

OASIS

EXTRAS

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Alice Library Newsletter 4

February 2014

Welcome back to 2014! I trust you had a relaxing and refreshing break.

If you think that this newsletter starts just like the one issued this time last year, you are quite correct. The same considerations and reminders apply at the beginning of every year.

Everyone needs to update their **Master Due Dates** and **Lending Rules** to prevent '**Unauthorised Loans**' messages. Everyone needs to **add new students, remove left students** and **update the details of continuing students**. By far the quickest way to do this is to **import the information into Alice from your school administration system**.

Especially at the start of the year I get calls where a problem can only be fixed by restoring data from a recent backup. No matter how much I nag about the importance **of backing up your Alice data**, I sometimes find there is no recent backup available. This makes the task of making things right again much more difficult and sometimes impossible. Please backup regularly.

Start of Year Procedures

At the start of each year there are a number of management tasks to perform to avoid 'Unauthorised Loan' messages and to update borrower details in Alice. Follow the links below to the web pages containing details of the process.

- [Update Lending Rules](#)
- [Importing student borrowers from SAS](#) and clean up borrowers who have left the school

Contact me if you have any questions about the processes.

Backing up Alice data

It is vitally important to protect your Alice library data against loss by performing regular backups. Even if your computer people tell you they have backup systems in place, it is still worth while making your own 'Alice only' backups. It will be easier to recover lost data from your own backup and you are also able to make a 'protective' backup at a time that suits you, for example, before performing bulk import procedures such as importing students or SCIS catalogue records.

All Alice libraries supported by OASIS Extras should have a Purple shield icon shortcut available to perform an Alice Data Backup to a USB thumb drive. The backup is very fast and

takes less than a minute. **I recommend at the very least performing a backup at the end of any day when Alice is used for loans, returns or cataloguing.**

Consider the alternative: re-cataloguing your library from scratch. It's too appalling to even contemplate.

If your Library does not have the purple shield icon for Alice Backup, contact me so that I can set this up to protect your data.

Shutdown Machine Setting

One Alice library computer needs to be designated as the 'Shutdown Machine'. This computer will prompt with a 'Waiting for Shutdown' message whenever you close Alice. If a computer is replaced or re-imaged or (sometimes) if a different network login name is used the computer will cease to be the Shutdown machine.

With no Shutdown machine it is not possible to import Borrowers or SCIS records and Alice does not perform the regular data integrity checks that are important for its smooth operation.

You can easily reinstate the shutdown machine. Details are on my web site: [Reset Shutdown Machine](#)

Alice 7

I upgraded most schools to Alice 7 during Term 4 last year. A small number still need to be updated and I'll contact you this in the near future to book a time to do.

Oliver

School libraries in the Wilcannia-Forbes Diocese are about to be upgraded to Oliver, a Web based library system. Oliver comes from Softlink, the same people who wrote Alice. I'll be assisting Matt Smith with the conversion and training to ensure you get the very best experience with your migration to Oliver.

1800 Telephone number

OASIS Extras has a Freecall telephone number **1800 821 281**. This number goes direct to my mobile phone at no cost to you. Please feel free to use this number to contact me for urgent support queries. If the support call will be a long one, I'll offer to call you back using a more economical (to me) VOIP telephone.

For non-urgent queries, email is the best option as this leaves a permanent record of your questions and my answers that can be referred back to at a later time.

Best regards,

Martin Hood

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