually '2' for the Flesher System 2, or '3' for the Flesher System 3.

**Wheel** this field specifies which print wheel should be used when stamping the piece.

**Internal ID** this field is provided for library and bindery use. You may put any identifying information you like in it, or leave it empty. You can

*Title styles are created using the Title Style Window in the Configuration Manual.*

*Binding styles are created using the Binding Style Window.*

retrieve titles from the permanent title database based on the information in this field.

**ISSN** this field can contain the ISSN (or ISBN) for the title, or can be left empty. You can retrieve titles from the permanent title database based on the information in this field.

**Bind Freq.** this field specifies the binding frequency, which is the expected number of times the volume will be bound each year.

**Height** this is the book's height. The height is entered in the units specified in the bindery configuration. Measurements are usually entered during job formatting, rather than during title entry.

**Width** this is the book's width. The width is entered in the units specified in the bindery configuration. Measurements are usually entered during job formatting, rather than during title entry.

**Spine** this is the book's spine thickness. The spine is entered in the units specified in the bindery configuration. Measurements are usually entered during job formatting, rather than during title entry.

**Cloth Size** this code identifies the size of cloth to be used for the book. LARS/Windows will fill this field in automatically when measurements are entered during job creation; it can be left empty when adding titles.

**Trim Size** this is the System 2 Trim field, which provides the measurement from the right edge of the cloth to the center of the spine, required when stamping vertical titles on a System 2. LARS/Windows will fill this field automatically when measurements are entered during job creation; it can be left empty when adding titles.

**Call Number** the call number contains a key which can be used when retrieving titles from the database during job creation. LARS/Windows will automatically create a call number when the title is saved. To use this feature, one of your title text groups must have a *group code* of "CA" to indicate that it is the call number group.

**Short Title** the short title contains a key which can be used when retrieving titles from the database during job creation. LARS/Windows will automatically create a short title when the title is saved. To use this feature, one of your title text groups must have a *group code* of "TL" to indicate that it is the title group.

**Binding** click this button to display the binding options window, allowing you to enter binding and collation options (see Figure 48).

**View** click this button to display an image of the cover as it will be stamped.

**Notes** click this button to display the title note window (see Figure 49), allowing you to enter notes for the title.

**History** click this button to display the binding history for the current title.

**Keyword** click this button to display the keyword window (see Figure 51) allowing you to enter keywords for the title.

**B. Ticket** click this button to print a binding ticket for the title.

**Protect Title check box** click on this check box to toggle the protect feature. When this box is checked, the title cannot be over-written.

**Del.** click this button to delete the current title from the Permanent title database.

**Save** click this button to save the changes you have made to the title.  
While saving, the system will check for errors and potential errors.

**Next** click this button to go to the next title in the database

**Previous** click this button to go to the previous title in the database.

**Cancel** click this button to cancel any changes you have made to the title.  
The window will clear and return to the previous window.

## Windows Displayed by Title Database Window

The following windows "pop up" over the title database window (above), in response to user actions.

### **Binding Options Window**

The Binding Options window (Figure 48) is displayed when you click the **Binding** button. This window allows you to enter binding options, collation information (depending on the bindery configuration), and additional instructions.

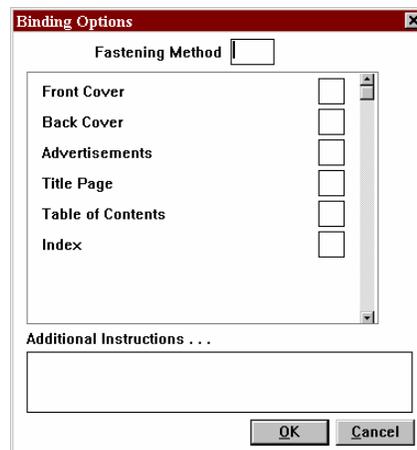


Figure 48 - Binding Options window

### **Notes Window**

The title's Notes window (Figure 49) is displayed when you click the **Notes** button. This window allows you to enter special instructions to be associated with the title.

