

BIBZII

Kelly's Quick Tips for Bibz

Login @ www.bibzii.com

Select the “expanded view” option (located below the “add to list” button). (A)

Search for titles using ISBN numbers if possible.

Expand the grid for the page by clicking the + mark (located just below the “global qty” box). (B)

Select titles by checking the box to the left (a), changing the quantity to 0 (b), – then apply the grid template by selecting the appropriate option from the drop down menu (c) and clicking the “apply” button (d). Once the template takes (you will see the quantity change to a light grey “1”), add the item to your list by checking the box to the left (a), selecting the list from the drop down menu (e) and clicking the “add to list” button (f).

The screenshot displays the BibzII web application interface within a Microsoft Internet Explorer browser window. The page title is "BibzII: Search Results". The browser's address bar shows the URL: https://www.bibzii.com/OA_HTML/bro_becSearchExec_frame.jsp?action=NEW&numlists=1&searchpagefrom=ADVANCE_SEARCH&isbn=&bttr=author=Connell%2C+Patricia%26subject=0&title=0&series=0&illustrator=0&publ=0.

The application header includes the "BibzII" logo and navigation links: HOME, SEARCH, LISTS, ORDER HISTORY, PROFILE, and USER'S GUIDE. Below the header, the user's login information is displayed: Username: BCLTRAIN, Active List Name: Picout Fiction, Titles: 6, Items: 6, Total Price: \$154.21. The account profile is listed as CBS - CBS-CATPROC-DURAQUARD.

The main section is titled "Search: Search Results". It includes a "Global Qty" field set to 1 and a "Display:" dropdown menu set to "Expanded". The search results are displayed in a table with columns: QTY, TITLE, AUTHOR, FORMAT, PUBLISHER, PUBDATE, AVAILABILITY, and PRICE. The table shows five results, with the first two being "AT RISK" and "BOOK OF THE DEAD".

QTY	TITLE	AUTHOR	FORMAT	PUBLISHER	PUBDATE	AVAILABILITY	PRICE
1	AT RISK	Connell, Patricia Canals	Mass Paper	Berkeley Publ Group	Apr-2007	Available	\$7.99
1	BOOK OF THE DEAD	Connell, Patricia Canals	Hardcover	Putnam Publishing	Oct-2007	In Stock: 1420 On Order: 18	\$26.95
1	BOOK OF THE DEAD	Connell, Patricia Canals	Hardcover	Thorndike Press	Oct-2007	In Stock: 19	\$33.95
1	PREDATOR	Connell, Patricia Canals	McNbound	McNboundery Third Floor	Sep-2006	Available	\$16.95
1	PREDATOR	Connell, Patricia Canals	Trade Paper	Large Print Pr	Oct-2006	Available	\$13.95

At the bottom of the page, there is a footer with contact information: "For information or help with this web site, please call: 800.474.9816, Brodart Co. © All rights reserved. Brodart is a trademark of Brodart Co." and the version number "Version 4.7.1.0".

***Remember to check for duplicates, check the availability, and place each item in the appropriate list.**

GETTING STARTED

Go to the following website: <https://www.bibzii.com>.

To create a shortcut, right click anywhere on the login page of BIBZII and select Create Shortcut. This will put an icon on the desktop. To rename it right click on the icon where the words are and type the desired name in the text box. Press enter.

The USERNAME is your first initial and last name (no spaces). The password is BROW plus your branch code. Press enter or click Login. (BIBZ is no longer case sensitive)

PASSWORD for North Regional: brownr

PROFILE

In order for users to customize their search criteria, search results and search view in BIBZII it is important to set up preferences in Profile.

Click on **PROFILE**.

