

# eiNetwork CybraryN Training Manual

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## Introduction

CybraryN software was created to help ease the burden of managing public access computer(s).

When your patrons walk up to a public access computer, they will see a screen with a login prompt and clock.

While CybraryN software is running, it will gather statistics on the number of patrons that login and the applications launched.

CybraryN software will also let you set various levels of security on the computer: provide user authentication against the Innovative patron database, control printing, set user time limits, and more.

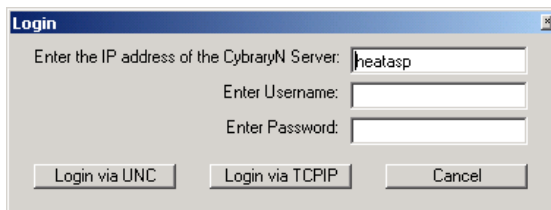
CybraryN software allows for the following:

- Control overall daily usage of the computer.
- Set how long an individual can use the computer.
- Determine when a user can have access to the computer.

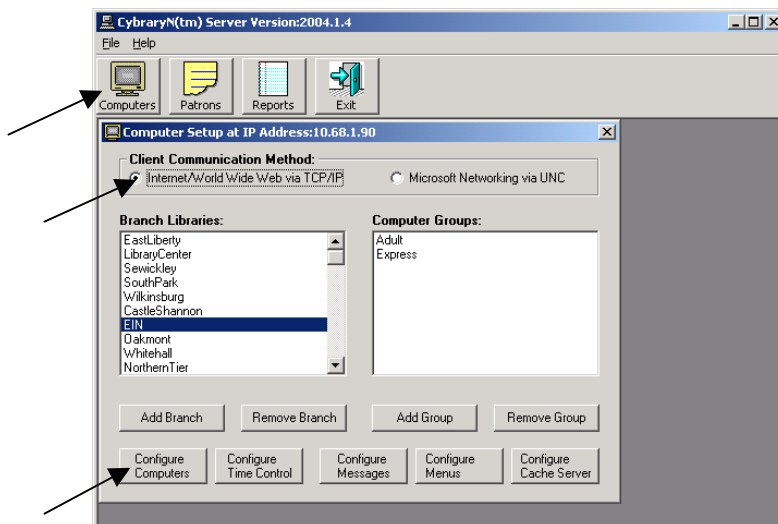
## Changing Configurations using CybraryN Server

To make changes to your CybraryN configuration, you must login to the staff PC with CybraryN Server software.

1. On staff PC with CybraryN Server software, use the following windows login:  
Username: cybraryn  
Password: cybpswrđ
2. Open CybraryServer application from shortcut on desktop.
3. Select File > Open Server
4. Enter **heatasp** in the **Enter the IP address of the CybraryN Server:**



5. Select **Login via TCPIP**
6. You should receive a message stating “Successfully connected to the server”, select OK.
7. Select the **Computers** button.
8. Make sure the Client Communication method is: **Internet/World Wide Web via TCP/IP** is selected.



9. Select your library from the **Branch Libraries** list – **check Client Communication Method again** – it will automatically change to the wrong method when you select the branch name. Need to switch back to **Internet/World Wide Web via TCP/IP**.
10. Select the group you wish to edit from the list of **Computer Groups** at your site. NOTE: If you are making a change for the entire library, you will need to adjust each individual group.
11. Select **Configure Computers, Configure Time Control, or Configure Messages** button

## To make setup changes for a group at a library:

- Choose you library by clicking on the name, by doing so the groups will appear.
- Make sure the Client Communication method: Internet/World Wide Web via TCP/IP is selected.
- Select **Computer Group** name
- Select **Configure Computers** button to make changes to any of the following TABS.  
**\*\*\*Reservation and Control Tabs can only be accessed on individual Public PCs.**

Configure computers for the EIN branch and Adult group

Printing Usage Session Reservation Control  
Files Passwords **Admin** Screen Security

Prompt patron / user to login to use the computer:  Yes  No

Do not ask the patron for their first & last name  Display guest button  
 Display floating clock when user logs in  Use CybraryN Magstripe  
 Prevent Multiple Logins on same Barcode/ID  Allow punctuation  
 Start CybraryN when Windows starts  Disable the log file.  
 Automatically Login using Windows Logon  Log file expiration

Branch Name:

Startup Application:

Exit Application:

Computer Usage Policy System Message Default:  Agree  Disagree

## Setup Tabs

In CybraryN Server there are many setup tabs for the various functions within CybraryN. Below is a brief description of what information can be found in each tab.