## Display Notes

If **on Demand** is specified, the note is only displayed when an operator clicks the **Notes** button. If **When added to job** is specified, the note is displayed whenever the title is added to a job. If **whenever Retrieved** is specified, the note is displayed whenever the title is retrieved, either in the title database window or the job database window.

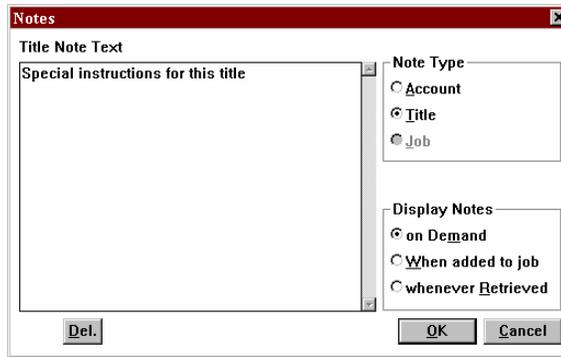


Figure 49 - Notes

## History

The binding history is maintained in each account's *Dnnnnnnn.DBF* file. History accumulation can be enabled and disabled on an account-by-account basis. History can be maintained at the library, the bindery, or both.

*Library*

When enabled at the library, history is stored for every permanent title sent to the bindery. The history is accumulated during the *Send Diskette operation* (see chapter on Shipments, page 55) not during job entry.

*Bindery*

When enabled at the bindery, history is stored for every permanent title during the Stamp operation.

The following information is stored each time a title is stamped:

TITLE ID	permanent title being bound
JOB	job in which title was entered
PIECE	piece number in job
COPIES	number of copies stamped
BINDDATE	date job was Sent (library) or Stamped (bindery)
BINDINFO	the full text of the title (TL), variable (VA), and call (CA) groups

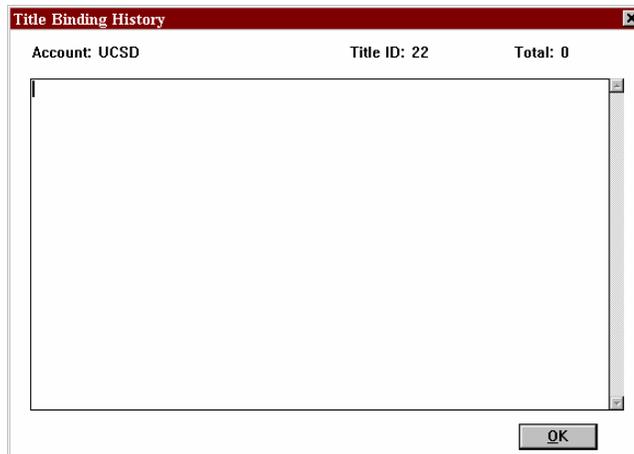
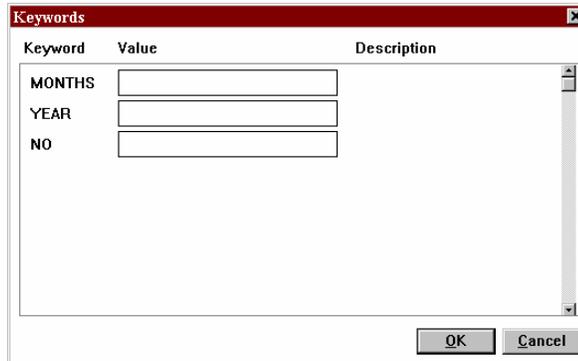


Figure 50 - Title Binding History

## Keywords Window

The Keywords window (*Figure 51*) is displayed when you click the **Keywords** button. This window allows you to enter text for each keyword in the title. It is displayed automatically during job entry; keywords don't usually need to be filled in during title entry.



