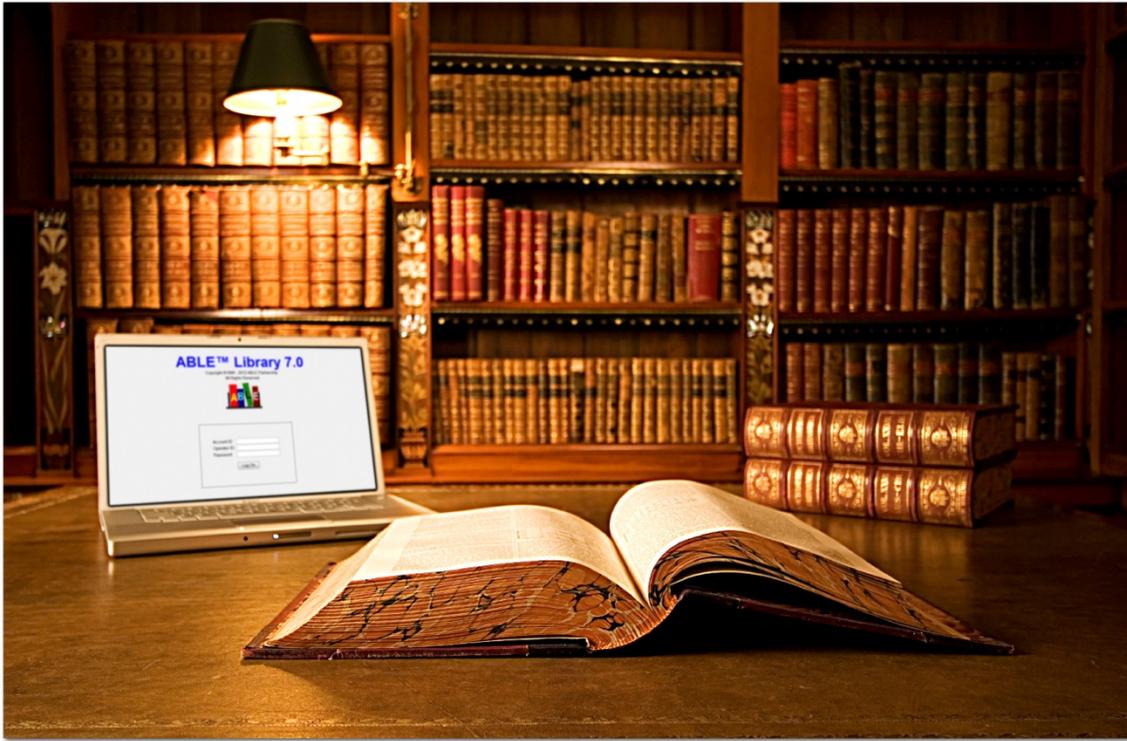


# ABLE 7

## ENHANCEMENT GUIDE



Prepared by

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**THE HF Group**

**This document describes new and enhanced  
features that were implemented in  
ABLE version 7.**



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## Title Composition Screen

The Title Composition screen, shown in Figure 1, has two new features:

- A new Title Keyword search option in the Key dropdown box
- A new “Issues” field

The Keyword search allows the user to search full words that appear in the title text.

Fnt	Spc	Plc	Lvl	Fmt
1	1	C	26	AB\BOOKMAN'SWEEKLY
			13	Vv.
			12	MOS
			11	YR
			3	CALLPer\A633B

**Figure 1.** Title Keyword search option and “Issues” field.

**Note:** When you log in to ABLE, there will be no lot selected. This is intentional and ensures that users select the correct lot in which to work.

## Bindery Transfer Screen

The Bindery Transfer screen, shown in Figure 2, has been modified to use the new **Shipment\*** option.

The screenshot shows a software window titled "Bindery Transfer" with a menu bar (File, Edit, Setup, Print, Process, Update, Tools, Window, Help) and a toolbar (Receive From Bindery, Clear/Transfer To Bindery, Transfer To Bindery, Create Shipment, Modify Shipment, Clear). The main area contains several input fields and tables.

Fields at the top include: Account ID (33357), Shipment Number (pull-down), Shipment Date, Shipment Status, and Cartons.

Lot ID	Lot Status	Item Count	Cartons	Create Date	Work Group
081812GT	Created	104	0		

On the right, there is a "Drive/Destination" section with radio buttons for "Internet" and "Local" (selected), and a "Browse..." button.

