Voyager®
WebCataloging™ User's Guide

July 2011

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About This Document

Purpose

This document provides the following.

- A description of Voyager WebCataloging™.
- Instructions for customizing Voyager WebCataloging to meet your requirements.
- Instructions for running Voyager WebCataloging and entering bibliographic and holdings records.

Intended Audience

This document is intended for Voyager® customers who have a requirement to enter bibliographic and holdings records via a web browser. This document contains configuration file customizing information and is written for a more technical audience responsible for the setup of Voyager WebCataloging.

Reason for Reissue

This manual incorporates and is being issued for the following reasons:

- Updated the Ex Libris information throughout the guide
- Updated the guide formatting

- Updated the "Document Reproduction/Photocopying" and "Comment on This Document" sections

How to Use This Document

This document consists of the following:

Chapter 1	"Getting Started" Chapter 1 provides information about prerequisite skills and/or knowledge required for working with Voyager WebCataloging and a brief overview of preparatory tasks.
Chapter 2	"Configuring and Running Voyager WebCataloging" Chapter 2 provides information about configuring and running Voyager WebCataloging.
Index	The Index is an alphabetical, detailed cross-reference of topics contained in this document.

Conventions Used in This Document

The following conventions are used throughout this document:

- Names of commands, variables, stanzas, files, and paths (such as `/dev/tmp`), as well as selectors and typed user input, are displayed in `constant width` type.
- Commands or other keyboard input that must be typed exactly as presented are displayed in **`constant width bold`** type.
- Commands or other keyboard input that must be supplied by the user are displayed in ***`constant width bold italic`*** type.
- System-generated responses such as error messages are displayed in `constant width` type.
- Variable *portions* of system-generated responses are displayed in *`constant width italic`* type.
- Keyboard commands (such as **Ctrl** and **Enter**) are displayed in **bold**.
- Required keyboard input such as "Enter **`vi`**" is displayed in **`constant width bold`** type.
- Place holders for variable portions of user-defined input such as **`ls -l`** ***`filename`*** are displayed in ***`italicized constant width bold`*** type.
- The names of menus or status display pages and required selections from menus or status display pages such as "From the **Applications** drop-down menu, select **System-wide**," are displayed in **bold** type.

- Object names on a window's interface, such as the **Description** field, the **OK** button, and the **Metadata** tab, are displayed in **bold** type.
- The titles of documents such as *ENCompass Web Client User's Guide* are displayed in *italic* type.
- Caution, warning, and important notices are displayed with a distinctive label such as the following:

NOTE:
Extra information pertinent to the topic.

IMPORTANT:
Information you should consider before making a decision or configuration.

CAUTION:
Information you must consider before making a decision, due to potential loss of data or system malfunction involved.

TIP:
Helpful hints you might want to consider before making a decision.

RECOMMENDED:
Preferred course of action.

OPTIONAL:
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Getting Started

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Getting Started

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Introduction

Voyager WebCataloging provides the capability to add bibliographic records by using your web browser. You can also add, update, and delete holdings records with WebCataloging. This chapter describes some of the considerations and preparations for customizing and using Voyager WebCataloging.

Purpose of this Chapter

This chapter's purpose is to provide information about prerequisite skills and/or knowledge required for working with Voyager WebCataloging and a brief overview of preparatory tasks.

Prerequisite Skills and Knowledge

To use this document effectively, you need knowledge of the following.

- Microsoft® Interface navigation.
- UNIX® commands and navigation for working with a variety of configuration files to tailor them for your requirements.
- Basic knowledge of your Voyager system setup and MARC record formats for working with the bibliographic and holdings records in WebCataloging.

Before You Begin

The use of Voyager WebCataloging assumes that you have the following installed.

- Voyager (the base product)
- Web browser on PC workstations
- WebCataloging

Checklist

In preparation for customizing and using Voyager WebCataloging, do the following.

- Identify the elements (your requirements) needed to customize the Voyager WebCataloging configuration files. See Chapter 2 for more information.
- Customize the following files as needed. See Chapter 2 for more information.
  - Acqbib.cfg
  - Holdings.cfg
  - Webcat.ini
  - Webcat.htm
  - Webvoyage.ini
  - Opac.ini
  - Voyager.ini

Configuring and Running Voyager WebCataloging

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Configuring and Running Voyager WebCataloging

2

Introduction

WebCataloging™ allows you to create bibliographic and holdings records from any place that has a computer and web browser.

You can create bibliographic records by entering bibliographic information into the appropriate type of form. Forms can be defined for each type of bibliographic information You can create templates for each bibliographic form that you need to display in WebCataloging.

You can also create or update holdings information in WebCataloging by entering the holdings information through a template. Holdings information that you create is linked to a bibliographic record.

Purpose of this Chapter

The purpose of this chapter is to describe the basic components and setup of Voyager WebCataloging and how to run the application.

Voyager WebCataloging Configuration

The setup of Voyager WebCataloging consists of the following components.

- Creating/customizing bibliographic templates

- Customizing the holdings record template (optional)
- Tailor parameters in a group of files (`webcat.ini`, `webcat.htm`, `webvoyage.ini`, `opac.ini`, and `voyager.ini`) to enable WebCataloging to run properly

Creating/Customizing Bibliographic Templates

WebCataloging uses templates to capture and store bibliographic information. The `acqbib.cfg` file that resides in the `/webcatalog/cgi-bin` directory on the server is used to define the format for each template. By default, the `acqbib.cfg` file contains the following templates:

- Book
- Journal
- Other

These templates may be modified. Also, new template setups may be added to the `acqbib.cfg` file.

The content of each template is determined by the variables defined in each stanza of the `acqbib.cfg` file. The `acqbib.cfg` file contains the following stanzas:

- `[Templates]`
- `[Book]`
- `[Journal]`
- `[Other]`
- `[Format]`
- `[Country]`
- `[Language]`

[Templates] Stanza

The first stanza of the `acqbib.cfg` file is the `[Templates]` stanza. This stanza consists of a list of the different templates that you want to make available in WebCataloging. The name of each type of template that you want to make is defined after a variable name such as `Template1` in the `[Templates]` stanza. See Lines 3 - 5 in Figure 2-2. Also, the template name that you enter after the variable is the same name that displays in the drop-down list on the WebVoyáge screen. See Figure 2-1.

