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This document is intended for use with ALEPH 500. It presents all the documentation resources which are available for staff users.

1 Web Guide

The Web Guide is your primary resource for information about ALEPH 500. There is a separate chapter for each module, which presents the workflow and provides help for interacting with windows and filling in forms. Each chapter also contains a special section for the System Librarian which explains how to control the module’s appearance and behavior, manage its printouts, and configure its parameter tables.

The Web Guide is accessed from the ALEPH Library Staff Menu. Click Guide after signing in:
The Web Guide's table of contents appears in the left frame:

**ALEPH Web Guide**

**Version 16**

- General
- Acquisitions
- ALEPHADM
- Authorities
- Cataloging
- Circulation
- Course Reading and Reserves
- Indexing
- Interlibrary Loan
- Items
- Web OPAC
- Printing
- Staff Privileges
- Search

Each module has a chapter in the Web Guide. To view a module's chapter, click the relevant link.
In the illustration below, the right frame displays an Overview of the module. The left frame displays the sections in the module's chapter:

**Version 16**

**ACQUISITIONS**

1. Overview
2. Currencies
3. Vendors
4. Budgets
5. Orders
6. EDI
7. Invoices
8. Arrivals
9. Claims
10. Payments
11. Reports
12. Acquisitions Services
13. System Librarian

**1 ACQUISITIONS OVERVIEW**

The Acquisitions module enables you to manage vendor, budget, order and invoice records. The Acquisitions module runs under ADM type libraries only.

This overview includes the following sections, in order of appearance:

- The Acquisitions GUI
- Working Without a Mouse
- Acquisitions Process
- Order Types
- Acquisition Systems
- Prerequisites
- Passwords

To read the Guide sequentially, start by reading the Overview section and select **Go to next section** at the end of each section at the bottom of the right frame. Note that at the bottom of the left frame you can select **Guide Menu** to return to the Guide's main table of contents, or **Staff Menu** to return to the ALEPH Staff Menu.

To read a specific section, click the section's link in the left frame.

The **General** chapter provides important general information. This chapter is divided into the following sections:

**1.1 General Chapter**

1. Overview
2. User Assistance
3. Using and Customizing Your GUI
4. Services
5. System Librarian
2  Online Help

In every GUI, there is an Online Help facility which provides instructions, information about the screens and details about various fields and buttons. Access the Online Help by clicking F1 for the pane in focus. Some forms and windows have a Help button, which you can click to invoke Online Help.

Note: If you see the Visual Properties screen when you press F1, do the following:

1. From the ALEPH menu, point to Options, and click Customize. The Customize dialog box opens.
2. Choose the General Configuration tab, select Help, and click OK. You can now receive Help by pressing the F1 key.
3 Release Notes

Changes in ALEPH 500 from release 12.1 to version 16 are documented in the Release Notes. From the ALEPH Staff Menu, select **Release Notes**.

![Release Notes Menu](image)

The Release Notes menu appears:

![Release Notes Tree](image)

There are Release Notes for ALEPH Tables, Oracle Tables, changes in ALEPH modules and functions.
4 ALEPH Tables Documentation

1. Web Guide, System Librarian Chapters
   Each System Librarian chapter contains a section that lists and describes the tables used by the module.

2. Web Guide
   Instructions relating to some of the tables appear throughout the Web Guide. These explanations describe the tables’ functionality.

3. Database Management Guide
   The Database Management Guide is available in two parts in the Ex Libris Documentation Center under ALEPH 500 Documentation. It describes all the utilities listed under Library Utilities in terminal mode. This includes a detailed explanation of ALEPH tables. Note that the Database Management Guide is organized by utility name and not by table name (for example, UTIL A/17).

4. Table Headers
   Each table has a header which explains the table’s structure, valid values and the environment in which the table functions.

5. List of ALEPH Tables
   This list is available in the Ex Libris Documentation Center under ALEPH 500 Documentation. It is extremely helpful for finding information about tables. The list includes the table name, a short description and the utility through which the table is reached, sorted by library:

   - Bibliographic (BIB) library – data_tab directory
   - Bibliographic (BIB) library – pc_tab/catalog directory
   - Authorities (AUT) library – data_tab directory
   - Administrative (ADM) library – data_tab directory
   - Shared tables – alephe/tab directory

5 How-tos
How-to documents present ALEPH 500 instructions and techniques for specific tasks and processes. They include documentation which cannot be integrated easily into the Guide as the tasks depicted involve more than one module. How-to documents are available in the Ex Libris Documentation Center under ALEPH 500 / How To.

Examples:
- How to Create Links Between BIB Records
- How to Set Up Advance Booking Functionality
- How to Set Up Delinquency Codes

6 Oracle Tables Documentation
Oracle tables documentation includes a list of all Oracle tables used in ALEPH, detailed descriptions of each table and the Oracle Table Relationships document
which presents the relationship between the Oracle tables in diagram form. These documents are available upon request from your Ex Libris office or distributor.

7 The Ex Libris Documentation Center

The Documentation Center is a Web-based portal which lets you access a large collection of documents covering different aspects of the Ex Libris product suite (ALEPH, MetaLib, SFX, and DigiTool). It is constantly updated, expanded, and refined to ensure that you have access to the latest information. The ALEPH 500 documentation available from the Documentation Center includes the following:

- Web Guide with full-text search
- Guides
- Lists
- How-tos

To access the Ex Libris Documentation Center:

1. Enter the URL for the Ex Libris Web site http://www.exlibrisgroup.com/ in the address bar of your browser.
2. Click Documentation Center. Enter your user name and password and click Log On. The following Welcome screen appears:
You can search for available documentation by clicking the options displayed in the sidebar on the left.

The Documentation Center can be viewed in **Microsoft Internet Explorer 5.0** and higher or **Netscape Navigator 6.2** and higher.

There are several advantages of viewing the Web Guide from the Documentation Center, rather than from the ALEPH Staff menu:

- You can see the Web Guide of an ALEPH release other than your own.
- You can read the Web Guide even if your server is down or slow.
- You can search the Web Guide.

For more details regarding using the Ex Libris Documentation Center and searching the Web Guide from the Ex Libris Documentation Center see *Chapter 2: User Assistance*, in the Web Guide's *General* chapter.