BibzII: Personal Information - Microsoft Internet Explorer

Address: https://www.bibzii.com/OA_HTML/bro_ibcAcidPersonalInfo2.jsp?n=b

Sign Out | Quick Search: []

HOME SEARCH LISTS ORDER HISTORY **PROFILE** USER'S GUIDE

Username: BCLTRAIN Active List Name: Health new titles Titles: 10 Items: 1 Total Price: \$16.95

Account Plan Type: BIBZ Account Profile: CBS - CBS-CAT/PROC-DURAGUARD

Profile: My Information My Information | Display Profile ?

* Indicates required field

Change Name & E-mail

* First Name: []

* Middle Name: []

* Last Name: []

* E-mail Address: []

Change Password

Username: BCLTRAIN

* New Password: [] (at least 6 characters long)

* Verify Password: []

SAVE

For information or help with this web site, please call: 800.474.9816, Brodart Co.
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Version 4.7.1.0

The **My Information** portion of the profile allows users to update name, e-mail and password information. Simply enter the desired changes and click on **SAVE** located on the top right side of the page right below the search box. A message will come up that says "Personal Information Updated."

The **Display Profile** section allows users to set specific criteria that will be used throughout BIBZII. To access this, click on Display Profile located on the right side of the page right below the search box. This includes number of results per page, search and result options.

1. Items per Page

To change the number of items per page click on Display Profile and select from the Display Items per Page drop-down box. Click **SAVE**.

NOTE: The more items that are displayed on a page, the longer it will take for the page to load.

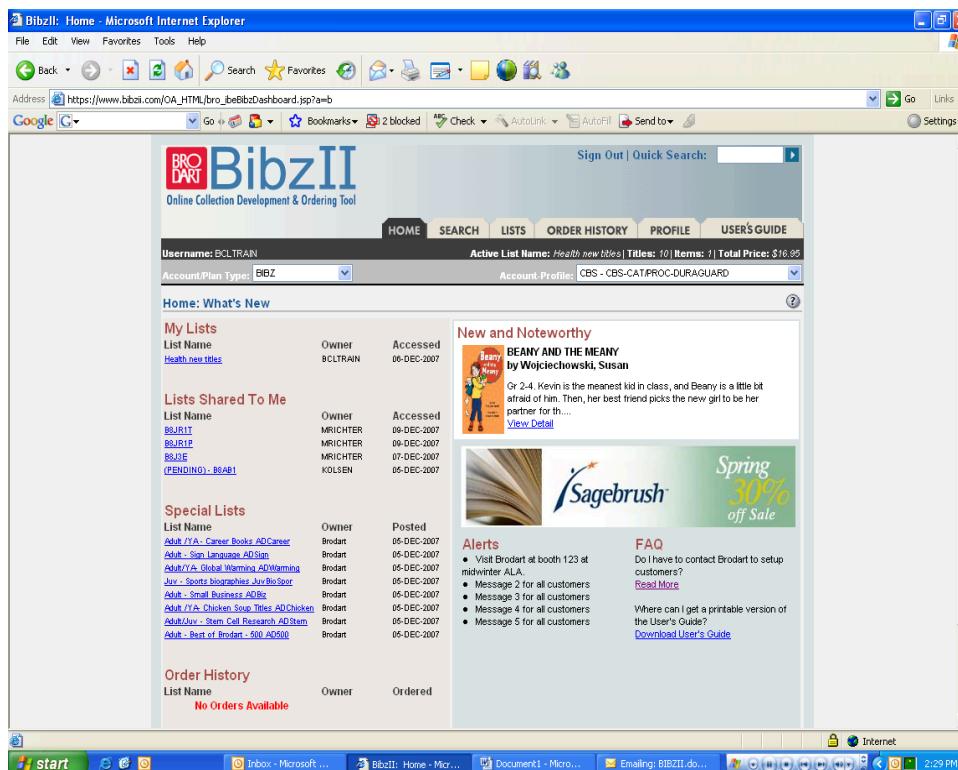
2. Search Criteria Display

The Display Profile page also includes several criteria considered Search Criteria. Click on the **+** symbol to see all the options. Click in the box to the left of any desired choice. To include all criteria check the box for Select All on the right in each part of the criteria. Click the **SAVE** button.