At the bottom, there is a "Transfer Statistics" table:

Account ID	Lot ID	Department	Items	Category - Qty	Class - Qty
------------	--------	------------	-------	----------------	-------------

Buttons for "Close" and "Help" are located at the bottom right of the window.

**Figure 2.** Bindery Transfer Screen showing the new shipment-related fields.

### Shipments

Shipments can be used to group jobs together that will be sent to the bindery at the same time.

The *Create Shipment* and *Modify Shipment* buttons are used to create and modify shipments. The *Shipment Number* pull-down is used to select existing shipments and to display new shipments in the new grid below. Read-only display fields were added for Shipment Date, Shipment status and Shipment Cartons.

*\* By default, the shipment feature is disabled in ABLE 7. If your library sends binding at least once a month with multiple lots per shipment, please contact Technical Support regarding the use of the Shipment option (support@thehfgroup.com).*

## Lot Dialog

The Lot dialog seen in Figure 3 has several new optional features.

- There are two new read only fields: *Shipment Id* and *Shipment Date*. These fields will display shipment information if the lot is part of a shipment and will remain empty if not.
- A Lot Style combo box was added to allow users to apply a lot style from a list of existing styles.
- A *Rename* button was added that allows users with Administrator rights to rename lots.

**IMPORTANT: The rename function will permanently update the lot name. Please use with caution.**

The screenshot shows a window titled "Lot" with a close button (X) in the top right corner. The window is divided into three main sections:

- Account Info:** Contains fields for Account ID (33357), University Library, Binder ID (SLB), Title Count, and Last Title ID.
- Lot Statistics:** Contains fields for Shipment Id, Shipment Date, Lot ID, Last Item ID, Lot Status (dropdown), Lot Style (dropdown), and Item Count.
- Lot Information:** Contains sub-sections for Items (Sent, Returned), Cartons (Sent, Returned), Date Expected, Truck Route, and Shipping Day.

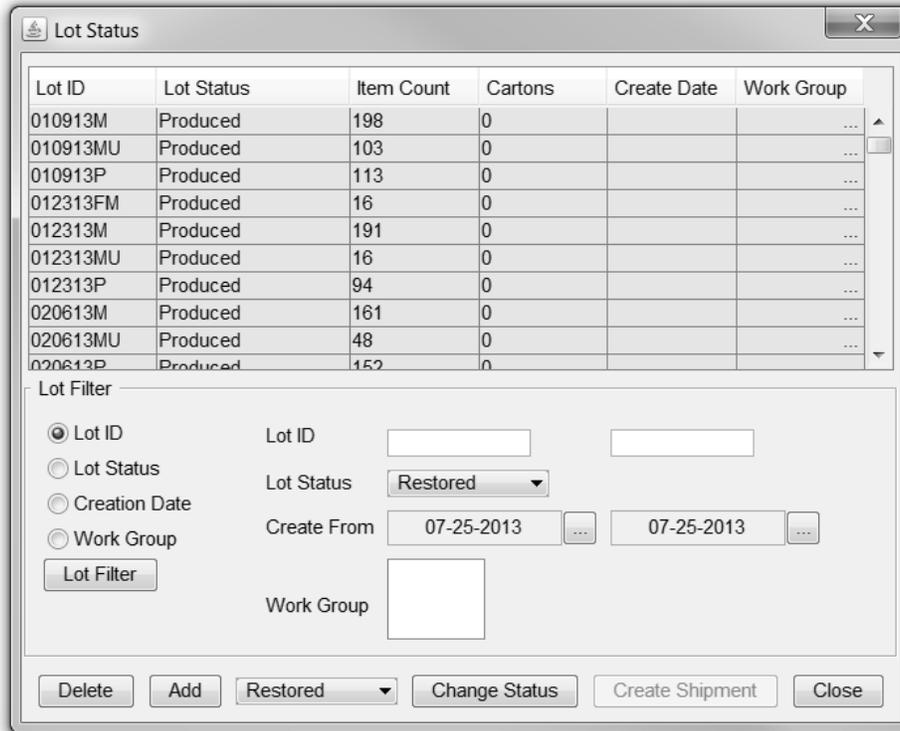
At the bottom of the window, there are navigation arrows (left and right) and buttons for Rename, Apply, Close, Cancel, and Help.