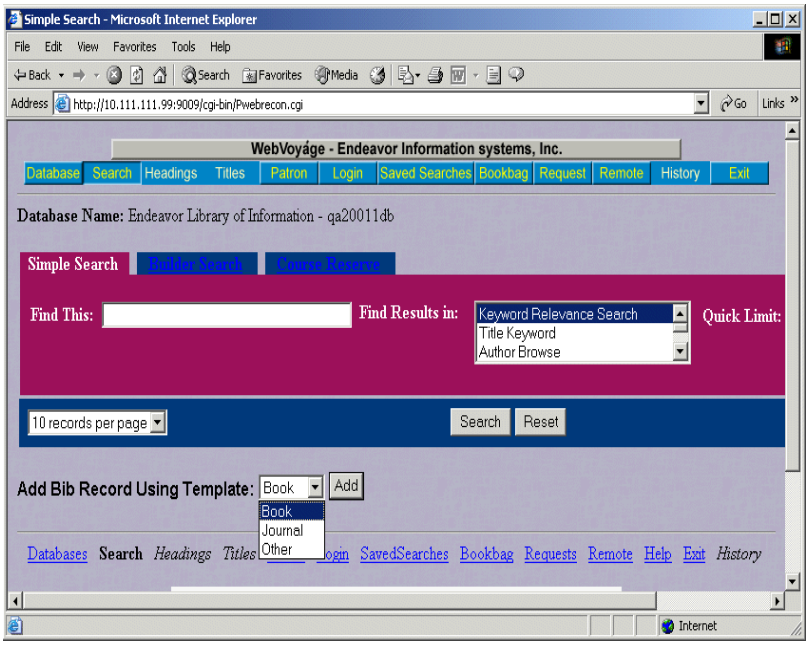

Figure 2-1. WebCataloging main dialog box

The variable names follow the format `Template`*X* where *X* is a number such as `Template`*1*, `Template`*2*, and so on. Each variable must be unique and therefore have a different number. The template number also determines the order in which the template names display in the drop-down list. You may add as many `Template`*X* variables as you want. See Lines 3 - 5 in Figure 2-2.

Each template identified in the `[Templates]` stanza also has its own stanza that uses the exact same name. See Lines 7, 29, and 51 in Figure 2-2.

Template Variable Name Stanzas ([Book], Etc.)

Following the `[Templates]` stanza are the stanzas that define each of the templates such as `[Book]`, `[Journal]`, and `[Other]`. You should have one stanza for each of the types specified in the list in the `[Templates]` stanza. Each stanza should have the same exact name as is entered in the `[Templates]` stanza. In the default configuration, the `[Book]` stanza appears first, then the `[Journal]` stanza and the `[Other]` stanza.

Each stanza contains the information specific to that template. Each stanza contains the same variables. however, the variables may contain completely different settings. This is what makes the templates unique.

Each stanza begins with a short list of information relating to the fixed fields. All of the fixed MARC fields such as Date, Format, Language, and Place are required. These fields are allocated as defined in Table 2-1.

Table 2-1. Date, Format, Language, and Place fields

Field Name	Field Allocation
Date	Stored in 008/07.
Format	Stored in positions 06 and 07 in the leader.
Language	Stored in 008/35.
Place	Stored in 008/15.

Each template uses the following variables:

- DateOn
- FormatOn
- LangOn
- PlaceOn

Specifying *Yes* or *No* after the variable determines whether the Date, Format, Language, or Place fields display.

NOTE:
Even if a field is disabled, WebCataloging takes the value assigned to the *xxx*`Default` variable, if it has one.

Example:

If `FormatOn=`*No* and `FormatDefault=`*am*, the value am is entered into the bibliographic record.

Other variables are described in Table 2-2.

Table 2-2. Other variables

Variable	Description
FormatDefault	Specifies the default format. Enter only a Format Code after this variable. The text entered after the variable is matched to a specific variable in the [Format] stanza. The text that displays is taken from that matching variable in the [Format] stanza.

Table 2-2. Other variables (Continued)

Variable	Description
LangDefault	Specifies the default language. Enter only a Format Code after this variable. The text entered after the variable is matched to a specific variable in the [Language] stanza. The text that displays is taken from that matching variable in the [Language] stanza.
PlaceDefault	Specifies the default place. Enter only a Format Code after this variable. The text entered after the variable is matched to a specific variable in the [Country] stanza. The text that displays is taken from that matching variable in the [Country] stanza.

Following the initial list of variables are groups of specific field variables. Each group of variables pertains to a variable MARC field, which can be specified. You can provide some basic information about that tag by editing the variables associated with it.

Up to eleven variables may be customized for each form. Each field that can be displayed has a specific group of field variables that it refers to. The first group of variables that begins with F1 customizes the first field that displays on the dialog box after the Date, Format, Language, and Place fields. The second group of variables that begins with F2 displays second and so on.

Each group of variables contains the following variables:

- F*X*
- FXMarc
- FXDefault
- FXRequired

(where *X* represents the number of the field)

Example:

The first field in the Book template is determined by the group of `F1`, `F1Marc`, `F1Default`, and `F1Required` variables that are defined in the `[Book]` stanza.

The information entered after each F*X* variable such as `F1`, `F2`, `F3` is the descriptive text that displays next to the field. If this field is not filled in, it does not display in the template.

NOTE:
Even if a value is not specified for the field, WebCataloging takes the value assigned to the *xxx*`Default` variable, if it has one. This occurs regardless of whether the field (such as F*X*`Required`) is required.

Example:

If F*1*= and `FormatDefault=`*am*, the value *am* is entered into the bibliographic record.

The F*X*`Marc` such as F*1*`Marc` variable specifies which tag the information will be placed in when the new record is generated.

The information entered after each F*X*`Default` such as F*1*`Default` variable is the default information placed into that field when the template first displays. The information on the template may be edited or deleted before the information is saved. Each time a new bibliographic record is created, this information displays in the fields.

The F*X*`Required` field such as F*1*`Required` tells WebCataloging which fields the operator is required to complete before being allowed to submit the record. Enter *Yes* after the equals sign to make the field required. This setting is only used when the F*X* such as F*1* variable is entered.

Variable definitions can be entered for F*1* - F*11* for each template. Some default values are provided, but those values can be changed.

[Format] Stanza

The `[Format]` stanza contains a list of format types that are displayed in the **Format** field drop-down list. The variables in this stanza get their names from the `FormatDefault=` definition in the stanzas that define the templates such as `[Book]`, `[Journal]`, and `[Other]`. See Lines 11 and 74 in Figure 2-2 for an example.

[Country] Stanza

The `[Country]` stanza follows the `[Format]` stanza. It works in a manner similar to the `[Format]` stanza. It contains a list of place types that are displayed in the **Place** field drop-down list. The variables in this stanza get their names from the `PlaceDefault=` definition in the stanzas that define the templates such as `[Book]`, `[Journal]`, and `[Other]`. See Lines 15 and 79 in Figure 2-2 for an example.

