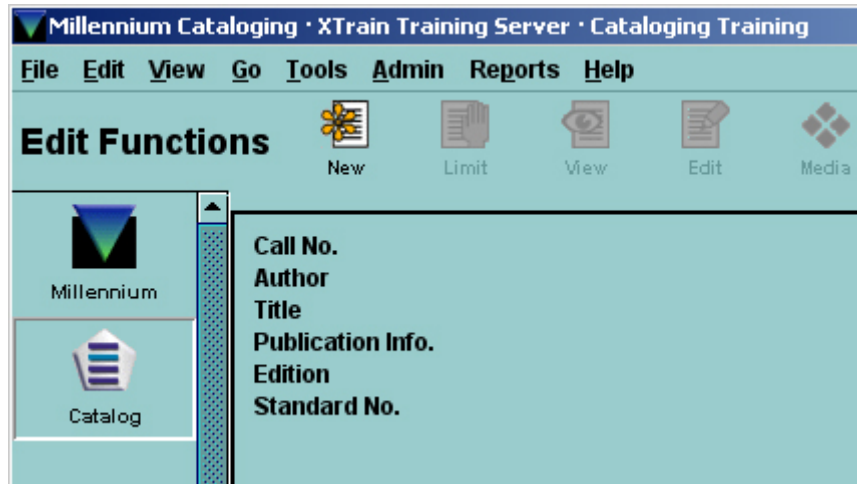# Basic Millennium

INTRODUCTION

Welcome to the Basic Millennium tutorial. Navigation tools, such as the Continue button, will display as you progress through the presentation, while playback functions are always available at the bottom of the page.

This tutorial will introduce you to the basic concepts needed to access and operate in the Millennium environment.

Understanding the core components of the Millennium environment and how this environment works is key to successfully using Millennium applications. Skills introduced in this tutorial will become the basis for your Millennium experience. This tutorial starts with logging in and then follows the steps used in most applications in the order in which you would normally encounter them. In using Millennium you will find many elements to be common to all of the applications. Included within this tutorial and the Innovative Guide and Reference are explanations and examples of these elements.

When you complete this tutorial, you will know and understand:

- How to log into Millennium
- The basic components of the Millennium environment
- Indexing and searching
- Record display
- How to Exit Millennium

[LOGGING IN]

<Blank screen with Millennium Icon>

To begin using any Millennium application, you must first connect to the Millennium system and log in using your assigned username and password. To start a Millennium session, double-click on the Millennium icon on the desktop.

<Double click on icon>

When a Millennium application is started, several windows will open in sequence. The first is known as the Java Console. This should always be running during a Millennium session. If you open the window, you should minimize it back to the taskbar.

<Java Console box displays>

The second window that opens is known as the Login Dialog. Here you enter the appropriate Millennium username and password assigned to you. It may be a unique username like jsmith or it may be a shared group name, such as gccirc.

The username determines the Millennium application that you will enter. Since it is assigned by your library, the username will also identify some of your system settings such as your printer choices.

<Enter into login box>
<Click OK>

If your library has multiple accounting or serials units you will be prompted to enter your initials and password, which are used to assign authorizations to allow or deny access to certain records.

<Initials=cat/cat>

A different prompt may occur if your library does not have multiple accounting or serials units. Your authorizations are then in effect until your session terminates, your initials are cleared, or are superseded by other initials.

After you have entered this information, the login routine will continue. A short dialog will indicate the system's loading progress.

<Progress bar displays>

Progress bars load in sequence as Millennium is launched.

<More progress bars>

Millennium will open in a window. It is recommended that you maximize this window, because it will allow you to view more information.

<Millennium Circulation displays>

NAVIGATION

<Millennium Cataloging window displays>

The appearance of the Millennium window will vary depending on which application and mode you have entered. This example is the Millennium Cataloging application, opened in Catalog mode. The basic components of the

window are usually the same although your version may differ. There are several sections of the window performing different functions:

<Highlight Navigation Bar>

The Navigation Bar allows you to move to different application modes. Your active program is displayed near the top of the screen in a large bold font.