### eiNetwork Setup:

**Files Tab** – eiNetwork settings.

**Screen Tab** – eiNetwork settings

### Library Administrator Setup:

**Admin Tab** – Where you set your time limits and login displays.

**Usage Tab** – Where you set your library hours.

**Security Tab** – Where you can set the startup application and the patron authentication.

**Control Tab** – This feature must be configured at the CybraryN client on the Public PC.  
This will allow you to use the Queue feature.

**Reservation Tab** - This feature must be configured at the CybraryN client on the Public PC.  
This will allow you to use the RSVP feature.

**Session Tab** – If you have a lab setting, you may set hours of use here.

**Printing Tab** - Setup for the print management software.

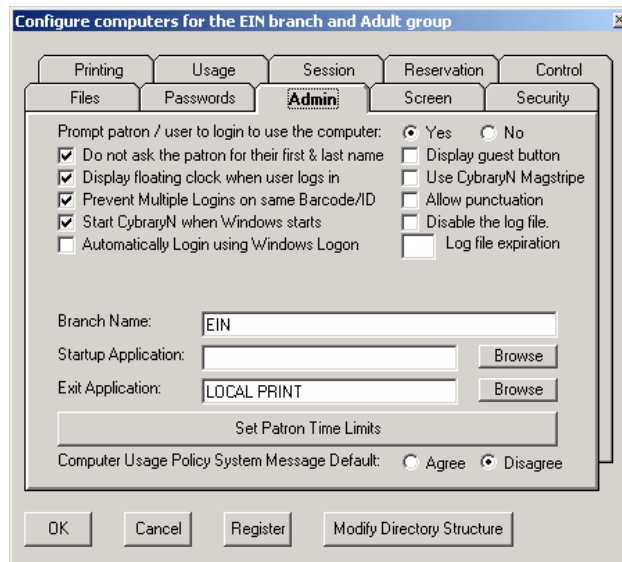
**Password Tab** – Where you set passwords for staff.

## Admin Tab

The Administrative features in CybraryN software allow you to control the basic login and logout functions. These functions/features control the overall user login process.

The Administrative tab allows you to configure CybraryN software to prompt patron/user to login to the PC

### Admin Options explained:

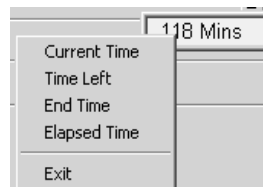


**Prompt patron/user to login to use the computer** - When enabled, the patron/user must logon to the computer.

**Do not ask patron/user for their first and last name** - The logon screen requires the patron/user to logon with a number as well as their first and last name. By putting a check mark in the box, patrons/users would *only* need to input their unique number.

**Display floating clock when user logs in** - This feature has 3 phases. By doubling clicking on the floating clock the following times will appear. If the right button mouse has not been disabled, a menu will display with the same options.

- 1.Phase I - Current Time
- 2.Phase II - User Time Left
- 3.Phase III - User Time End



The clock can be dragged around the window by holding the left button mouse key and dragging the window.

**Prevent Multiple Login on same Barcode/ID** - When a user logs in and if their barcode is already in use, a dialog box will appear informing the user.

Three options are available:

- Administrator can override and log patron/user in.
- Wait 6 minutes, which will clear the barcode/id from the patron.dba file allowing the patron to log in.
- Press OK, not allowing the patron/user to login.

**Start CybraryN when Windows starts** - Automatically starts CybraryN after Windows is started.

**Allow Punctuation** - When checked CybraryN software will not strip out punctuation marks in a barcode or user id.

**Computer Usage Policy System Message Default** - If you will be using the Policy System Message, you have the option to choose which button (Agree or Disagree) will be the default button when the window opens.

### Set Patron Time Limit:

Patron Time Control

Patron/User Time Control

Time Length: Hour: 1 Minutes: 0

Warning Time: Minutes: 2

Same user can login after: Hour: 0 Minutes: 1

Auto Snooze Time: Minutes: 0

OK Advance Cancel

**Time Length** - With CybraryN software you have the ability to set a time length each time a patron/user logs on.

**Warning Time** - If you have chosen "User Time Length", then this feature can be used to notify a patron/user of the amount of time left before they will be logged off. When this message appears the patron/user is required to click the OK to continue.