[Language] Stanza

The [Language] stanza follows the [Country] stanza. It works in a manner similar to the [Format] stanza as well. This stanza contains a list of language types that are displayed in the **Language** field drop-down list. The variables in this stanza get their names from the LangDefault= definition in the stanzas that define the templates such as [Book], [Journal], and [Other]. See Lines 13 and 97 in Figure 2-2 for an example.

```
Line#
  1
  2   [Templates]
  3   Template1=Book
  4   Template2=Journal
  5   Template3=Other
  6
  7   [Book]
  8   DateOn=Yes
  9   DateDefault=1998
 10   FormatOn=Yes
 11   FormatDefault=am
 12   LangOn=Yes
 13   LangDefault=eng
 14   PlaceOn=Yes
 15   PlaceDefault=aa
 16
 17   F1=ISBN
 18   F1Marc=020||a
 19   F1Default=
 20   F1Default=
 21   F1Required=No
 22
 23   F2=OCLC Number
 24   F2Marc=035||a
 25   F2Default=
```

Figure 2-2. Acqbib.cfg file example

```
Line#
  26  F2Required=No
  27  #etc.
  28
  29  [Journal]
  30  DateOn=Yes
  31  DateDefault=1998
  32  FormatOn=Yes
  33  FormatDefault=am
  34  LangOn=Yes
  35  LangDefault=eng
  36  PlaceOn=Yes
  37  PlaceDefault=xx
  38
  39  F1=ISBN
  40  F1Marc=020||a
  41  F1Default=
  42  F1Default=
  43  F1Required=No
  44
  45  F2=OCLC Number
  46  F2Marc=035||a
  47  F2Default=
  48  F2Required=No
  49  etc.
  50
  51  [Other]
  52  DateOn=Yes
  53  DateDefault=1998
  54  FormatOn=Yes
  55  FormatDefault=am
  56  LangOn=Yes
  57  LangDefault=eng
```

Figure 2-2. Acqbib.cfg file example **(Continued)**

```
Line#
  58  PlaceOn=Yes
  59  PlaceDefault=xx
  60
  61  F1=ISBN
  62  F1Marc=020||a
  63  F1Default=
  64  F1Default=
  65  F1Required=No
  66
  67  F2=OCLC Number
  68  F2Marc=035||a
  69  F2Default=
  70  F2Required=No
  71  #etc.
  72
  73  [Format]
  74  am=Book
  75  as=Serial
  76  etc.
  77
  78  [Country]
  79  aa=Albania
  80  abc=Alberta
  81  ac=*Ashmore and Cartier Islands
  82  ae=Algeria
  83  af=Afghanistan
  84  ag=Argentina
  85  ai=*Anguilla
  86  ai=Armenia (Republic)
  87  #etc.
  88
  89  [Language]
```

Figure 2-2. Acqbib.cfg file example **(Continued)**

```
Line#
  90   |||=Blanks
  91   ace=Achinese
  92   ach=Acoli
  93   ada=Adangme
  94   afa=Afro-Asiatic (Other)
  95   afh=Afrihili (Artificial language)
  96   afr=Afrikaans
  97   eng=English
  98   #etc.
  99
```

Figure 2-2. Acqbib.cfg file example **(Continued)**

Editing an Existing Template

Each template may be edited. To edit the template, simply change the text that is entered after each variable in the template's stanza. Do not change the variables. This may cause WebCataloging to behave unpredictably.

To make your `acqbib.cfg` file more manageable, use the "#" character to comment out lines. This prevents the line of text from displaying in WebCataloging.

Adding a New Template

Each template that displays in WebCataloging has its own stanza which contains all of its own specific information. Adding a new template can be accomplished by copying an existing stanza in the `acqbib.cfg` file and editing its contents to reflect the nature of the new template and entering the name of the new template into the `[Templates]` stanza at the beginning of the `acqbib.cfg` file.

All of the fields defined in the `acqbib.cfg` are editable and correspond to the fields that display when you select which type of record you want to add. The fields that display in WebCataloging are defined in the `acqbib.cfg` file as `F`*`1`* - `F`*`11`*. See Lines 17 - 26 in Figure 2-2. There cannot be more than 11 variable fields in the template.

You can have as many stanzas defined in `acqbib.cfg` as you want. In order to establish a new template in the file, be sure to add its name to the `[Templates]` stanza with the new information.

In the `[Templates]` stanza, add a new line at the bottom of the list. Type `Template`*X*, where *X* is the next number in the sequence. Type an equals sign (=) followed by the name of the stanza. This list lets Voyager know what bibliographic template stanzas are in the file.

Next, create the stanza's structure. Using the editor's cutting and pasting tools, copy one of the other stanzas listed in the `[Templates]` stanza and paste it after the last stanza referred to in the list. Change the name of the new stanza to the name you provided in the `[Templates]` stanza. Next, you must edit the contents of this new stanza to suit the use of this new template.

Customizing the Holdings Record Template

While the form of the holdings record template itself cannot be modified, you can edit the information that is available through the drop-down lists. Each list of options that displays in the drop-down menus is contained in a file called `holdings.cfg`. This file is located in the `/webcatalog/cgi-bin` directory on your server.

NOTE:
Stanzas cannot be removed from the `holdings.cfg` file. If a stanza is deleted, the holdings template may not store data properly and you could get unpredictable results. Do not remove any stanzas from the `holdings.cfg` file.

Each stanza of the file contains a list of options for one drop-down list.

Editing the Holdings.cfg File

All of the information in the `holdings.cfg` file may be edited. Variables may be edited or deleted according to the MARC information you want to have stored in your holdings records.

For every variable in the file, the description that is entered to the right of each equals sign is the information that is displayed in the holdings template. Each variable is the cataloging symbol for that particular description.

The information that is actually be stored in the holdings records is not the description but the variable itself. This means that you must make sure that each variable in the file is a symbol that is defined in your cataloging practices such as the USMARC format, for example. If you enter a variable that does not exist in your cataloging format, your data cannot be interpreted by the system correctly.

[RecStatus] Stanza

The first stanza in the `holdings.cfg` file is the `[RecStatus]` stanza. This stanza contains the list of record status types. This list appears in the **Record Status** field of the holdings template. See Lines 2 - 5 in Figure 2-3.

[Encoding] Stanza

The second stanza in the `holdings.cfg` file is the `[Encoding]` stanza. This stanza contains the list of encoding types. This list appears in the **Encoding Level** field of the holdings template. See Lines 7 - 15 in Figure 2-3.

[Completeness] Stanza

The third stanza in the `holdings.cfg` file is the `[Completeness]` stanza. This stanza contains the list of completeness descriptions. This list appears in the **Completeness** field of the holdings template. See Lines 17 - 24 in Figure 2-3.