NOTE: Remember to click on SAVE at each section of the display rather than completing the entire form then saving.

THE HOME PAGE

The main page or Home page of BIBZII appears after successfully logging into an account. The page provides access to the tab navigation which quickly connects users to a variety of major functions including Lists, Search and Profile.



Also, on the Home page is a quick synopsis of recently used personal (My) lists as well

as shared lists. Any of these can be accessed directly from this page but a complete list of all available lists can be found under the **LISTS** tab. There is also a section (Special Lists) for accessing BIBZ bibliographies and award lists. FAQ and BIBZII alerts are included on the right side of the screen.

QUICK SEARCH

This is located in the very top right side of the Home page. Search by ISBN, Brodart #, author or title keyword and go directly to a search result page.

SEARCHING

Click on the **SEARCH** tab to access both Simple and Advanced Search.

Simple Search

This is the default screen for the **SEARCH** tab. If it does not appear as the default, click on **Simple Search** located below the main navigational tabs.

1. Enter search criteria in the appropriate text search box(es)
2. Select a Database/Resource list if needed (the default is entire BIBZ database)
3. Select the order for the search to appear by choosing from the drop-down Sort Order menu.
4. Click **SEARCH**.
5. Review and select results. Results will appear based on settings in Profile.
6. To add titles to a list please refer to Adding Titles to an Existing List on page 5.

Advanced Search

In order to have access to Advanced Search, users must complete the Search Criteria portion of the Display Options in Profile. This will dictate which criteria will appear in Advanced Search. If an option is removed from the display screen by selecting and then clicking on REMOVE, then it is necessary to return to the PROFILE page and Display Profile to add it back to the Advanced Search page.

Complete the search the same as simple search but fill in any additional fields that will be used to narrow search results. Click on **SEARCH**.

Some Tips for Better Searching

BIBZII defaults to “and” but add other Boolean operators such as “or” or “not”.
Searching in multiple fields implies “and.”

1. Punctuation is not necessary in most searches. BIBZII search limit is 2,000 results.
2. Searches are not case sensitive and most punctuation is ignored. Do not use / (slash) marks and apostrophes as they can be problematic.
3. Authors can be entered first name first or last name first. Use a comma if entering the last name first.
4. Use * as a wildcard in place of one or more characters in the Simple Search.
5. In title, series and subject fields you can search for a phrase by using quotes. Use () to search multiple phrases and include “or” and “not” operators.
6. 10 and 13 digit ISBNs can be used, separate multiples with a space.

7. Title field searches for exact words entered unless you use an *.
8. Click Clear Text Search to remove the text but keep all other search criteria or click Clear All to delete all aspects of a previous search.
9. There is a Refine Search button on the left side of the Search Results screen to change or limit your results further.
10. Hold down the CTRL key while selecting items in the Database/Resource List if more than one list should be searched at a time.

Search Results

Search results will display 10, 25, 50, or 100 titles to a page based on individual Display Profile settings. Move from page to page by clicking on the numbered links below the Displaying Results indicator. Change the order of the results by selecting the appropriate sort from the drop down menu labeled Sort Order.

Brief or Expanded Display

Select the brief radio display button to display basic information such as author, title, format, publisher, date, price and availability. Select the expanded display button to include additional bibliographic information as determined in the individual Display Profile that is created by the user. Notes are accessible in expanded display.

Icons

Several icons may be used in result displays. They are as follows:

- Checks for duplicates by ISBN in lists (all users) and submitted orders (for the previous 18 months). Results display on the Lists: Title History Check screen.

This is important — please check each title to see if it has been ordered by someone else on the team. It will take time, but eventually you will get to know the records.

- Access to annotations – click the title to open the Title Details screen and scroll down.