<Highlight "Edit Functions" at top of screen>

When using the navigation bar to move from mode to mode, click on the icon for the desired mode. For example, to move from Catalog mode to Delete Items, click on the Delete Items icon.

<Click on Delete Items>

Selecting the Catalog icon will return you that mode.

<Highlight Toolbar>

Toolbar icons appear to the right of the current mode. Toolbar functions are also available through menu options and keyboard shortcuts. Disabled icons are dimmed, either because that function is not available, or because you are not authorized to perform that particular function.

<Highlight Menu Bar>

Every Millennium application contains a variety of Menu commands used to access functions. Commonly used commands are also available as Toolbar, screen buttons, or keyboard commands. Remember that the specific Menu options will vary depending on the application, mode, or function you are using.

FRAMES & TABS

<Title: A dog's life>

When you retrieve a record in a Millennium module, various Tabs will display in the lower frame. Clicking on any of these Tabs will allow you to view other information and access additional functions.

For example, here is a retrieved Bibliographic record showing the Brief Bibliographic display in the upper frame, beginning with the record number [b11122092], and the Summary of Item Records in the lower frame.

Clicking on the "Record [i10423631]Tab" will display the selected Item record.

<Click on Record i10423631 Tab>

You can resize the frames in your Millennium window by clicking on the frame divider and dragging to a new position.

<Click on divider and move up>

<Click on Summary Tab>

You can assign the default record type to display for your session via Record View Properties.

<Click on View | Record View Properties>
<Choose Order>

This allows you to select which record type will first display if there are multiple records attached. If you want to have other records displayed if the selected one is not attached to your bibliographic record, select the check box at the bottom of the settings panel. Then click OK.

<Click OK>

If this record is closed and retrieved again, you see the same bibliographic record with the attached order record displaying first.

<Close record>
<Access Title: A dog's life>

Now, the order record is displayed.

If you want to see the other record types, use the drop down menu on the Summary Tab to select that record type.

<Click on Summary>
<Click on Order drop down>
<Select Item>

When done, close the record to make it available for other transactions.

<Close record>

INDEXING & SEARCHING

Your Millennium system contains several types of records, including: bibliographic, item, patron, holdings, and order records. Record types that exist on your server depend on the configuration of your system. Records are composed of many fields such as title, author, and call number in the bibliographic records, and patron name and barcode in the patron records. In order for the records to be searchable, some fields are indexed.

Because Millennium can be highly customized, searches on your system may differ from these examples. Your library might use different search indexes or display them in a different order.

All Millennium modules use the same basic methods for searching the database: browsing alphabetically by phrase index and keyword searching. Phrase indexing matches with the beginning of length fields. For example, a title search will look for a match with the beginning of title fields.

<Title search: Animals>

Searching for the title animals retrieves all the bibliographic records that have title fields that begin with the word animals.

<Highlight title "Say, sing & sign animals [video recording]" in brief display box>

As displayed in the upper frame, the first title, "Say, Sing and Sign Animals," is included because the world "animals" is stored in an added title field that is also indexed under title.

<Click on Select button>

By viewing the full bibliographic record, we can see the added title field that contains our search term, animals.

<Click on View button>
<Highlight "Added Title 246 3 0 Animals">

Here we see all the fields of this record covered by the title search, including our search term, animals.

When done, close the record to make it available for other transactions.

<Click on Close button>

Keyword searching matches words that appear anywhere in specified fields. For example, a keyword search for Lincoln will retrieve records that contain Lincoln anywhere in the title, author and subject fields.

<Keyword search: Lincoln>
<Highlight first record "Dance of Death">

This record was included in the result set because one of the authors' names includes the word, "Lincoln".

<Highlight word "Lincoln" in brief display box>
<Click on Close button>

Any search done in Millennium follows the same sequence of events.
First, select the index. This can be done in three ways:

1. Click on a drop-down list and select an index

<Click on the Index: Title dropdown to display options>

2. Use keyboard arrow keys to move up and down the list
3. With the focus on the heading of the drop-down list, type an index tag. Index tags are the single letter that appears next to the index.   For example, t is for title, a is for author, and so on.