Figure 3. Lot Dialog

## Lot Status Dialog

The Lot Status dialog displayed in Figure 5 has several modifications:

- New columns were added to display the lot *Create Date* and *Workgroup* in the list of lots.
- The *Lot Filter* feature is used to filter the list of lots based on various criteria.
- The *Change Status* feature is used to change the status of one or more lots
- A *Delete* button was added to allow administrator-level users delete individual lots.



**Figure 5.** Lot Status dialog showing viewing options.

### Using the Lot Filter

- 1) Select the radio button for the desired filter - Lot Id, Lot Status, Creation Date or Workgroup.
- 2) Enter the appropriate filter parameters.
- 3) Click the Lot Filter button to produce the list.

**Note: Sorting by creation date will work only for lots created on 8/26/13 OR LATER!**

### Changing Lot Status

To change the status of a single lot, click on the lot in the list, select a new status from the combo box and click the *Change Status* button.

To change the status of a multiple lots, hold down the *Shift* or *Ctrl* key to select the lots from the list. Select a new status from the combo box and click the *Change Status* button.

### Deleting Lots

To delete a lot, select the lot from the list and click Delete. On the Lot Deletion dialog, click **Yes** to delete or **No** to cancel.

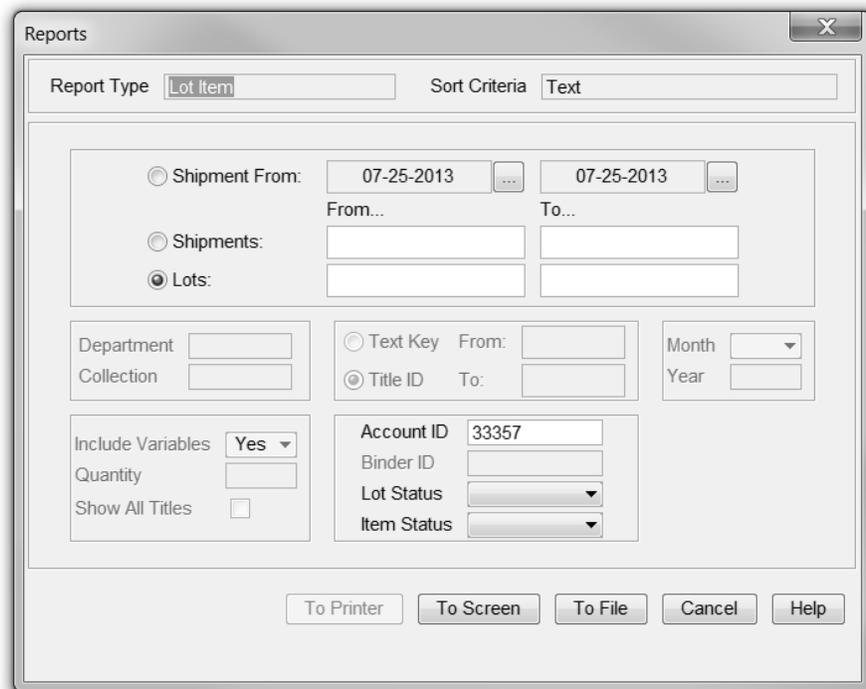
**NOTE: Use this feature with caution. Deleted lots cannot be recovered.**

## Reports Dialog

The Reports dialog shown in Figure 6 now provides the ability to filter the Lot Item report by a variety of criteria:

- A range of Shipment dates
- A range of Shipment IDs
- A range of Lot IDs

By default the Lots radio button will be selected and the user will filter by the currently selected lot.



**Figure 6.** Reports dialog showing new selection criteria.

**Note: In order to display reports to the screen, you must allow pop-ups to either all sites or specifically to thehfgroup.com.**

Chrome:

1. Click in the upper right corner and choose Settings > Content Settings.
2. Choose Manage Exceptions... and enter ableweb.thehfgroup.com.

IE:

1. Click the sprocket and choose Internet Options.
2. Click Internet Options
3. With Turn on Pop-up Blocker selected, click settings and enter ableweb.thehfgroup.com > Add.
4. Click Close > Apply > OK.

