

Dear Functional Group Members/Novanet Trainers:

The ALEPH Blueprint CDs have arrived! They were shipped out on Tuesday, June 7th.

Debbie Costelo has compiled the lists of attendees for both Foundation sessions. At this time it is clear that we are oversubscribed in a few functional areas. Attendance confirmations for the Foundation sessions and the Interwise Q&A Sessions will be completed next week.

Announcing:

ALEPH ILS Implementation Staff Training Web Site
<http://www.novanet.ns.ca/member/aleph/training/index.html>

Login required.

This site now includes all ALEPH Blueprint sessions and associated documents.

Because there are different operating systems out there we are not going to try to give you instructions here. If you have any problems installing/running the program, please contact **Fred Edwards** at the Novanet office by email (fred.Edwards@novanet.ns.ca) or by telephone (902.453.2451).

Once you have installed the Interwise client you can download the Functional module files and proceed with the ALEPH Blueprint training.

If you prefer to work directly from the CD it will be delivered to you sometime today or tomorrow.

You should note that the Staff Search and Web OPAC sessions are on the web page. These were not completed in time to make it to the CD's. However, it is important that everyone look at the Staff Search session, as it is common to all modules.

The ALEPH Blueprint

Description: This training program is delivered via a CD that is loaded on individual workstations and is comprised of pre-recorded sessions via a commercial product called *Interwise*. Individual workstations need to be equipped with speakers or headphones, as well as a microphone for live Q&A sessions. These sessions provide the participants with the basics of each module:

Circulation

- Create a new patron
- Basic loan and return operations
- Basic hold operations
- Basic cash operations
- Introduction to submitting report jobs & following up on them

Cataloging

- Basic copy cataloging
- Holdings record cataloging
- Items creation

Serials

- Basic prediction using the Cataloging method
- Basic prediction using the Template method
- Opening predicted issues and checking them in

Web OPAC

- Search Methods (find/browse/boolean/truncation/proximity/adjacency/synonyms)
- Display formats
- Post-search operations (view/refine/send/ print/save)
- Patron empowerment functionality (view and update of Circ transactions/update of personal data/SDI profiles requests/personal interface preferences)

Course Reserves

- Basic course operations: create/modify/ duplicate/delete
- Basic document operations: transfer/catalog/ create items
- Introduction to pickup lists and other reports

Acquisitions

- Basic budget creation
- Basic vendor creation
- Basic order creation
- Basic order arriving
- Basic order invoicing
- Basic holdings record cataloging
- Basic invoice creation

Staff Search

- Recap of basic ALEPH jargon
- Search Methods (find / browse / boolean / truncation / proximity / adjacency / synonyms)
- Display formats
- Post-search operations (view / refine / send / print / save)

Individuals will be receiving these CDs by **June 3, 2005**.

Audience – Functional Contacts and Trainers

Date: Needs to be completed by **June 16th, 2005**

Interwise Q&A Session

Description: This live web session with Ex Libris staff is a follow up to the **ALEPH Blueprint** training. Two sessions are provided (2 hours each) that are conducted via the Internet – 10:30 am and 2:30 pm. Functional contacts and trainers are to identify with Debbie Costelo (debbie.costelo@nsc.ca) which session they would like to participate in. As much participation as possible is encouraged. More information will follow as to the details of this connection.

Audience: Functional Contacts and Trainers

Date: **June 17, 2005**