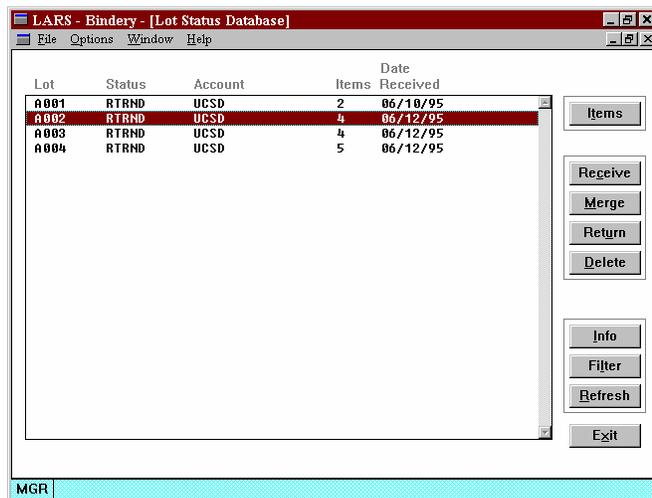
Keyword	Value	Description
MONTHS	<input type="text"/>	
YEAR	<input type="text"/>	
NO	<input type="text"/>	

*Figure 51 - Keywords*

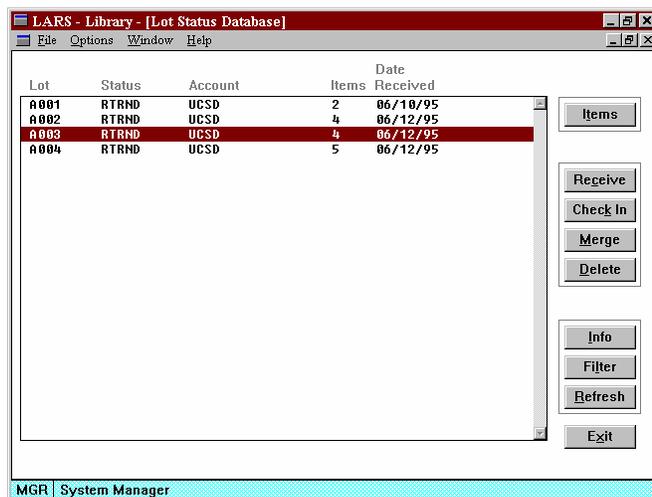
# Shipments (Lot Status)

The Lot Status windows is the platform on which to receive shipments.

*Bindery*



*Library*



---

# Accessing the Lot Status Screen

To access the lot status database window, run the *Main* program. From the Main Menu, click the **S**hipments button.

---

## The Lot Status window

The Lot Status window is the central window where you send and receive shipments. It displays all the shipments that are still open. Most of the window is taken up with a list of these Lots. The buttons on the right will let you Receive, Merge, Return, delete, or otherwise manipulate the lot.

### Columns

*The term jobs is used in reference to bindery jobs created by LARS/Windows:Bindery.*

**Lot** this column list the lot identifier for each lot. These lot id's are usually assigned at the library. This list may be restricted to showing only a range of lots by using the **F**ilter button.

**Status** this columns shows the current status of each lot

**OPEN** the lot is ready to allow items to be retrieved into a bindery job.

**RTRVD** items in the lot have been retrieved into bindery jobs.

**MERGED** items in the lot have been merged into the permanent title database.

**RTRND** lot has been returned to the Library.

**Account** shows the account associated with each Lot.

**Items** shows the number of items in each Lot.

**Date Received** shows the date the lot was received.

### Buttons

**I**tems this button is used to show a window that shows information about each item in the Lot.

**R**eceive use this button to activate the receive mechanism that will receive shipment information from diskettes.

**C**heck **I**n use this button to check-in lots that have been updated by and then received back from the bindery.

**M**erge use this button to merge the lot information back into the permanent title database.

**R**eturn use this button to return lot information back to the library via diskettes.

**D**el~~e~~te use this button to delete a lot from the Lot Status Database.

**I**nfo use this button to get more information on individual Lots.

**F**ilter use this button to select a range of Lots to show in the list.

*Library*

*Bindery*

**Refresh** use this button to refresh the information in the Lot list.

**Exit** use this button to exit from the Lot Status Database.

---

## Windows Displayed by the Lot Status Database window

The following windows “pop up” over the Lot Status Database window when LARS/*Windows* needs more information to perform the requested operation.