[PhysicalForm] Stanza

The fourth stanza in the `holdings.cfg` file is the `[PhysicalForm]` stanza. This stanza contains the list of physical form types. This list appears in the **Physical Form** field of the holdings template. See Lines 26 - 39 in Figure 2-3.

[Retention] Stanza

The fifth stanza in the `holdings.cfg` file is the `[Retention]` stanza. This stanza contains the list of retention types. This list appears in the **Retention** field of the holdings template. See Lines 41 - 51 in Figure 2-3.

[AcqStatus] Stanza

The sixth stanza in the `holdings.cfg` file is the `[AcqStatus]` stanza. This stanza contains the list of Acquisitions Status types. This list appears in the **Acquisition Status** field of the holdings template. See Lines 53 - 60 in Figure 2-3.

[Classification] Stanza

The seventh stanza in the `holdings.cfg` file is the `[Classification]` stanza. This stanza contains the list of classification types (shelving schemes). This list appears in the **Classification Scheme** field of the holdings template. See Lines 62 - 71 in Figure 2-3.

```
Line#
  1
  2    [RecStatus]
  3    c=Corrected or revised
  4    d=Deleted
  5    n=New
  6
  7    [Encoding]
  8    1=Holdings level 1
  9    2=Holdings level 2
  10   3=Holdings level 3
  11   4=Holdings level 4
  12   5=Holdings level 4 with piece designation
  13   m=Mixed levels
  14   u=Unspecified
  15   z=Other level
  16
  17   [Completeness]
  18   0=Other
  19   1=Complete
  20   2=Incomplete
  21   2=Incomplete
  22   3=Scattered
  23   4=Not applicable
  24   |=No attempt
  25
  26   [PhysicalForm]
  27   a=Map
```

Figure 2-3. Holdings.cfg file example

```
Line#
  28  c=Computer file
  29  d=Globe
  30  g=Projected Graphic
  31  h=Microform
  32  k=Nonprojected Graphic
  33  m=Motion picture
  34  s=Sound recording
  35  t=Text
  36  v=Video Recording
  37  r=Remote-sensing image
  38  z=Unspecified
  39  |=No attempt
  40
  41  [Retention]
  42  0=Unknown
  43  1=Other general retention policy
  44  2=Retained except as replaced by updates
  45  3=Sample issue retained
  46  4=Retained until replaced by microform
  47  5=Retained until replaced by cumulation, replacement
          volume or revision
  48  6=Retained for a limited period
  49  7=Not retained
  50  8=Permanently retained
  51  |=No attempt
  52
  53  [AcqStatus]
  54  0=Unknown
  55  1=Other receipt or acquisition status
  56  2=Completed
  57  3=On order
  58  4=Currently received
```

Figure 2-3. Holdings.cfg file example (Continued)

```
Line#
  59    5=Not currently received
  60    |=No attempt
  61
  62    [Classification]
  63    #=No information provided
  64    0=Library of Congress
  65    1=Dewey Decimal
  66    2=National Library of Medicine
  67    3=Superintendent of Documents
  68    4=Shelving control number
  69    5=Title
  70    6=Shelved separately
  71    8=Other scheme
```

Figure 2-3. Holdings.cfg file example (Continued)

Additional WebCataloging Configuration

WebCataloging uses another group of files in order to run properly. These files are:

- webcat.ini
- webcat.htm
- webvoyage.ini
- opac.ini
- voyager.ini

`Webcat.ini` and `webcat.htm` are files specific to WebCataloging that WebVoyáge does not use. However, `opac.ini` and `voyager.ini` are used by WebCataloging in ways similar to WebVoyáge. These files must be configured properly for your WebCataloging installation to run as it should.

Voyager.ini

The `voyager.ini` is used for WebCataloging to specify the IP and port of your OPAC server. WebCataloging requires a connection to both your OPAC server and your Cataloging server in order to work properly. The `voyager.ini` file makes the connection to your OPAC server, and the `webcat.ini` file makes the connection to your Cataloging server. The `voyager.ini` file is located in the `/etc/webcatalog/local` or `/etc/webcatalog/[Language]/local` directory on your server.

The connection information for your OPAC server is stored in the `[Communications]` stanza. The `Server` variable contains the IP or address of your OPAC server, and the `Port` variable contains the port that your OPAC server is run on.

A sample `[Communications]` stanza might displays as follows.

```
[Communications]
Server=xxx.xxx.xxx.xxx
Port=xxxx
```

Webcat.ini

The `webcat.ini` file is used to connect to your Cataloging server. It is located in the `/webcatalog/cgi-bin` directory on your server. The `webcat.ini` file contains one stanza, the `[Connect]` stanza. This stanza contains the `Host` variable and the `Port` variable.

The `Host` variable contains the IP or address of your Cataloging server, and the `Port` variable contains the port that your Cataloging server is run on. The `voyager.ini` file connects to your OPAC server, and the `webcat.ini` file connects to your Cataloging server.

The `[Connect]` stanza generally displays as follows.

```
[Connect]
Host=xxx.xxx.xxx.xxx
Port=xxxx
```

Webcat.htm

The `webcat.htm` file is used by WebCataloging to produce the login screen into which you must enter your password before being allowed to perform cataloging tasks. It is located in the `/webcatalog/html` directory on your server. This file is a standard HTML file and can be edited by someone with knowledge of HTML.

See Figure 2-4 for an example of the `webcat.htm` display in its default state.

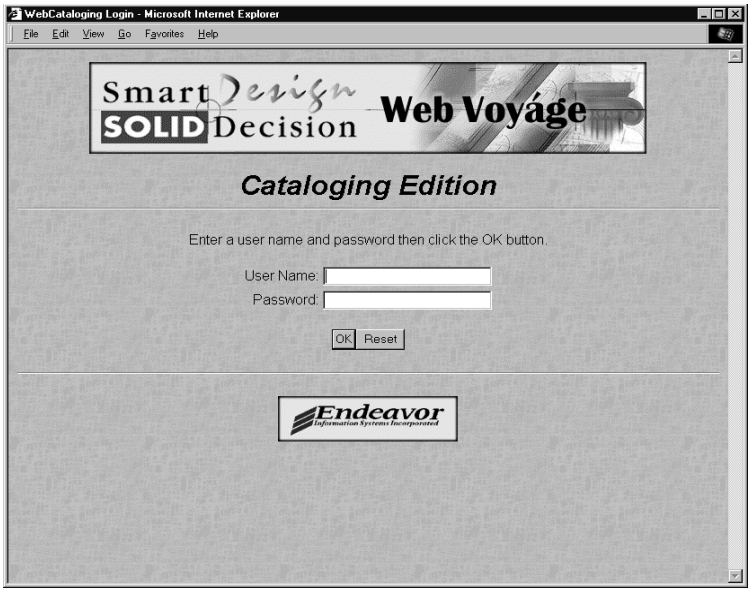

Figure 2-4. Webcat.htm

See Figure 2-5 for an example of the html in the `webcat.htm` file.

```
Line#
  1
  2     <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN"><HTML>
  3
  4     <HEAD>
  5             <META HTTP-EQUIV="Content-Type" CONTENT="text/
                html;CHARSET=iso-8859-1">
                <TITLE>WebCataloging Login</TITLE>
  6     </HEAD>
  7
  8     <BODY BACKGROUND="/images/KC_991_devdb.jpg">
  9
  10    <FORM ACTION="/cgi-bin/wclogin.cgi" METHOD="POST"
                ENCTYPE="application/x-www-form-urlencoded">
  11    <CENTER>
```

