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Summer Reader 2008 Quick Start Guide

The **Summer Reader** manual can be found at www.evancedsolutions.com/manuals.html

Once **Summer Reader** is installed at your library, the person(s) designated with the administrative password for your system will need to configure **Summer Reader** to meet your library's needs and specifications.

Here are a few quick and easy tips to get your library up and running:

1. Determine what programs, interest groups, etc. you want to create for your library. For each program you need to consider what rules you are establishing for each program. For example:
 - Will you allow patrons to register themselves or is registration in-house only?
 - What type of logging will you be doing (e.g. hours, number of items, etc.)
 - Will you allow patrons to do self-logging?
 - What will the prize rules be?
 - Consider what 'Registration fields' you want and which ones will be required. *See the manual for more information on **Registration Setup** and the options available to you.
2. Next, from the **System Maintenance** menu (logged on to the staff side as an administrator) do the following:
 - Go to *Program Setup Maintenance/ Drop List Maintenance* and setup the various drop lists (e.g. grade, school district, school name, zip code, etc.). Make sure all registration fields that need drop lists are set up. Refer to the manual for additional information and instructions regarding this topic.
 - Go to *Program Setup Maintenance/Logging Types* add your logging types to the system (i.e. How will your patrons log their progress - hours, books, chapters, levels, pages, etc.). Set up as many options as you'd like. Refer to the manual for additional information and instructions regarding this topic.
 - Go to *Program Maintenance/Add New Program* and follow the steps to add each program to the system. Adding a program is a three step process. You will be directed through each step quickly and easily. Once Step 1 is completed, you will be immediately taken to Step 2, and then to Step 3. See the manual for additional information on this process and various program setup options. Also, when adding a new program, be sure to click on the help icon  at any time to get more information on the various options.

Important Note:

Once registration and progress logging has begun, some program settings will be locked down. If you need to change these settings once registration and logging is in progress, you can delete the patrons from the program and then go back and modify the program settings or contact support for further options.

After initial setup has occurred, someone with administrative privileges will also want to go to **Setup Maintenance** and adjust the settings in the following areas as they apply to your library and its programs:

- System Settings, System Messages, Email Settings, and Quick Search Configuration.

Also look under Program Setup Maintenance and adjust settings in: Registration Field Defaults and Email Templates.

⇒ The look and feel of each program can also be customized with the color(s) and graphics of your choice. This is done under *Setup Maintenance/Style Sheet Templates* and *Program Setup Maintenance/Style Sheet Settings*.

⇒ Upon purchasing the system don't forget to change your default passwords to something of your library's choosing. See the manual for further instructions.