### Items In Lot window

The Items In Lot window is displayed when you highlight a lot in the list and click the **I**tems button or just simply double-click on a lot in the list. This window contains a listing of the lot showing each item with columns showing the item number and the status of each individual piece.

*Bindery*

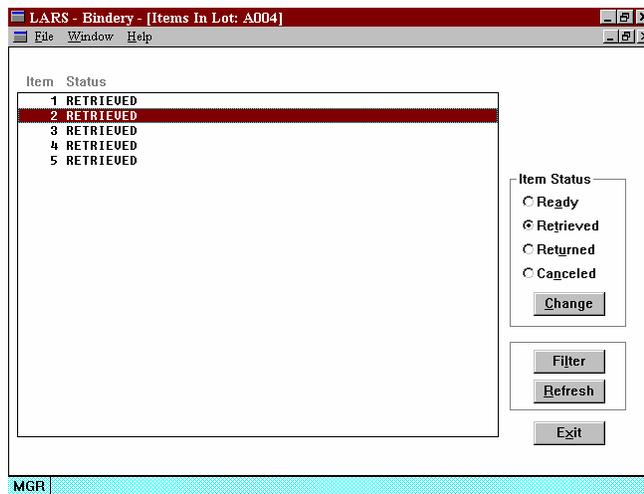


Figure 52 - Items In Lot window - Bindery

*Library*

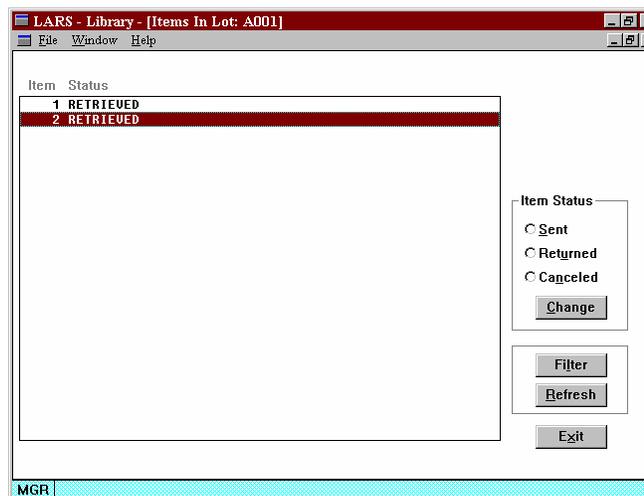


Figure 53 - Items in Lot - Library

On the right of this list of items is a row of buttons that are used to edit the item that you highlight.

**Item Status** this group box makes available some radio buttons that control the status of the item. When you click on one of these radio buttons, that button will become checked and the previously checked button will become unchecked.

Bindery

**Ready** this radio button is checked when the item is ready to be retrieved into a bindery job.

Bindery

**Retrieved** checked when the item is retrieved into a bindery job.

Library

**Sent** checked when the item is sent to the bindery.

**Returned** checked when the item is returned.

**Canceled** checked when the item is canceled.

**Change** click this button to write changes made to the status.

**Filter** Click this button to show the **Item Filter** window.

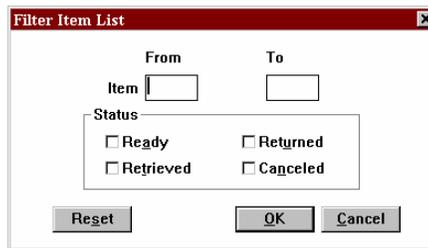


Figure 54 - Item Filter list

**Refresh** click this button to refresh the window with new contents of the Lot Status Database. This is used while someone else is editing the database and you want to see the new changes that user has made.