## Enhanced Reporting Functionality

Reporting functionality had been enhanced to allow data to be exported to PDF or Excel files. This functionality is available for the following three reports:

- 1) Lot Item Report
- 2) Lot Summary Report
- 3) Title Brief Report

The screenshot shows a web-based report viewer. At the top, there is a navigation bar with a search box containing '1 of 25', a zoom level of '100%', and buttons for 'Find | Next'. To the right, there is an 'Export' button and a 'Select a format' dropdown menu with options for 'Excel' and 'Acrobat (PDF) file'. Below the navigation bar, the report title is '7/25/2013 LOT ITEMS( Title Text )'. The page number is 'Page: 1'. The user information is '2:12 PM Operator: Account ID: 33357 SMAN'. The main content is a table with the following columns: Lot, Title, Call Number, Item Set, Bar Code, and Title Text. The table contains 15 rows of music items, each with a unique call number and title text. The items are listed as follows:

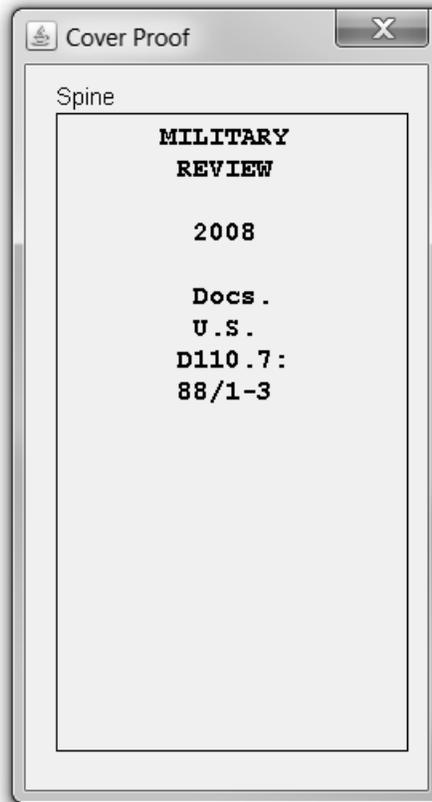
Lot	Title	Call Number	Item Set	Bar Code	Title Text
010913MU	0	MusicM2117.A162	18	1	D04709338Y 100\ALL-TIME\FAVORITE\HYMNS \\ Music\M2117.A16\2012
010913MU	0	MusicM1503.H135	9	1	D0461978Z ALMIRA \KONIGIN\IVON\KASTILIEN \HANDEL Music\M1503.H135\A46 \2012
010913MU	0	MusicML160.B752	68	1	d046196980 ANTHOLOGY\OF\SCORES\TO\A\ HISTORY... \IBONDS Music\ML160 \B75\2003\scoreiv.1
010913MU	0	MusicML160.B752	69	1	d04619697% ANTHOLOGY\OF\SCORES\TO\A\ HISTORY... \IBONDS Music\ML160 \B75\2003\scoreiv.2
010913MU	0	MusicM1045.T445	61	1	d04709342t AS\IDANCING\IS\TO\ARCHITECTURE \THE\OF\AN\IDIS Music\M1045\T445 \A8\2012
010913MU	0	MusicM822.D663A	35	1	D04623177U ASH \DONATONI Music\M822\. D663 \A84\1976
010913MU	0	MusicOversizeM1	86	1	D04701076P BATON \BAUER Music\Oversize\M1\1040\B341\B38 \2012
010913MU	0	MusicM1016.N67C	78	1	D04676505X CANTICA\CONCERTANTE \NORGARD Music\M1016\N67\C36 \2012
010913MU	0	MusicM252.H54S6	99	1	D04709339Z CLARINET\SONATA \HIGDON Music\M252\H54\S6\2011
010913MU	0	MusicM1112.Z9C6	82	1	d04676890/ COMEDIA\DELL\ARTE \ZWILICH Music\M1112\Z9\C6\2012
010913MU	0	MusicOversizeM1	47	1	D04701051I CONCERTINO \2000-2001 \PABLO Music\Oversize\M1\1110\P33\C6\2012
010913MU	0	MusicM1016.J764	73	1	D04708679+ CONCERTO \JONES Music\M1016 \J764\C36\2012
010913MU	0	MusicM1010.C34C	74	1	d04708694 CONCERTO\IN\CIMA\JOR\FOR\ FORTE\PIANO... \ICECILE Music\M1010\C34\C6\2012
010913MU	0	MusicM557.2.B74	80	1	D04676891+ CONSPIRACIES \BRESNICK Music\M557.2\B74\C66\1979
010913MU	0	MusicMT465.V56D	66	1	d04708671x DAILY\ROUTINES\FOR\THE\ STUDENT... \WINING Music\MT465

Figure 7. Report Viewer with export options.

To export to a PDF or an Excel file format choose the report, enter the selection criteria and click the *To Screen* button. This will display a Report Viewer as shown in Figure 7. From the *Select a Format* dropdown, select Excel or Acrobat (PDF) file. Click *Export* and you will be prompted to save the file to a local or network folder.