**Same User Can Log in After** - Determines the length of time before a patron/user can log back into your network or computer. This is optional.

**Auto Snooze Time** - Automatically extends the time a patron/user can use the computer. CybraryN automatically checks to see if there are free computer(s). If none are free, the patron/user is not given any extended time.

## Advance Time Control:

**Advance Time Control**

Patron Sessions:  
Number of session per day:

Warning Messages:  
Number of Warning messages per session:

Snooze Time:  
Maximum number of snooze time extensions:

Manual Time Settings:

TIME	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10 AM							
11 AM		30	30	30	30	30	
12 PM		30	30	30	30	30	
1 PM		30	30	30	30	30	
2 PM		60	60	60	60	60	
3 PM							
4 PM							
5 PM							

Check this box to turn on Manual Time Settings

OK Cancel

**Number of session per day** – Allows you to choose the number of sessions a patron can have per day.

**Number of warning messages** - Allows you to choose how many times a user will be warned that their session is about to end.

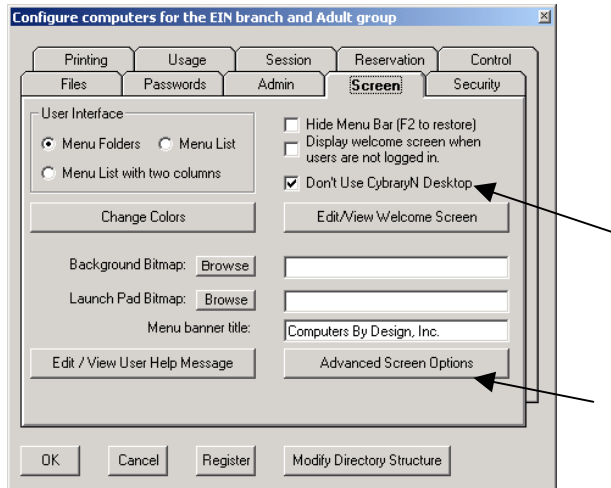
**Maximum number of snooze time extensions** – Allows you to choose the number of snooze extensions a patron should be given per session.

### **Manual Time Settings:**

Allows you to use session lengths different than your default group setting during defined periods of the day.

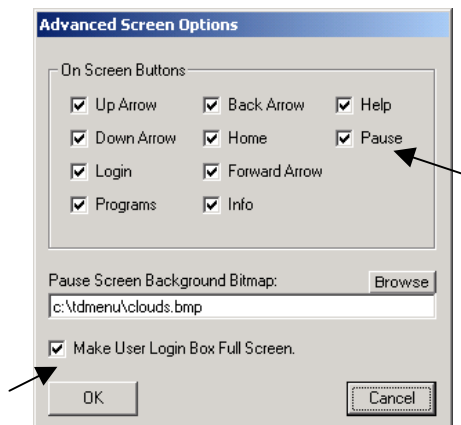
## Screen Tab

CybraryN software allows you to design the desktop with multiple configurations. You have the ability to change the menu interface, overall screen appearance, background bitmap, launch pad bitmap, user help messages and system welcome screen.



**Don't Use CybraryN Desktop** - This option will only work if you have turned on in the "Admin" tab "Prompt patron to login".

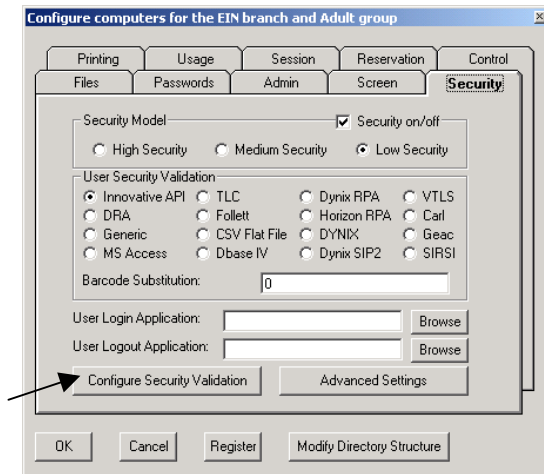
**Advanced Screen Options** - Allows you to configure the display of buttons on the Welcome Screen or Menu Screen.