Figure 2-5. Sample webcat.htm file

```
Line#
 12  <P><IMG SRC="/images/logo.gif" ALIGN="BOTTOM"
         ALT="WebVoyage Logo" BORDER="0"></P>
 13
 14  <P><B><I><FONT SIZE="6" FACE="Arial">Cataloging
         Edition</FONT></I></B><FONT SIZE="6">
 15  <HR ALIGN="CENTER">
 16  <INPUT TYPE="HIDDEN" NAME="WCFORM" SIZE="-1"
         VALUE="webcat.login"></FONT></P>
 17  </CENTER>
 18  <P ALIGN="CENTER"><FONT FACE="Arial">Enter a user name
         and password then click the OK button.</FONT></
         P>
 19  <CENTER>
 20  <P>
 21  <TABLE BORDER="0">
 22          <TR>
 23                  <TD ALIGN="RIGHT">
 24                  </TD>
 25                  <TD><INPUT TYPE="TEXT" NAME="USER"
         SIZE="25" MAXLENGTH="21"></TD>
 26          </TR>
 27          <TR>
 28                  <TD ALIGN="RIGHT">
 29                  </TD>
 30                  <TD><INPUT TYPE="PASSWORD" NAME="PASS"
         SIZE="25" MAXLENGTH="26">
 31  </TD>
 32          </TR>
 33  </TABLE>
 34  <BR>
 35  </TABLE>
 36  <BR>
 37  <INPUT TYPE="SUBMIT" NAME="BUTTON" VALUE="OK"><INPUT
         TYPE="RESET" NAME="Reset" VALUE="Reset"></P>
```

Figure 2-5. Sample webcat.htm file (Continued)

```
Line#
 38   </CENTER>
 39   <P>
 40   <HR ALIGN="CENTER">
 41   </P>
 42   <P ALIGN="CENTER"><A HREF="http://
              www.endinfosys.com"><IMG SRC="/images/eisi.gif"
              ALIGN="BOTTOM" ALT="Endeavor Information
              Systems"
 43   BORDER="0"></A>
 44   </FORM>
 45
 46   </BODY>
 47
 48   </HTML>
 49
```

Figure 2-5. Sample webcat.htm file (Continued)

Webvoyage.ini

There are two variables in the `webvoyage.ini` file that must be changed specifically for WebCataloging. They are the `OpacIniRoot` variable in the `[AppVar]` stanza, and the `Thumbgen` variable in the `[Thumbnails]` stanza. There are also two stanzas that contain several variables that need to be set. These are the `[Generic Images]` stanza and the `[WebRecon]` stanza.

The `OpacIniRoot` variable specifies the directory where all of the WebCataloging files reside. This should be changed to `/m1/voyager/xxxdb/etc/webcatalog` or wherever your local WebCataloging module is located.

A sample `[AppVar]` stanza may display as follows.

```
[AppVar]
OpacIniRoot=/m1/voyager/xxxdb/etc/webcatalog
DefaultLang=/English
DefaultImageDir=/English
MultiLanguage=No
WebErrNewOpac=Note to librarian: a new
version (%s) of OPAC is available.
```

```
WebErrCompatibility=Note to librarian: the
server(%s) or database(%s) is not compatible
with the current version(%s) of OPAC.
```

The Thumbgen variable specifies the path of the directory in which the thumbgen.exe file resides. Thumbgen.exe is an application that is used during the generation of thumbnails. This path should be set to /m1/voyager/xxxdb/webcatalog/cgi-bin/thumbgen.exe or wherever the thumbgen.exe file is located on your system.

A sample [Thumbnails] stanza may display as follows.

```
[Thumbnails]
Activate=TRUE
Temp_Location=/tmp
Timeout=600
Thumbgen=/m1/voyager/xxxdb/webcatalog/cgi-
bin/thumbgen.exe
Temp_File_Name=THUMB
```

[Generic Images] Stanza

The [Generic Images] stanza contains a list of images that WebCataloging uses for displaying generic thumbnails. The [Generic Images] stanza in the webvoyage.ini file should have the paths specified for each image changed to reflect your WebCataloging directory structure.

The following variables need to point to a WebCataloging directory.

- ErrorImage
- AVIImage
- MOVImage
- MPGImage
- PDFImage
- TXTImage
- WAVImage
- URLImage

For example, your [Generic Images] stanza may display as follows.

```
[Generic Images]
ErrorImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/error.jpg
AVIImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/AVI.jpg
```

```
MOVImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/MOV.jpg
MPGImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/MPG.jpg
PDFImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/PDF.jpg
TXTImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/TXT.jpg
WAVImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/WAV.jpg
URLImage=/m1/voyager/xxxdb/webcatalog/
thumbnails/URL.jpg
```

[WebRecon] Stanza

The `[WebRecon]` stanza contains two variables that must be edited according to your WebCataloging installation, the `ErrorFile` variable and the `ExitPage` variable.

The `ErrorFile` variable specifies the file that is to be used when an error occurs. The `ExitPage` variable specifies what page is to be displayed when the **Exit** button is clicked.

The `[WebRecon]` stanza typically displays as follows.

```
[WebRecon]
...
ErrorFile=/m1/voyager/xxxdb/webcatalog/html/
webconerr.htm
ExitPage=/m1/voyager/xxxdb/webcatalog/html/
webcat.htm
...
```

Opac.ini

The `opac.ini` file contains information about the pages that display on your monitor. It is located in the `/etc/webcatalog/local` or `/etc/webcatalog/[Language]/local` directory on your server.

[WebRecon] Stanza

The `[WebRecon]` stanza contains two variables that must be edited according to your WebCataloging installation, the `ErrorFile` variable and the `ExitPage` variable.