<Click on Author>

Enter the search term in the text box. Click on the Search button.

<Enter Author: Adams Douglas>

After entering your search term, Millennium will search for the closest match to your search. The results depend upon how your search term matches with the records in the database. You will encounter one of the following results:

A search with an exact match
A search with multiple matches
A search with no matches

Now, let's perform a search that will result in an exact match.

<Search Title: The Sons of the Falcon>

The search leads to a single bibliographic record with a single attached item record. Brief bibliographic information appears in the top panel. Item information appears in the Record tab.

When done, close the record to make it available for other transactions.

<Click on Close button>

The next search results in two bibliographic records.

<Search title: Baseball skills and drills>

Notice that the title index entry is listed on the first line of the browse screen followed by two bibliographic records.

To highlight a bibliographic record and see its brief record details, click on that record's line or type the line number.

<Click on first title (line 2)>

There are three ways to select the bibliographic record and view its associated item records: double-click on the line, click on the Select button, or press the Enter key.

<Click on Select button>

If there are multiple attached records, view item information by double-clicking on the line or by highlighting the line and either clicking on the Select button, selecting the record tab, or pressing the Enter key.

<Click on third item>
<Click on Select button>

When done, close the record to make it available for other transactions.

<Click on Close button>

The title used for the previous search will still appear in the text box, and the Close icon will be grayed out or inactive. To begin a new search, simply highlight or delete the existing text and type in the new search term.

<Search title: Blue>

If the number of titles retrieved exceeds the space permitted by the screen, use the scroll bar on the right or the up and down arrows on your keyboard to move through the list. The total number of entries will appear in the lower right hand corner.

<Highlight "212 titles 271 entries">
<Scroll down a few lines>

To jump to a specific entry, type the line number

<Type 49>
<Click on Close button>

A title search that does match the beginning of a title in the database, or that is misspelled, leads to no results.

<Search title: Greensville>

The results screen places the search into context, where the search term would appear in the index, with the message "Your entry would be here". This allows the user to scan the list for possible variations.

<Select record above and click on Close button>

RECORD DISPLAY

When you have successfully retrieved a single bibliographic record, you can view the details on that record or any of its attached records.

<Search title: Victorian anthology >

To view the detailed bibliographic record, click on the View or Edit button.

<Click on Edit button>

All Millennium records contain fixed- and variable-length fields. The fixed-fields appear at the top of the screen and with the label and value displayed in a grid. Many fixed-length fields have a limited set of values from which to select, such as Material Type.

<Double-click on "a" on Material Type field>

The material type field may contain the value of any of the options offered in this list. A value not in the list means it cannot be selected for this field. Again, due to customization, your system may offer a different set of values.

<Click Cancel>

Below the fixed-length fields are the variable-length fields. Each field is grouped within a field group tag, displayed on the left. This defines the field and therefore the expected data that resides in that field. The title field includes the title of the book, the author field contains the author of the book and the subject fields contain the subjects that best describe the book. All of these are indexed fields. In other words, this record is searchable by the data in these fields. There are also fields which are not indexed. For example, the description field describes the physical attributes of the book, but you cannot locate this material via an indexed search with these details.

To view item information, return to the summary tab by clicking on the Summary icon.

<Click on Summary button>

The item record stores fixed- and variable-length fields that are needed for this record type. Each record has its own set of fields that enables it to maintain normal operation and track statistics.

When you are done viewing or editing a record, there is a close button included on the Toolbar. Remember to close the record so others can use it.

<Click on Close button>

EXITING MILLENNIUM

To end your Millennium session, you can choose the Exit command from the File menu, or you can close the window with the 'X' on the upper-right side of the title bar.

<Click on File | Exit>

The system will confirm that you wish to exit your session. Clicking Yes will close the client.

<Select Yes>