**Pause** - The pause button will pause a user's session when not using the CybraryN desktop by blanketing the screen with the Pause background and a text box that the user can enter their barcode to get back onto the PC. The time control features of the CybraryN software still function while the session is paused.

**Make User Login Box Full Screen** -If checked or turned on, the login box will be maximized to full screen with a large clock.

## Security Tab



### User Security Validation

Select Innovative API if you chose to have users authenticate against the ILL Patron Database. If you will not be authenticating, keep Generic Database as the default. If you are using the Innovative Patron API and the ILL system goes down, you may need to change the User Authentication back to Generic Database so that patrons can login until the ILL system comes back up.

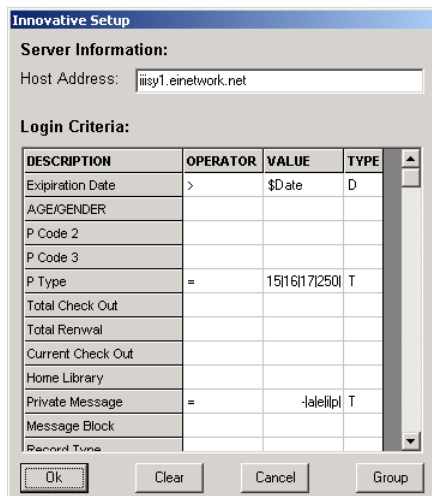
### Barcode Substitution

To ensure patron privacy, barcode numbers are substituted with a zero in all log files used for reporting functionality.

### User Login Application

CybraryN software will launch the desired application after patron/user has logged on. (Example: Internet Explorer, Word, etc.)

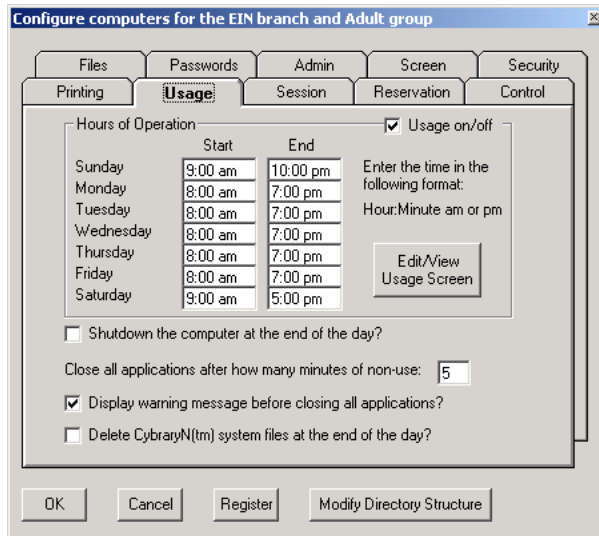
### Configure Security Validation



Description	Operator	Value	Type
Expiration date	>	\$Date	D
P Type	=	0 1 2 3 4 5 6 7 9 10 11 12 13 14 15 16 17 250	T
Money Owed	<	10.01	N
Money Owed	=	0	N
Private message	=	- a e l p	T
Message block	=	-	T

## Computer Usage Tab

CybraryN will monitor the hours of operation for the computer. Some organizations prefer to leave the computer(s) on all day, with the “Hours of Operation” usage box enabled. CybraryN will ensure that no one is using the computer outside of the designated hours.



### Edit/View Usage Screen button

When the computer(s) are not in use, CybraryN will display a usage message notifying the user/patron that the computer(s) are not available. This screen can be customized for your organization by clicking on the Edit/View Usage Screen button.

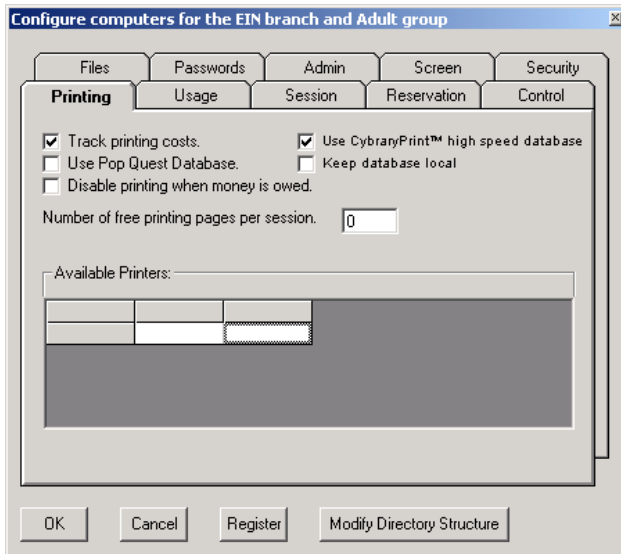
### Close all applications after how many minutes of non-use

CybraryN will close all applications and reset the computer back to its default state after a period of non-use (no keyboard or mouse movement).