The `ErrorFile` variable specifies the file that is to be used when an error occurs. The `ExitPage` variable specifies what page is to be displayed when the **Exit** button is clicked.

The [WebRecon] stanza typically displays as follows.

```
[WebRecon]
ErrorFile=/m1/voyager/xxxdb/webcatalog/html/
webconerr.htm
ExitPage=/m1/voyager/xxxdb/webcatalog/html/
webcat.htm
```

[AddBibPage] and [ModHoldingsPage] Stanzas

The [AddBibPage] stanza contains the variables used to define the colors on the bibliographic record entry screen. The [ModHoldingsPage] stanza contains the variables used to define the colors on the holdings record entry screens. The rules assigning values to these fields are the same as those for WebVoyáge.

The Background variable specifies an image that you want to display in the background of the screen. The Text variable specifies the color of the text. The BGCOLOR variable specifies the color of the background. The LINK variable specifies the color of untraveled links. The VLINK variable specifies the color of traveled links, and the ALINK variable specifies the color of a link being clicked.

The [AddBibPage] and [ModHoldingsPage] stanzas typically display as follows.

```
[AddBibPage] OR [ModHoldingsPage]
Background=
Text=008800
BGCOLOR=ffffff
LINK=
VLINK=
ALINK=
```

[Links] Stanza

The specific variables in the [Links] stanza that must be redirected according to your WebCataloging configuration are the WebStart, Remove, LibraryInfo, and ScanDoc variables. These variables must point to the appropriate locations and files in your WebCataloging directory structure. The rules that apply to the [Links] stanza in WebVoyáge also apply to the variables in the [Links] stanza in WebCataloging.

The WebStart variable is most important because it controls where the user is routed when clicking the banner at the top of each page which is generally the initial web page of the system. Be sure that this variable is set properly to allow the link to work.

A sample [Links] stanza may display in the following form.

```
[Links]
```

```
Database=1
Home=
WebStart=http://xxx.xxx.xxx.xxx/webcat.htm
Remote=http://xxx.xxx.xxx.xxx/remote.htm
LibraryInfo=http://xxx.xxx.xxx.xxx/
libinfo.htm
ScanDoc=http://xxx.xxx.xxx.xxx/scandoc.htm
```

[Title_Bar] Stanza

The `[Title_Bar]` stanza supplies the text that appears at the top of each screen. Text entered after the variable displays in the header of the window.

The `AddBibForm` variable supplies the title bar text for the Add Bibliographic Record form. The `ModHoldingsForm` variable supplies the title bar text for the Modify Holdings Record form.

A sample `[Title_Bar]` stanza may display as follows.

```
[Title_Bar]
...
AddBibForm=Bibliographic Record Entry
ModHoldingsForm=Holdings Record Entry
```

Running WebCataloging

Once you have completed the configuration of WebCataloging, you are ready to begin entering bibliographic and holdings records.

Procedure 2-1. Logging on to WebCataloging

Use the following to log on to WebCataloging.

1. Enter the URL of the WebCataloging web server into the address field of your web browser. (For Netscape, this is the **Location** field).

   Result: The WebCataloging logon dialog box displays. See Figure 2-6.

   NOTE:
   The appearance of your screen may be different due to local customizing.

Figure 2-6. WebCataloging logon dialog box

2. Enter your user name and password, and click **OK**.

   Result: This gives you access to WebCataloging. The WebCataloging Locations screen displays. See Figure 2-7.

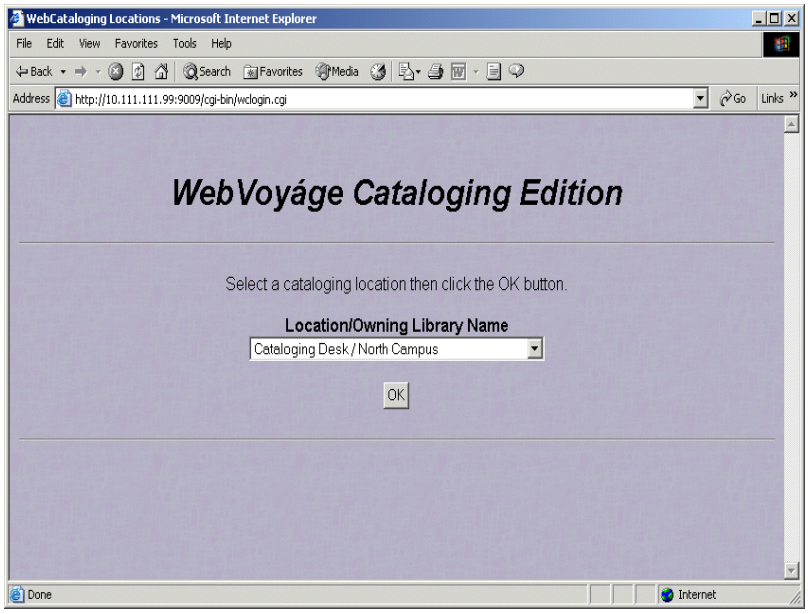

Figure 2-7. WebCataloging locations log on

3. Select a location from the **Location/Owning Library Name** drop-down list, and click **OK** to confirm the location.

   Result: The WebCataloging search screen displays. See Figure 2-1.

Procedure 2-2. Adding Bibliographic Records in WebCataloging

Use the following to add bibliographic records.

1. Click the **Add Bib Record Using Template** drop-down list.

   Result: This allows you to select which type of bibliographic record (template) you want to add.

2. Click **Add** after making your selection.

   Result: This opens the **Add Bibliographic Record** template. See Figure 2-8.