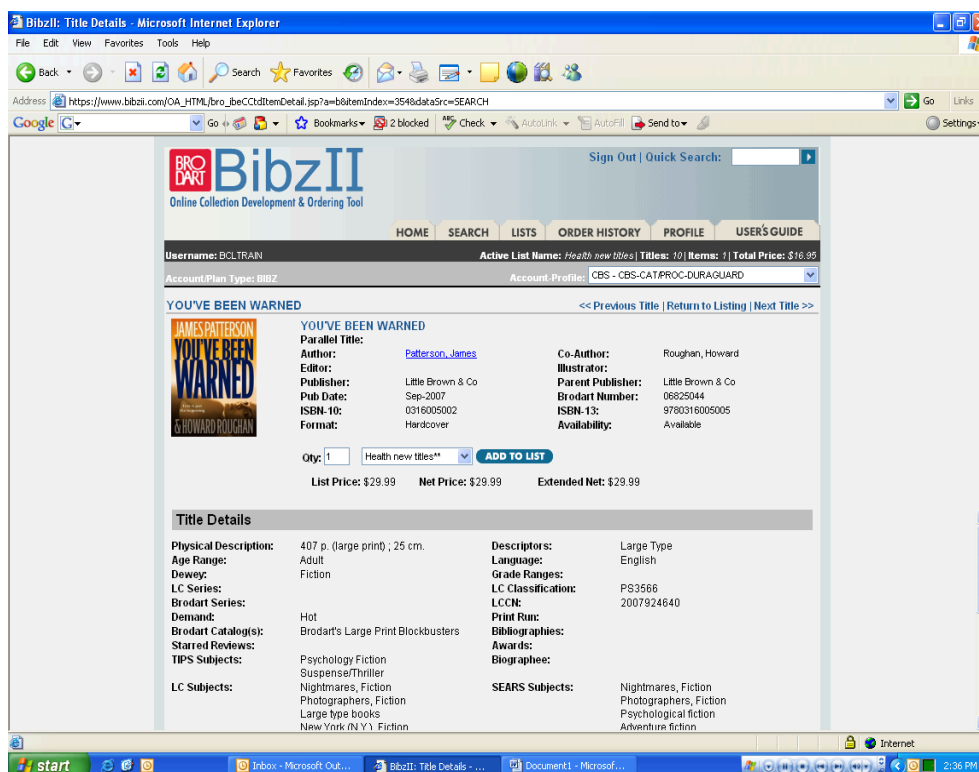
- Access to reviews – click the title to open the Title Details screen and scroll down.

- Includes cover art – click the title to open the Title Details screen.

- Library Catalog access – Click link to search ISBN for holdings information.
(Caution: Library may have same title with another ISBN that will not show here.)

Title Details

When viewing titles in Brief Display move the mouse over the title to access the expanded display and click on desired titles to view the Title Details which includes bibliographic information, cover art, annotations and reviews. Look for options to view previous and next titles and to return to listing on the detail page.



Creating a New List or Adding titles to an Existing List

Creating a New List

1. Complete a search for desired materials.
2. Select the desired title(s) by checking the box that is located to the left of the title and quantity.
3. Choose **Create New List** from the drop-down box. Click button.
4. When the pop-up opens type in the name of the list and click **SAVE**.
5. This new list becomes the active list. Continue to search and add titles as needed.

NOTE: Only titles from the CURRENT PAGE will be added to the list.

NOTE: Please remember to check the availability column of titles (in Advanced Search) and do not add materials with the following status:

Must Order Direct
Out of Print Confirmed
Out of Stock Indefinitely
Publication Cancelled
Publisher Out of Business
Postponed Indefinitely

This is extremely important.

Naming Tips:

1. Names can have up to 50 alphanumeric characters and underscores, no slashes.

2. To change the name of a list, while in the List tab, type the new name in the list name box and select Apply List Changes from the List Manager Actions drop-down box. Changes can only be made to My Lists and shared lists with FULL access. Remember to click APPLY to activate the changes.