**Display warning message before closing all applications-** After the period of non-use is up, CybraryN will ask of the patron is still there. If they are there, then they can click on the warning message and continue with their session. If no one answers the warning message, CybraryN will end the session.

## Printing Tab

CybraryN allows you to control printing at each individual computer. CybraryN gives you the ability to charge for printing or disable printing.



### Printing Options:

**Track Printing costs** - Enable or disable the print tracking option.

**Use CybraryPrint™ high speed database** - an alternative database to the default Access database. If you do not have MS Access, you can use this database.

**Number of free printing pages per session** - Allows you to decide the number of free printed pages before charges begin. **(Future release)**

**Available Printers** - Allows for different print charges based on the printer.

## Sessions Tab

The CybraryN Session time control is ideal for computer labs or classroom settings. With the session time control activated, CybraryN will monitor the lab/classroom usage of the computer(s). Session time control enables the administrator or teacher to start the class at the designated starting hour, set a session time length for the session, set a session warning time for when the session is over, and set a delay time between sessions.

Configure computers for the EIN branch and Adult group

Files Passwords Admin Screen Security

Printing Usage **Session** Reservation Control

Session control on/off

Starting Hour: 9:00 am Hour:Minute am or pm

Session Time Length: 45 in minutes

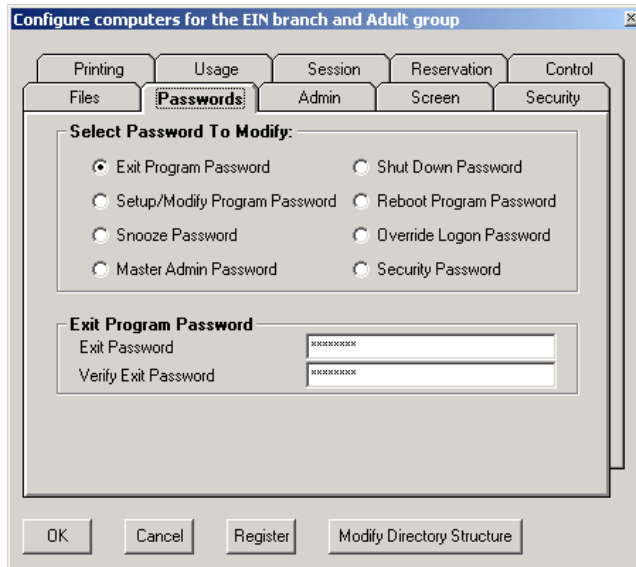
Session Warning Time: 10 in minutes

Time between sessions: 15 in minutes

OK Cancel Register Modify Directory Structure

## Passwords Tab

CybraryN software allows you to setup various types of passwords. Some thought should be given to choosing passwords. It is, however, a good idea to use both alpha and numeric characters in your password.



## Administrator Passwords

### Setup/Modify Password-

Allows you to change any of your configurations found in these setup worksheets.

## Staff Passwords

### Snooze Password-

Grants additional time to patrons/users.

### Shut Down Password-

Closes all programs and shuts down the computer.

### Reboot Program Password-

Closes all programs and re-boots the computer.

### Override Login Password-

Allows staff to override log in.