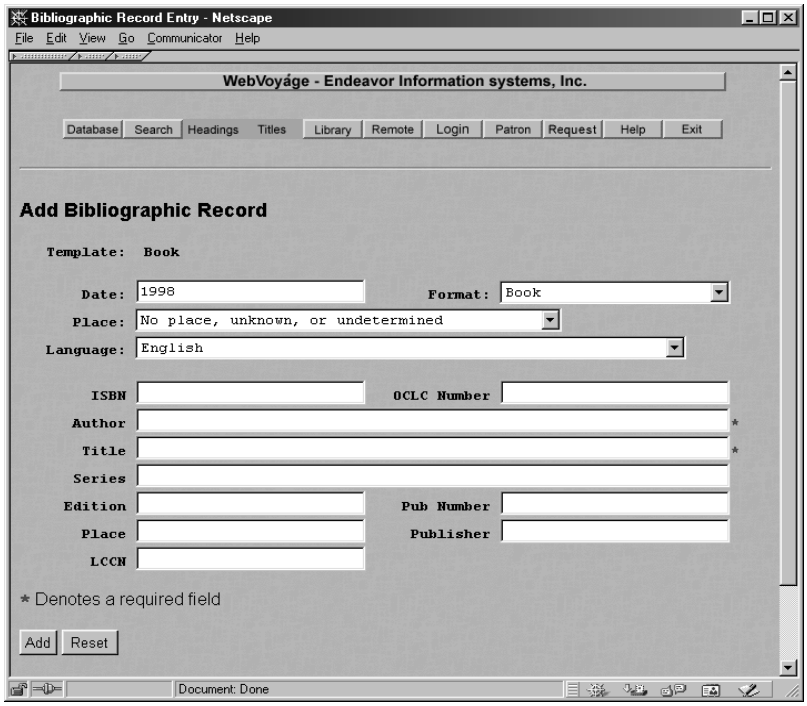

Figure 2-8. Add Bibliographic Record screen

3. Enter your bibliographic information in the fields provided.

   Some fields provide drop-down lists from which to select. The fields that display with an asterisk (*) are required fields and must be completed before you can submit the record. See Table 2-1 on page 2-4 for a description of the **Date**, **Format**, **Language**, and **Place** fields.

   NOTE:
   Your screen may have a different appearance due to local customizing. See "Voyager WebCataloging Configuration" on page 2-1 for more information.

   Result: This completes the entry of the content for the bibliographic record you want to create.

4. Click **Add** to save the record, or click **Reset** to set the form back to its original state.

   Result: This adds a bibliographic record to your database or resets the template to its original form.

Adding Holdings Records

To be able to add a new holdings record, you must have the bibliographic record to which you want the holdings record attached on display. Each holdings record that you create is attached to the current bibliographic record.

If you want to attach a holdings record to a different bibliographic record, you must search for the new record and have it displayed.

Procedure 2-3. Adding Holdings Records

Use the following to add a holdings record and display the bibliographic record to which it should be attached.

1. Click the **Add** button for **Add or Select a Holdings Record**. See Figure 2-9.

   Result: The Add Holdings Record screen displays. See Figure 2-10.

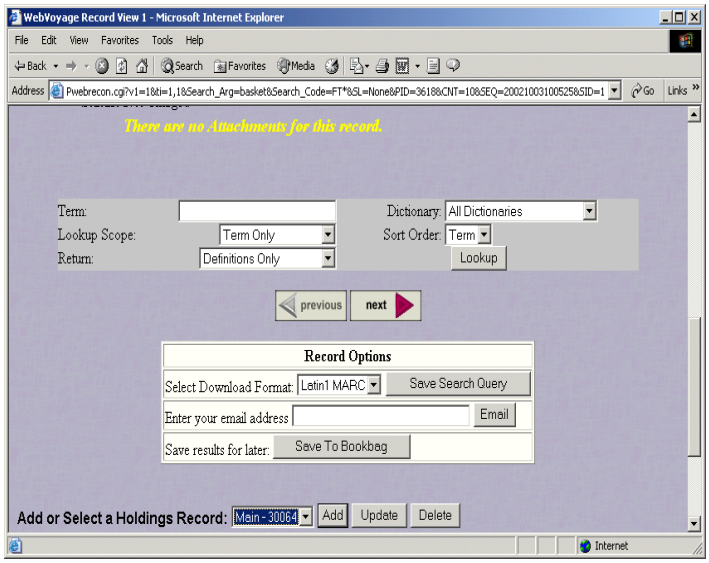

Figure 2-9. Add or Select Holdings Record options

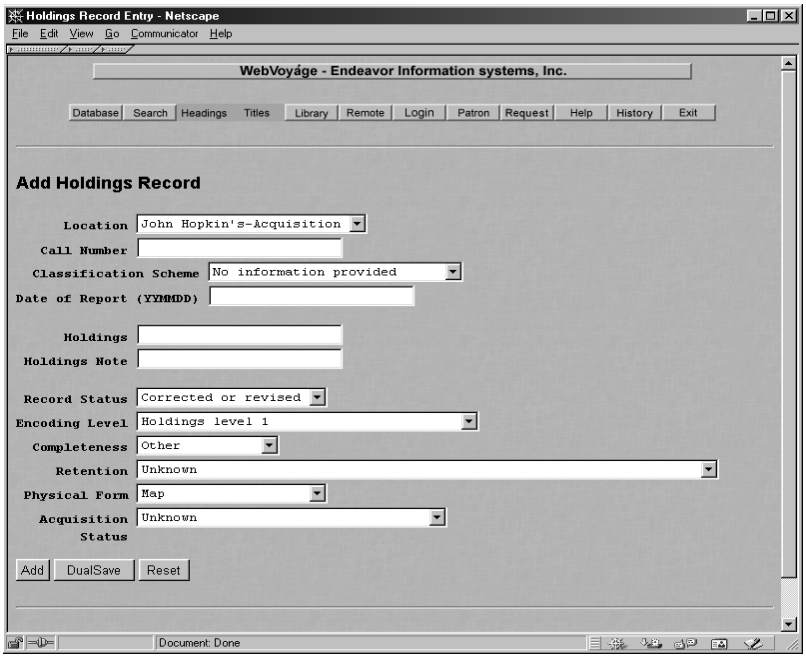

Figure 2-10. Add Holdings Record display

2. Enter the holding record information.

   Result: This completes the entry of the content for the holdings record you want to create.

3. Click **Add**, **DualSave**, or **Reset**.

   Result: Using **Add** adds a holdings record to your database. Using **DualSave** simultaneously adds a holdings record to your database and displays the unformatted MARC holdings information in the browser enabling you to save the information to another file using your browser's **File>Save As** option. Using **Reset** resets the template to its original form.

Procedure 2-4. Updating Holdings Records

Use the following to update a holdings record. You must have the bibliographic record to which it is attached displayed.

1. Select a holdings record from the **Add or Select a Holdings Record** drop-down list (see Figure 2-11) and click **Update**.

   Result: The Update Holdings Record screen displays. See Figure 2-12.