**Exit** click this button to exit this window and to get back to the Lot Status Database window.

## Receive Shipment

The Receive Shipments window is displayed when you press the **Receive** button on the Lot Status window. When the window comes up it will, itself, bring up another window to ask you the location of the shipment diskette (see Figure 55).

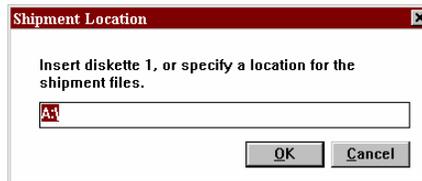


Figure 55 - Shipment Diskette Location

The location of the shipment can be on a diskette or can be in a directory on your Local Area Network or in a directory on your local computer. Enter the location of the shipment files and press the **OK** button.

After you press the **OK** button, LFW/*Windows* will read the shipment files and display information about the lots in the shipment (see Figure 56).

The screenshot shows a window titled "LARS - Bindery - [Receive Shipment]". The window has a menu bar with "File", "Options", "Window", and "Help". The main area contains several input fields: "Shipment" with the value "S001", "Number of Lots" with "1", "Sender ID" with "UCSD", and "Date Sent" with "06/13/95". Below these is a list box labeled "Lots in Shipment" containing the value "A006". There is a large empty text area labeled "Shipment Message". At the bottom of the window are three buttons: "Change", "Receive", and "Exit". A status bar at the bottom left shows "MGR".

Figure 56 - Receive Shipment window

**Shipment** the shipment ID, assigned at the library.

**Number of Lots** number of lots in the shipment.

**Sender ID** library Customer ID

**Date Sent** date of shipment

**Lots In Shipment** names of the Lots in the shipment

**Shipment** message between the bindery and the library

**Change** the location of the shipment files.

**Receive** start the receive process. The system will let you know when it's finished processing.

## Send Shipment window

The Send Shipment window (Figure 57) is displayed when you press the **Return** button on the Lot Status Database window. This window is used to return library shipment files that have already been retrieved into a bindery job and stamped.

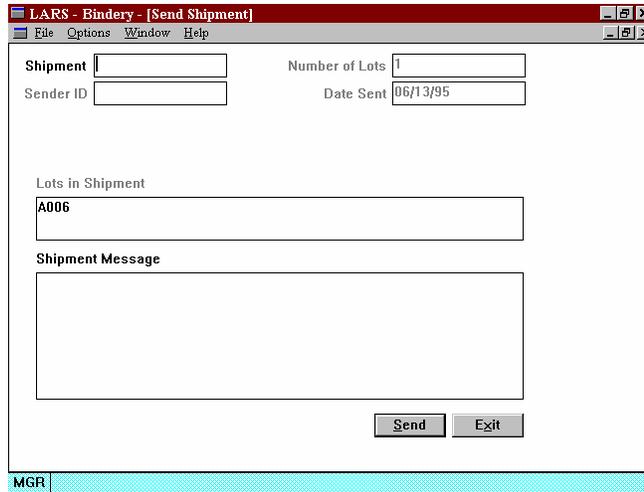


Figure 57 - return Shipment to library

This window shows the following:

**Shipment** the shipment ID, assigned at the library.

**Number of Lots** number of lots in the shipment.

**Sender ID** Library Customer ID

**Date Sent** date of shipment

**Lots In Shipment** names of the Lots in the shipment

**Shipment** message between the bindery and the library

**Send** start the *send* process. The system will let you know when it's finished processing.

**Exit** return to the Lot Status Database window

## Lot Information window

The Lot Information window is displayed when you press the **Info** button on the Lot Status Database window. This window shows more detailed information about the Lot.

