WEBBY COLUMNS 2019

This is what I sent out to my staff. Hope it helps!! 😊

I think that the columns are ready to go! Thank you for your patience as I've worked to get these set up! 😊

I will try to explain the best I can – if you have questions or need help setting up your computer, let me know. The staff desk workstations will need to be set up also. These screenshots show how the circ stations will be set up. If you need to add things on your computer, feel free to do so.

When you have a page open, you will see an arrow next to the page number. The arrow will give you a drop-down menu. You will need to choose "manage columns", "manage column widths, and "save columns".

To manage columns: click on "manage columns" and it will show a box with all the choices. Mark the box by the ones that will be used, and uncheck the boxes not needed (i.e. hold ID). Sort the columns as shown on the screenshot. (They will look similar to the old web client.) Close and save columns.

Next go to manage column widths: Click on "manage column widths" and it will show you what the columns look like. I reduced each column to zero and then enlarged each column a specific number to get all the info we need to show. Close & save columns for each page you do. I will put that info below in the order it is across the screen in patron account. Now you should be set, and the computers will all be uniform.

Patron Search: Card – 3; Profile – 2; Last Name – 3; First Name – 2; Middle Name – 1; DoB – 2; Daytime Phone – 2.

Check Out: Barcode – 2; Call Number – 1; Title – 3; Author – 1; Due Date – 1; Owning Library – 1.

Items Checked Out: Call Number Label – 4; Title – 6; Author – 2; Barcode – 4; Checkout Date – 1; Due Date – 1; Renewals – 0.

Holds/Cancelled Holds: Barcode – 4; Call Number Label – 2; Title – 5; Author – 3; Request Date – 2; Capture Date – 2; Pickup Library – 1; Queue Position – 0.

Current Bills: Balance – 0; Total Bill – 0; Total Paid – 0; Title – 3; Barcode – 2; Checkout Date/Time – 1; Check in Date/Time – 1; Due Date – 1.

Bill History – Payments: Amount – 0; Payment Time – 1; Payment Type – 1; Title – 2; Barcode – 1.

Check In: Barcode – 1; Title – 2; Due Date – 1; Checkin Date – 1; Location – 0; Balance Owed – 0; Family Name – 2.

Item Status: Barcode – 1; Call Number – 0; Title – 2; Due Date – 0; Location – 0; Copy Status – 0.

Transit List: Barcode – 2; Call Number Label – 1; Title – 4; Destination Library – 1; Send Date/Time – 1; Source Library – 1; Last Name – 1; First Name – 1.

Please note – at this time I am unable to fix the columns for Bill History – Transactions. This is a bug and Evergreen is aware & working on it.