### Exit Password-

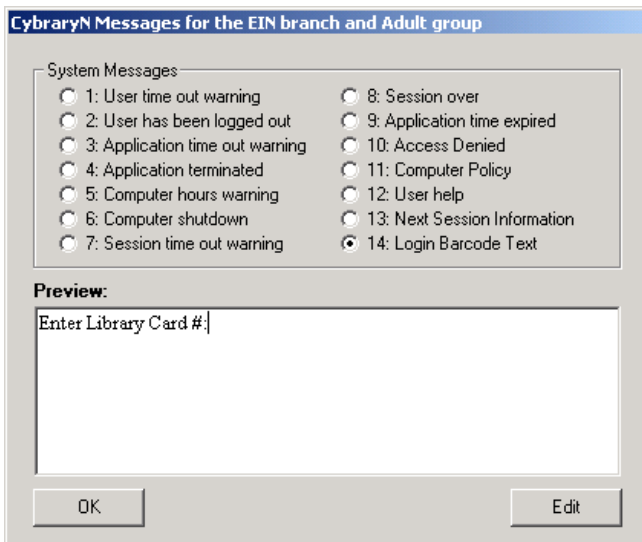
Exit CybraryN software and return to the Windows desktop. If you have chosen to use CybraryN software as the shell then exiting CybraryN software will shutdown the computer.

**NOTE:** At this time we do not use the Master Admin or Security Password.

# Messages

## To update library messages:

- Select the library & group
- Select the **Configure Messages** button.
- Select System Message to update.
- Select **Edit** button
- Wordpad will open, make any necessary changes.
- Select File > Save to save any updates.
- Close Wordpad.
- Select OK.



1. **User Time Out Warning:** This is the message the user will see X minutes before their time is up.  
  
When the patron's time has expired, a box will appear. If they have not saved their work they will lose it. If the patron needs additional time staff can override and give them additional time.
2. **User Has Been Logged Out Message:** This is the message the user will see when their time is up and they are being logged out by CybraryN.
5. **Computer hours warning:** This is the message that patrons will see when the computers are logged off at the end of the night.
10. **Access Denied:** This is the message that patrons see if they are not able to login to CybraryN. There could be a number of reasons depending on what you've chosen (card is expired, they don't have a library card in III, they've used up all of their time etc.) You might want to make this

message generic but helpful or list a few of the reasons why they might be denied access.

**11. Computer Use Policy:** (found also in Setup→Admin Tab→Policy System Message) This could be an Internet Use policy or introduction message that will appear at the beginning of each CybraryN computer session. Patrons must agree or disagree

**14. Login Barcode Text:** Wording used to describe the information needed by the patron/user to login

### **Other Messages:**

**Computers Not In Use Message:** (found →Usage Tab→Edit/View Usage Screen) This is the message that patrons will see when your PCs are not available because you are not open or you've already closed.

**On-Screen Directions for CybraryQ:** This is the message that patrons will see when they walk up to CybraryQ to add themselves to the Queue.

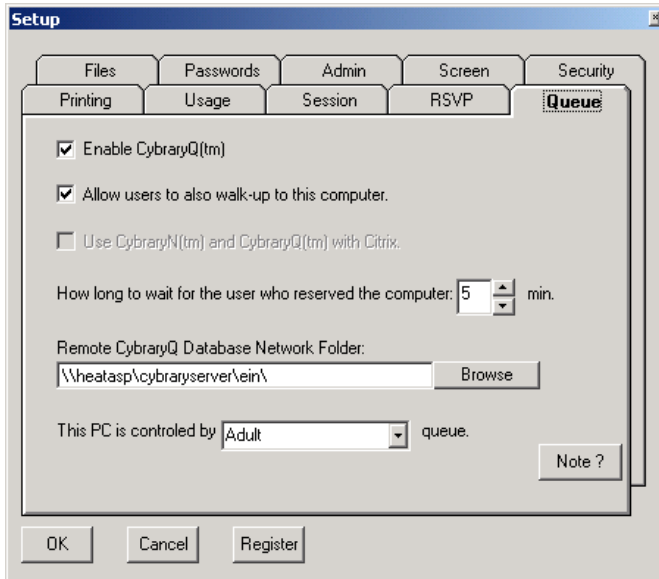
**CybraryPrint Warning message** This is the message that patrons see when they click on the print button. They will also see the number of pages and the total cost. They can accept or cancel the print job.

**CybraryPrint Pickup Print Job message:** This is the message that tells patrons where to pick up their printouts.

## CybraryQ

**Note:** Enabling the Queue or Reservation function must be done each individual CybraryN client/ Public PC, not on CybraryN Server. Either CybraryQ or RSVP can be used, they cannot be used together.

### Queue Tab



**Enable CybraryQ** – If you plan to use CybraryQ, you must check this box to enable it.

**Allow users to also walk-up to this computer** - with this feature enabled, patrons do not have to sign in using CybraryQ™ if there are computer(s) available.