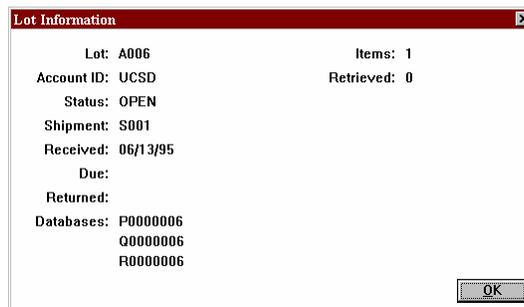


Figure 58 - Lot Information window

Information on the window:

**Lot** name of the Lot

**Items** number of items in Lot

**Account ID** library customer ID

**Retrieved** number items retrieved into a bindery job

**Status** current status

**Shipment** name of shipment

**Received** date received

**Due** date shipment is due

**Returned** date returned to the library

**Database** names of the files that hold the database for this shipment.

## Filter Job List window

*Bindery*

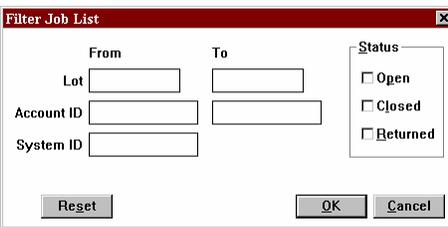


Figure 59 - Filter Lot List for the Bindery

*Library*

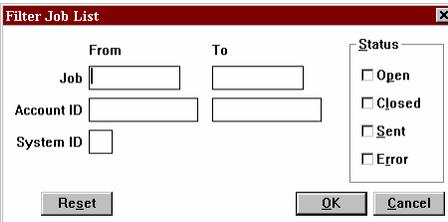


Figure 60 - Filter Lot List for the Library

The Filter Job List window is displayed when you press the **Filter** button on the **Lot Status Database** window. This window is used to filter or restrict the lots that are shown in the list. You can see that there are two columns of fields on the left and some check boxes on the right.

For LARS/*Windows*:Bindery, the check boxes allow you to see lots by their status. You can choose **Open**, **Close**, and/or **Returned** status to restrict the list.

For LARS/*Windows*:Library, the check boxes allow you to see lots by their status. You can choose **Open**, **Close**, **Sent** and/or **Error** status to restrict the list.

Each of the three items have a **From** field and a **To** field that will define a range for the list. In the *from* field put the lower value and in the *to* put the higher value.



# Reports Menu

---

## Accessing The Reports Window

To access Reports Window, run the *Main* program. From the *Main Menu*, choose the *Shipments* option. the Lot Status

---

## Reports Menu Window

The report menu window lets you print the reports available in LARS/*Windows*.

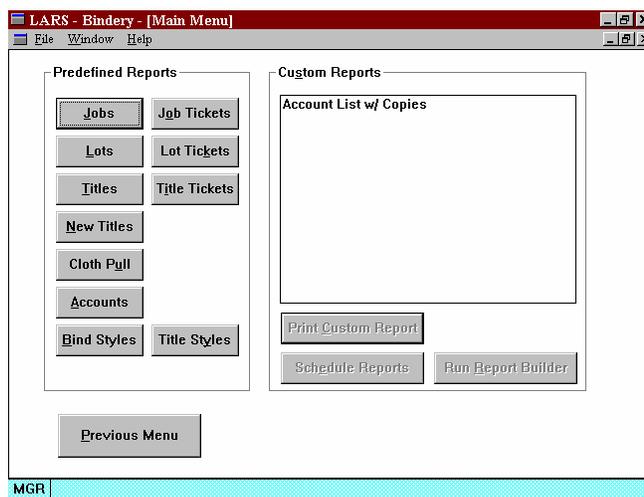


Figure 61 - reports menu

### Buttons

**Jobs** Click this button to print reports listing the pieces in one or more jobs.

**Job Tickets** prints binding tickets from the pieces in one or more jobs.

**Lots** prints reports listing the items in one or more lots.

**Lot Tickets** prints binding tickets from the items in one or more lots.

**Titles** prints a report listing an account's permanent titles.

**Title Tickets** prints binding tickets from the titles in an account's permanent title database.

**Cloth Pull** prints the report for a particular stamp set.

**Accounts** prints a report listing the bindery's accounts.

**Bind Styles** prints a listing of the binding styles for one or all accounts.

**Title Styles** prints a report listing the title styles for one or all accounts.

**Previous Menu** Click this button to return to the main menu.

**Print Custom Report** Click this button to print a custom report selected from the Custom Reports list. A report must be selected before this button can be clicked.