## Cover Proof Dialog

The Cover Proof dialog shown in Figure 8 is now updated in real time as users edit text on the main Title Screen.



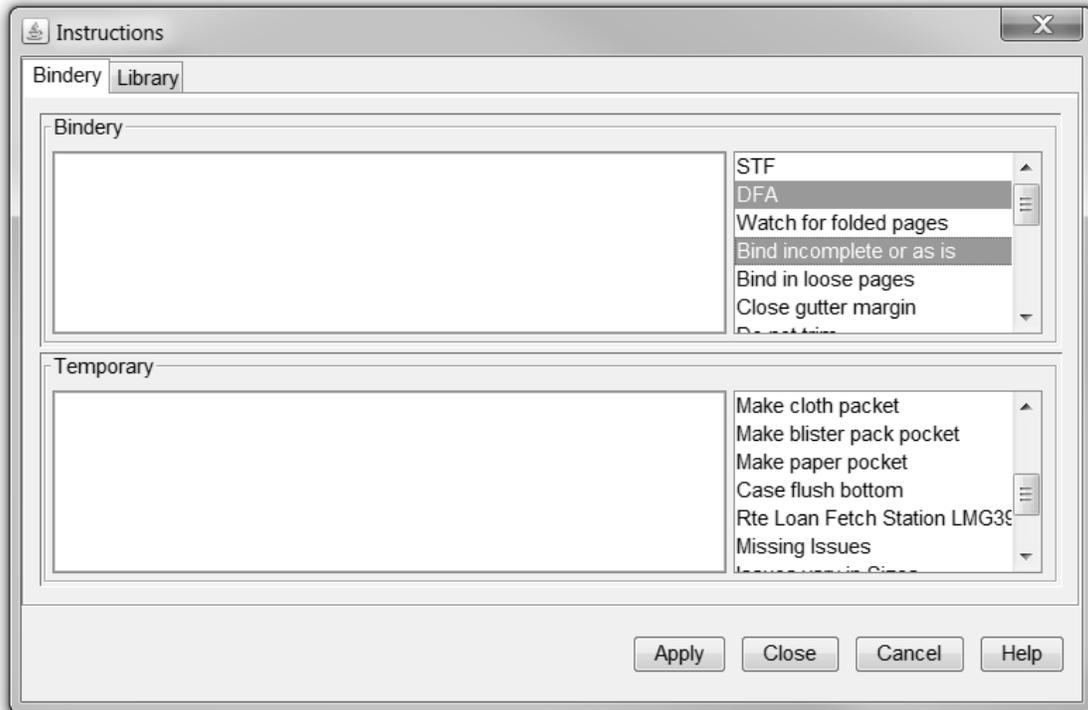
**Figure 8.** Cover Proof Dialog

To use this feature, choose **Cover Proof** from the Window menu.

## Instructions Dialog

In addition to freeform text, the Instructions dialog shown in Figure 9 now offers predefined lists of common instructions.

**Note: Avoid entering tabs, new lines or carriage returns when entering free form text due to the recent discovery of issues with exporting the titles from the titles table.**



**Figure 9.** Instructions Dialog showing lists of instructions.

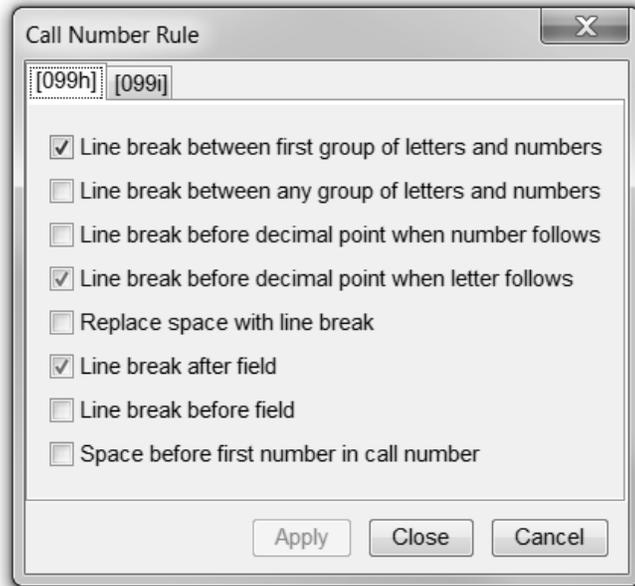
To use this feature, simply click on an item from the list. To select more than one item, use Ctrl-click.

