



# Events 6.0 Quick Start Guide

Once **Events** is installed, the person(s) serving as your System Administrator will configure the system to meet your library's needs. The following are some tips to get you up and running quickly.

## A Note about Multi-Branch Library Systems

Begin configuring your system in **All Branches** mode. Individual branches inherit initial settings and may then customize their own settings. Changes made at the individual branch level override original settings. If settings must be reset, they must be reset at the individual branch level. The table below describes how configuration settings are allocated. Configuration settings that reside in both All Branches and individual branch mode may contain different setting options. See the appropriate sections in the manual for additional information.

Configuration Setting	Mode	
	All Branches	Individual Branch
Library Information	✓	✓
Regional Settings	✓	
Email Server Settings	✓	
Email Settings		✓
Security	✓	✓

## Quick Configuration

### 1. Go to System Settings → System Configuration and Settings

- Library Information: Select LIBRARY INFORMATION and enter all appropriate information. Refer to the **Events** manual and setup template at [www.evancedsolutions.com/manuals.asp](http://www.evancedsolutions.com/manuals.asp) for more information.

**Multi-Branch Library Note:** Multi-branch libraries must enter this information separately for each library branch. After entering the first library ("Library: 0") you need to go to SYSTEM SETTINGS, set "Enable Multi-Branch" to Yes and click Save. Click Back. From the new drop list in the upper right corner, click on "All Branches" and log in using the All Branches Admin password provided by Evanced Solutions. Then return to LIBRARY INFORMATION. Click the "Add Branch" option to set up a new branch in the system. Click on "Edit Master" to set up the overall library system title and link to the library's home page on the web.

- Security: Select SECURITY and change the default passwords for *Administrative*, *General Staff*, *Read Only*, and *Create Only*.

**Multi-Branch Library Notes:** (1) All Branches mode and individual branch passwords are independent, therefore unique passwords should be created at both levels. (2) Passwords created in **Events** are independent of **Room Reserve** passwords.

- Email Settings: Select EMAIL SETTINGS and enter all appropriate information (optional).

**Multi-Branch Library Notes:** (1) "Email Server Settings" is an All Branches mode function (*System Configuration and Settings* → *Email Server Settings*). (2) Confirmation/Status Change settings are branch level settings. (3) The system will not send any emails until you fully configure the email options.

### 2. Go to Settings → System Wide Lists

- Event Types: Enter the different event types for your library under *Event Type List*.
- Age Group List: Enter the different Age Groups for your library under *Age Group List* (Optional). Refer to the **Events** manual and setup template for more information.

3. Go to Settings → Branch Specific Lists

- **Location List:** Enter the different locations for programs at your library under Location List. Refer to the Events manual and setup template for more information.

This completes the initial setup that allows staff to enter program and event information. Systems Administrators and administrative staff may continue to configure the system as provided in more detail in the **Events** manual located online at [www.evancedsolutions.com](http://www.evancedsolutions.com). **Note:** These configuration settings may be changed at any time.

While these settings are key to getting started quickly, additional settings located under *Settings → System Configuration & Settings* should be completed to take full advantage of Events' capabilities and make it an integral part of your system, including:

- Style Configuration
- System Messages
- System Templates
- Regional Settings
- Email Templates
- System Settings
- Categories and lists, including Grade, Zip Code, and Presenter

Please refer to the **Events** manual and setup templates at [www.e-vancedsolutions.com/manuals.asp](http://www.e-vancedsolutions.com/manuals.asp) for more detailed information.