# Glossary of Terms

## **Account**

the account ID associated with the new job

## **Add mode**

You are in add mode when you are adding a piece to a job.

## **Axis**

this is the stamp axis. It will be applied automatically to every title text group. Enter 'H' for horizontal text, or 'V' for vertical text. If the Stamp Up Spine bindery option is selected, you may also enter 'U' for vertical Up the spine stamping. If some groups are stamped horizontally and others are stamped vertically, you can enter either 'H' or 'V' here. In that case, you'll have to pop up the Group Attributes box and change the axis of the groups that are to be stamped in a different axis. See the Title Style Editor chapter in the Configuration Manual for more information.

## **Bind Freq.**

this field specifies the binding frequency, which is the expected number of times the volume will be bound each year.

## **Bind Style**

if you enter a binding style in this field, the binding and collation information associated with that style will be applied. Binding styles are created using the Binding Style Window.

## **Bookmark Measuring System**

This is a measuring tool used by the bindery to measure the book so that the proper dimensions of cloth can be cut.

## **Call Number**

the call number contains a key which can be used when retrieving titles from the database during job creation. LARS/Windows will automatically create a call number when the piece is saved. To use this feature, one of your title text groups must have a group code of "CA" to indicate that it is the call number group. (See the Title Text Editor chapter in the Configuration Manual for more information.)

## **Cloth Size**

this code identifies the size of cloth to be used when for the book. LARS/Windows will fill this field in automatically when measurements are entered.

## **Copies**

the System 3 can automatically stamp multiple copies of a piece. Enter the number of copies to be stamped here.

## **Foil**

this is the default foil color. This foil color will be applied to every title text group automatically. See the Title Style Editor chapter in the Configuration Manual, for more information

## **Font**

This font will be applied to every title text group automatically. See the Title Style Editor chapter in the the Configuration Manual for more information.

## **Height**

this is the book block's height not the board height. The height is entered in the units specified in the bindery configuration.

## **Internal ID**

this field is provided for library and bindery use. You may put any identifying information you like in it, or leave it empty. You can retrieve titles from the permanent title database based on the information in this field.

## **Internal Job**

this is the internal job in the bindery mostly used for reporting

## **ISSN**

this field can contain the ISSN (or ISBN) for the title, or can be left empty. You can retrieve titles from the permanent title database based on the information in this field.

## **Job Information**

This is a screen that will give you advanced information about a job.

## **Job vs. Lot**

See Lot vs. Job

## **Jobs Status**

This database will show the jobs that are present on the system.

## **keyboard equivalent**

is a combination of keys on the keyboard that are used in place of a mouse action (pointing and clicking). These are usually alt-s for "save", and so on.

## **keywords**

are used in the title text area to help in the gathering variable information such as volume and year. The keywords will have some type of bracket around them, usually.

## **LARS Job**

this is the ID to be assigned to the new job

## **LARS/Windows**

LARS is an acronym for "Library Automated Retrieval System and, of course, Windows means that this version of the software will run on Microsoft Windows 3.1 and Win 95.

## **LFW**

LARS For Windows

## **Lot vs. Job**

The difference between a Lot and a Job is the point in the process at which you access the information. The simple explanation is that when work is either in process or at the bindery it is referred to as a Job. Once the work has been received back from the bindery it is then referred to as a Lot. The reference made to these terms are how LARS/Windows uses them.

## **Main Menu**

This is the first screen that you see when the program starts.

## **Material**

this field specifies the material used to cover the book

## **MERGED**

a lot status meaning items in the lot have been merged into the permanent title database

## **mode**

You will see this in the job screen. You will either be in update mode or add mode.

## **New Job**

You see this screen when a new job is being created.

## **permanent title database**

This is a database used to store the titles information for all the libraries at the bindery. This is where the 'rubs' are stored.