*Note: If you are adding predefined instructions to the permanent (Bindery) instructions, be sure to click **Upd Title** on the Title Composition screen before you add the item to a lot.*

Both Bindery instructions and Library instruction print in the lower left corner of the the binding slip.

## Z-Link Call Number Rule Dialog

The Call Number Rule dialog shown in Figure 10 has an eighth call number rule for the Z-Link table. This new call number rule will add a space in the call number before the first number in the call number data string.

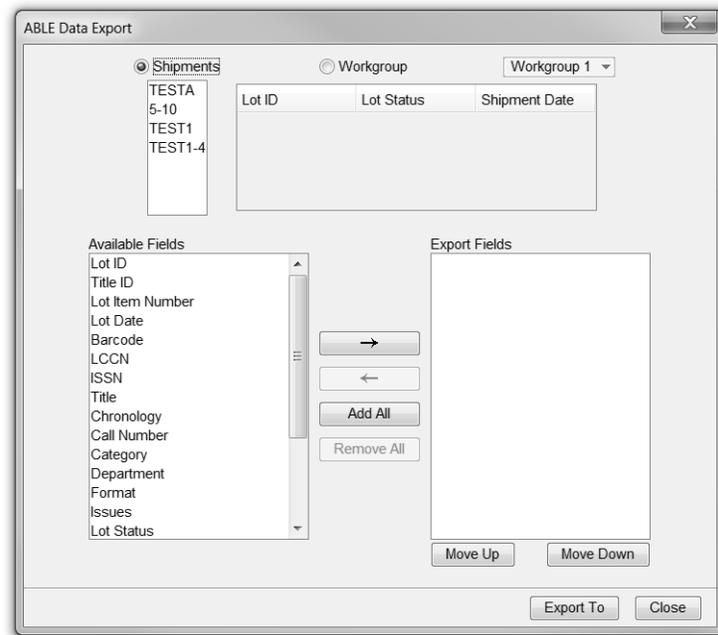


**Figure 10.** Call Number Rule Dialog

To use this feature, choose **Z-Link Mapping** from the Window menu. Then click **Call Number Rule** on the Z-Link Mapping dialog.

## ABLE Data Export Dialog

The Able Data Export dialog shown in Figure 11 allows the user to export Shipments or Workgroup-assigned Lots to an XML or a CSV file.



**Figure 11.** Data Export Dialog

To use this feature, choose **Export Data** from the Window menu.

### *Select Export Method*

#### **Shipments**

Select the radio button labeled “Shipments” and then choose one or more shipments from the list.

#### **Workgroup**

Select the radio button labeled “Workgroups” and then choose one or more shipments from the list.

### *Select Fields to Export*

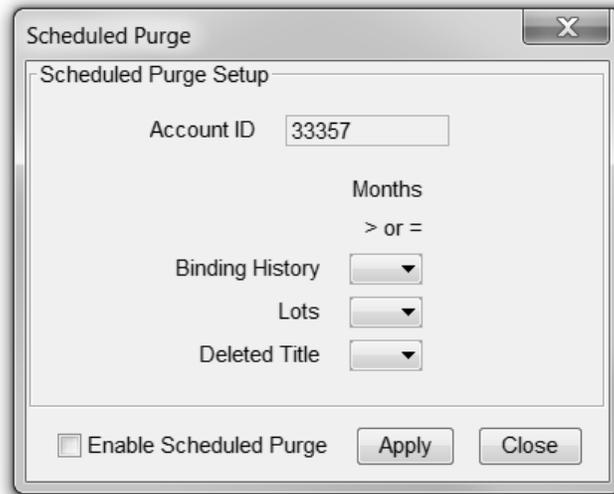
Select fields to export from the list of available fields or choose **Add All**. Use the **Move Up** or **Move Down** buttons to arrange the order in which the fields will be exported.

When field selection is complete, click **Export To** and select a folder in which to save the data.

## Scheduled Purge Dialog

The Scheduled Purge dialog shown in Figure 13 is used to setup and enable a Scheduled Purge of the following items:

- Binding History
- Lots
- Deleted Titles.



**Figure 13.** Scheduled Purge Dialog

To use this feature, choose **Scheduled Purge** from the Window menu.

Select from a range of 1 to 18 months for each of the items to purge. Enable the Scheduled Purge by selecting the **Enable Scheduled Purge** check box and selecting the **Apply** button.