

Voyager Circulation Exercises

Set 23

Group Exercise

Cancel Patron Search Box, then right click in Patron Record window

Click “Add Patron”

Enter information for yourself –be sure to go to all the tabs

Use number 61853 for the barcode and institutional ID

Use Faculty Patron Group

Note: Throughout these exercises, you will be asked to use “your patron record.”

This is the record you will use!

EXERCISE ONE: Patron Records

1. Create a patron record for someone else (actual or fictional). Use the following barcode number, and fill in the patron name.

Barcode	62823
Patron Name	

2. Add a proxy patron to **your** patron record (**from Group Exercise**). Use the patron you created in **Exercise One** (1) above as your proxy. Add an expiration date of June 30, 2010.
3. Edit **your** patron record (**from Group Exercise**) to include an e-mail address.
4. Search for the following patron via the *Patron>Search* menu option. When you have the record on the screen, check charged items, fines/fees, and holds/recalls. Add the *temporary address* and *effective date* below to the patron’s record.

Patron Name	Peaches Geldof
Barcode	61823
Temp Address	Campus Mail #143
Effective Dates	June 1-20, 2010

EXERCISE TWO: Charging Items

1. Charge the following items to yourself.
ITEM BARCODES: 07158, 09404, 63476

2. Go into WebVoyage; view your Patron Information (My Account) screen, which should display the items you just charged. <http://training.carli.illinois.edu/train2/>
3. Charge the following items to yourself.
ITEM BARCODES: 80005, 72976
4. Charge the following book (which is missing its barcode):
Mind and emotion
5. Charge the following items, and modify the due date as described.

Item Barcode	New Due Date
72786	7 days before today's date
16954	7 days after the current due date

6. The proxy patron that you created in exercise 1 #2 above has come in to check out a book for you. Charge the following item to the patron *through the proxy*. (Hint: You are starting with the proxy, which is patron barcode 62823.)
BARCODE #27687

After you have charged the item, close the charge screen. Look at the patron record for the patron in exercise 1 #2. Does the item you just charged appear in the charged item index for this proxy patron?

Look at your record. Does the item you just charged via the proxy appear in your charged item index?

Close the patron records. Use the Item Button to pull up the item record for the item that you just charged. Used the Patron Button to see when the item is due. Does this record indicate that the item was actually charged by the proxy patron?

EXERCISE THREE: Renewing Items

Renew the following items currently charged to you using the methods indicated:

1. Using the standard charge procedure: item barcode number 07158, 09404,
2. From the charged item index: item barcode number 80005, 72976
3. From MyAccount in WebVoyage: *Mind and emotion*

Please DO NOT renew any other items at this time!

EXERCISE FOUR: Discharging

1. Discharge the following items:
ITEM BARCODES: 07158, 09404, 63476
TITLE: *Mind and emotion*
2. Backdate the following discharges **two days**:
ITEM BARCODES: 80005, 72976

Please DO NOT discharge any other items from your record at this time.

EXERCISE FIVE: Holds/Recalls

1. Place a copy level hold on the following items for yourself: 88624, 50943
2. Place a copy level recall on the following item for yourself: 02425
3. Cancel the hold for: 88624
4. Discharge the following items: 50943, 02425

EXERCISE SIX: Fines/Fees

1. Discharge the following items, and pay all fees associated with these items (at the time of discharge): 01698, 36662
2. Open your patron record from Exercise 1, #4.
3. Post a \$2.00 payment to the fines associated with this patron.
4. Add a \$20.00 fee for a copy card.
5. Add a \$5.00 fee for an ILL item
6. Post \$10.00 to the fee for the copy card – post to this specific fee rather than to the general balance.
7. “Forgive” the fee for the ILL item.

EXERCISE SEVEN: Adding and Editing Item Records

1. Add an item/bib record for a fictitious book that you wrote – use any barcode that has at least 10 digits – WRITE DOWN YOUR BARCODE NUMBER HERE:
2. Add another bib record for a fictitious item that you might put on reserve for a course at your institution – use any barcode that has at least 10 digits WRITE DOWN YOUR BARCODE NUMBER HERE:
3. Add a second copy to your first bib record
4. Change the status of the first item you created to “missing”
5. Give the item you created in number 2 (above) a NEW barcode – WRITE DOWN YOUR NEW BARCODE HERE:

EXERCISE EIGHT: Creating & Maintaining Course Reserves

1. Create a reserve list for a course at your institution. Assign the location “Reserve Desk,” and use item type “2 hour reserve” to create your list.
2. Add the item that you created in Exercise 7, #2 to your reserve list.
3. Add the following title to your reserve list:
Missing may
Then change the item type to “1 day reserve”
4. Turn all of the items on your list “ON”
5. Add an e-item to your list. Use <http://www.bookrags.com/>
6. Link a course to your list. Create a new instructor using your own name. Select one of the departments and courses already on the list.
7. Close your reserve list, and open the charge screen. Charge an item from your reserve list to yourself.
8. Open WebVoyage and search for your reserve items by *instructor*.

EXERCISE NINE: Offline Charge

1. CLOSE ANY OPEN VOYAGER SESSIONS
2. Open C>Voyager>Voyager.ini
3. Change the IP address from Circulation stanza (add “s” before training)
4. Save and close
5. Open circulation module
6. Click OK
7. Click YES to use Offline
8. Enter the due date for all items charged
9. –Charge items to patron: **62156**–Item #'s: **76359, 26796, 57462, 38015**
10. Exit Offline
11. Open C>Voyager>Voyager.ini
12. Replace original IP address for Circulation
13. Open Circulation Module
14. Login as demo/demo
15. NOTE POP-UP NOTE!
16. Open Charge screen
17. Select UPLOAD OFFLINE CAPTURE FILE from the Charge/Renew menu