## **Piece**

A piece is a title is a book.

## **Piece vs. Item**

These are terms used to describe similar things. "Piece" is used to number each book in a Job and "Item" is used to number each book in a Lot

## **RTRND**

a lot status meaning lot has been returned to the Library.

## **RTRVD**

a lot status meaning items in the lot have been retrieved into bindery jobs.

## **rub retrieval system**

This is a system that the binder uses to save information on every title for a library. This information usually consists of color of cloth used, the color of the foil used to stamp the letters, and the cloth material used last. The reason for the word "rub" being used is because the binder used piece of paper over the spine of the book and 'rubbed' lead pencil

## **S2T**

This is the extension of a System 2 stamping file.

## **S3T**

This is the extension used for a System 3 stamping file.

## **Short Title**

the short title contains a key which can be used when retrieving titles from the database during job creation. LARS/Windows will automatically create a short title when the title is saved. To use this feature, one of your title text groups must have a group code of "TL" to indicate that it is the title group. The Short Title is a combination of the first two letters of each word in the title plus as much of the last word that will fit.

## **slot**

is a unit of measurement defined by the binder to measure up and down the spine. Slot numbers are used to place the title text in a specific place on the spine.

## **Spine measurement**

this is the book's spine thickness and is the measurement of the width of the spine after the book block has been "rounded and backed" and not the final measurement after the case has been put on the block. The spine is entered in the units specified in the bindery configuration.

## **Stamper**

this field identifies the type of stamping machine used to stamp the piece. This is usually '2' for the System 2, or '3' for the System 3.

## **stamping machines**

This machine is used by the bindery to stamp the title onto the cloth that is used to build the case for the book.

## **System 2**

This is a hot foil stamping machine developed by Flesher Corporation. The first machine was built in 1982 and maintained to this day.

## **System 3**

is a Hot foil Stamping machine developed by Flesher Corporation and is the successor to the System 2. The first machine was built in 1988.

## **System ID**

displays the type of stamping machine required by each job. If the bindery allows only a single type of stamping machine for each job, this column will contain only one entry for each job. If the bindery allows multiple stamping machines in a single job, this column will contain a list of all stamping machines used by each job.

## **Title ID**

this field is used when building jobs from the permanent title database. Enter the title id of the desired title record to retrieve the title and add it to the job. (You can also use the title search (Ttl Srch) feature to find titles using keys other than the title id.)

## **Title Search**

click this button to retrieve titles from the permanent title database. The title search window (Figure 46 - Title Search) is displayed.

## **Title Style**

Use title styles to quickly create a set of title text groups and appropriate keywords when adding a piece to the job. For more about title text groups and the title text editor, see the Title Styles Editor chapter, (page 90). Use of the title style is optional. Is a term used to describe the different configurations of titles. For example, a spine may show title and author and another may show title, author, and call number. These are stored as templates in the LFW system.

## **Title Text**

this area contains the title text groups. Each group consists of a Group Attribute button on the left, a starting slot number, and the group's text box. You can create additional groups using the Options / Add Group menu command, or by pressing the F8 function key. Similarly, you can remove a group using the Options / Delete Group menu command, or by pressing Shift-F8. See the Title Style Editor chapter in the Configuration Manual, for a complete description of title text groups.

## **Title Type**

The title type codes are defined in the bindery configuration. This code tells LARS/Windows whether this is a periodical, monograph, etc., and whether or not it should be automatically saved in the permanent title database.

## **Trim Size**

this is the System 2 Trim field, which provides the measurement from the right edge of the cloth to the center of the spine, required when stamping vertical titles on a System 2. LARS/Windows will fill this field in automatically when measurements are entered.

## **Update mode**

You are in update when you are editing a piece that has already been added.

## **Wheel**

this field specifies which print wheel should be used when stamping the piece.

## **Width**

this is the book's width. The width is entered in the units specified in the bindery configuration.



# Index

Error! No index entries found.