**How long to wait for the user who reserved the computer** - specify in minutes the amount of time the computer will be reserved for the patron/user.

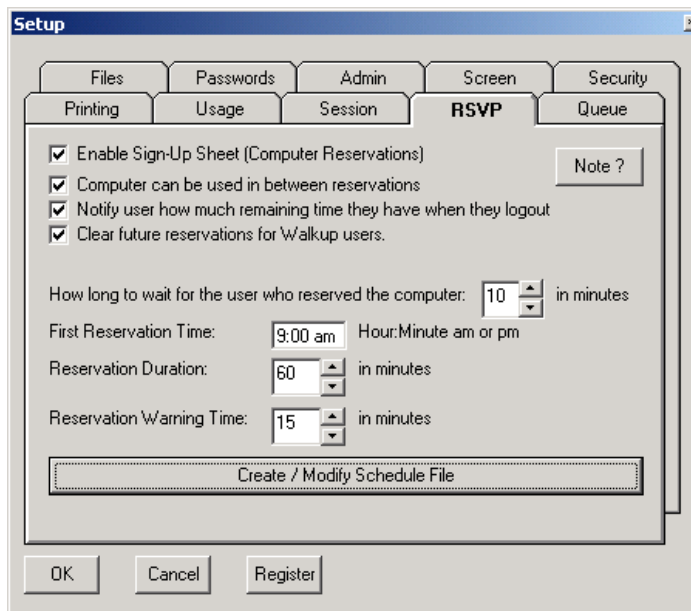
**This PC is controlled by** - Manage multiple groups of computer(s) in different areas of your organization. CybraryQ™ software enables the administrator to setup multiple groups of computer(s) to be reserved. This feature enables the separation of areas or departments within an organization.

## RSVP

The RSVP module in CybraryN relieves the system administrator of the task of maintaining a sign up sheet to use the computer(s). This allows for patrons/users to reserve a computer at a time that is convenient for them.

**Note:** Enabling the Queue or Reservation function must be done each individual CybraryN client/ Public PC, not on CybraryN Server. Either CybraryQ or RSVP can be used, they cannot be used together.

### RSVP Tab



**Enable Sign-Up Sheet** – this must be checked to enable RSVP use.

**Computer can be used in between reservations** - if unchecked the computer will be locked until the next reservation. Checking this box does not negate the reservation but it does warn the patron/user the amount of time they have.

**Notify user how much remaining time they have when they logout** – a pop up box will display the amount of minutes they have remaining from that session when they log out.

**Clear future reservation for Walkup users** – this feature will clear a user's reservation if they come in early and sign on to another PC before their reserved time.

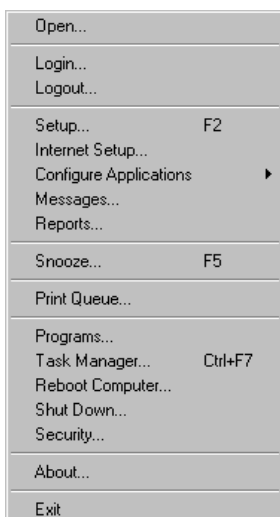
**How long to wait for user who reserved computer** - enter in minutes, the reservation will still be active.

**First Reservation Time** - The earliest time a patron/user can reserve a computer.

**Reservation Duration** - the amount of time allotted for use of the computer.

**Reservation warning time** - how many minutes prior to end of session for the warning popup window to appear.

## File Menu Options on Public PC



### Administrator Functions:

#### Setup-

This is where you can enable and access the Queue & RSVP Tabs.

#### Exit-

This will exit CybraryN software on your patron computers. If you make any changes to your setup you must exit CybraryN and save settings.

### Staff Functions:

#### Reports -

Compile reports for statistics by patron, application, computer, and more. Most likely you'll run your reports from your management console.

#### Snooze -

F5 or File ->Snooze

Snooze option allows staff to extend the time limit set in CybraryN Server >Admin Tab. The Snooze option must be activated before time has expired. The default setting for Snooze is 30 minutes.

#### Print Queue -

Enables staff to clear print jobs from the print queue without logging patron off the CybraryN computer.

#### Reboot Computer -

Enable staff to reboot the computer. This feature can be passworded in Setup.

#### Shut Down -

Enables staff to shutdown the computer. This feature can be passworded in Setup.