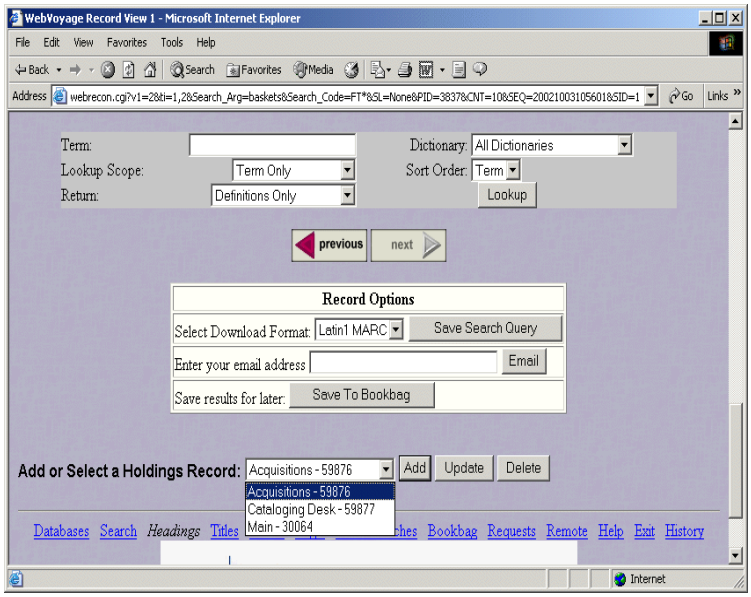

Figure 2-11. Add or Select Holdings Record drop-down list

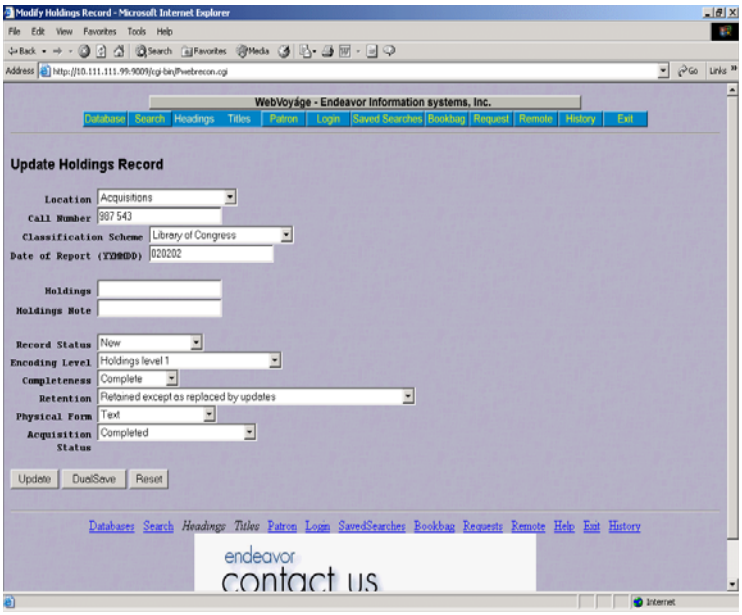

Figure 2-12. Update Holdings Record screen

2. Enter the information to update the holdings record.

   Result: This completes updating the content for the holdings record you want to change.

3. Click **Update**, **DualSave**, or **Reset**.

   Result: Using **Update** stores the changed holdings record in your database. Using **DualSave** simultaneously stores the holdings record in your database and displays the unformatted MARC holdings information in the browser enabling you to save the information to another file using your browser's **File>Save As** option. Using **Reset** resets the template to its original settings.

Procedure 2-5. Deleting Holdings Records

Use the following to delete a holdings record. You must have the bibliographic record to which it is attached displayed.

1. Select the holdings record that you want to delete from the **Add or Select a Holdings Record** drop-down list. See Figure 2-11.

2. Click the **Delete** button that displays next to the **Add or Select a Holdings Record** label.

   Result: The **Delete Holdings Record** screen displays. See Figure 2-13.

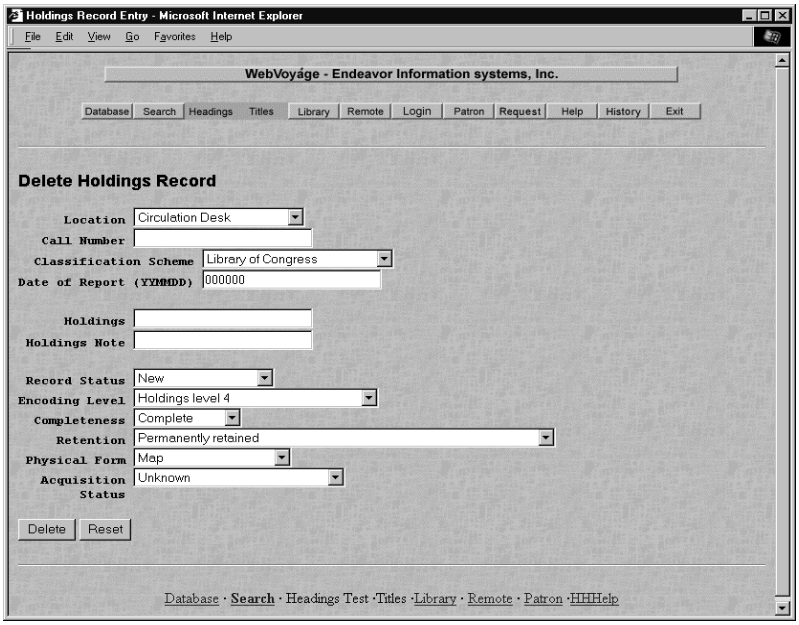

Figure 2-13. Delete Holdings Record screen

3. Click **Delete** to delete the record.

   Result: A confirmation message displays when the record has been deleted.

4. Click the **Back to Record** button. See Figure 2-14.

   Result: The bibliographic records screen displays.

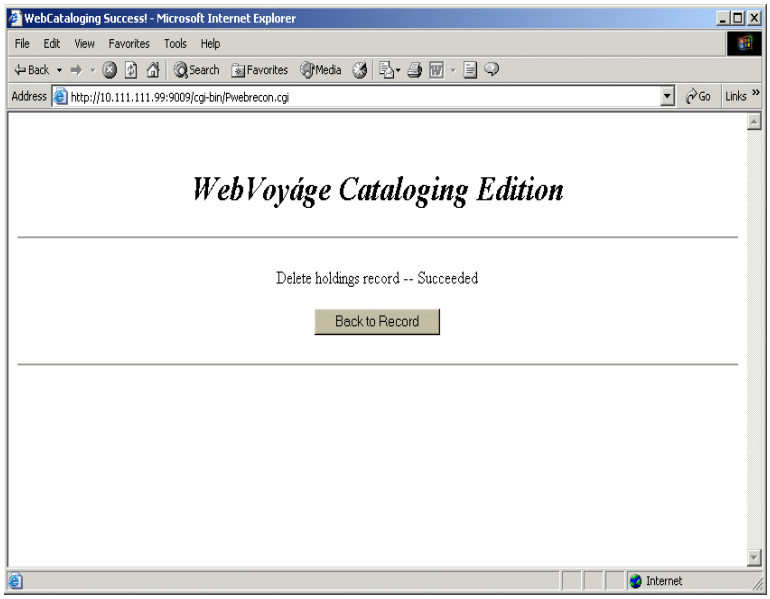

Figure 2-14. Back to Record button

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