North Regional Naming Protocols:

Year/Branch/BC or BCL/Month/Type of Order/Name

09/NR/BC/May/Replacement/Lana

09/NR/BCL/June/Standard/Janice

09/NR/BC/August/Standard/Maria

09/NR/BC/March/Replacement/Alencar

***You will generally create four such carts each month. *Standard are titles that no one else has ordered yet; replacements are any titles that any branch (NR or any other) has already purchased.**

Adding Titles to an Existing List

1. Complete search as normal and check the desired titles in the box on the left side of the screen.
2. Choose the list name from the List drop-down box that you wish to add the selected titles to. Click button.
3. The titles have been added to the selected existing list and the list becomes the active list. Continue to add titles as needed.

FINDING, ACCESSING AND USING EXISTING LISTS

Examples: A shared replacement list from the ROC, a Shared list from another user, a personal existing list.

Finding a List

The four most recently accessed lists appear on the Home page of BIBZII. This will include personal or my lists and shared lists. If the desired list is available here, users can click on the list title for complete access.

However, to view all available lists click on the  tab and scroll to find the desired list. Click on >> to open the list. Use the List Name, List Owner or List Date boxes to access specific lists quickly (when you have a lot of lists.) Once criteria is added click .

The  icon represents the last list viewed by the user.

Accessing a List

1. Click the >> icon next to the list (OPEN column) to access the contents of a specific list.
2. Choose **Brief display** or **Expanded display**. This is located in the center of the page under the blue ADD TO LIST button. Detail information is equal to search result information and specific parameters can be set in profiles that will add or subtract information from results. If users want to view notes that are added by

- other selectors than use the expanded display.
3. Sort the titles on the list. There are a number of options for sorting lists including title, author, or publication date. To do this, select an option from the **SORT ORDER** drop-down box on the right side of the page.
 4. Click on a desired title to display all available information, including reviews. Scrolling over a title will provide basic information. Refer to the icon section of the search instructions for an explanation of icons that may appear in the title displays.

List Screen

The open list screen shot shown below has several actions available. Moving from left to right on the screen shot and top to bottom the actions as follows:

Active List Name: At the top right in the black line is a direct link to the active list – the list currently in use. Use this link to return to the list on any screen.

Account Profile: Located on the top far right, these codes are related to acquisitions and should be ignored.

Actions: This drop-down menu allows access to print, export, move and delete (titles) functions as well as branch and fund code reports. Select the desired function and click the APPLY button. Not all functions in this list apply to Broward County's use.

List: Drop-down menu which allows users to add titles to new or existing lists. Select titles and choose the appropriate list and click the button.

Grid Template: Drop-down menu which allows users to apply grids to lists. The New Grid option applies only one line and will require the user to use the drop down boxes to fill in the required information. **This should be used in rare circumstances only.** There will be up to 3 additional grids listed based on the different areas of the collection. There will be an adult grid, a juvenile grid and a reference grid. For example: *CP Adult Print, CP Juvenile, and CP Reference.*

Global Qty: This can be used to populate quantities for all titles in a list. Because users will be sharing lists the global quantity should not be used for anything other than personal lists before being merged or for individual ordering purposes.

Displaying Results: Page numbers for multiple page lists will show here with links.

Display: Bullet either Brief or Expanded display. Expanded display should be used if users need to see notes.

Sort Order: Use the drop-down menu to arrange the list by date, author, etc. Simply selecting an option will initiate the sort function.

Check boxes and +/- signs: These are located on the left side of the screen by each title on a list and next to the QTY box at the top of a list. The +/- signs indicate if a grid has been applied to a title. Click there to open or close grids. If a + sign appears at the top of the list, near QTY then clicking there will open all grids on that specific page.

QTY: This reflects all titles on order for all branches and fund codes for a specific title.

Title, Author, Format: Users may click on these options for more specific information.

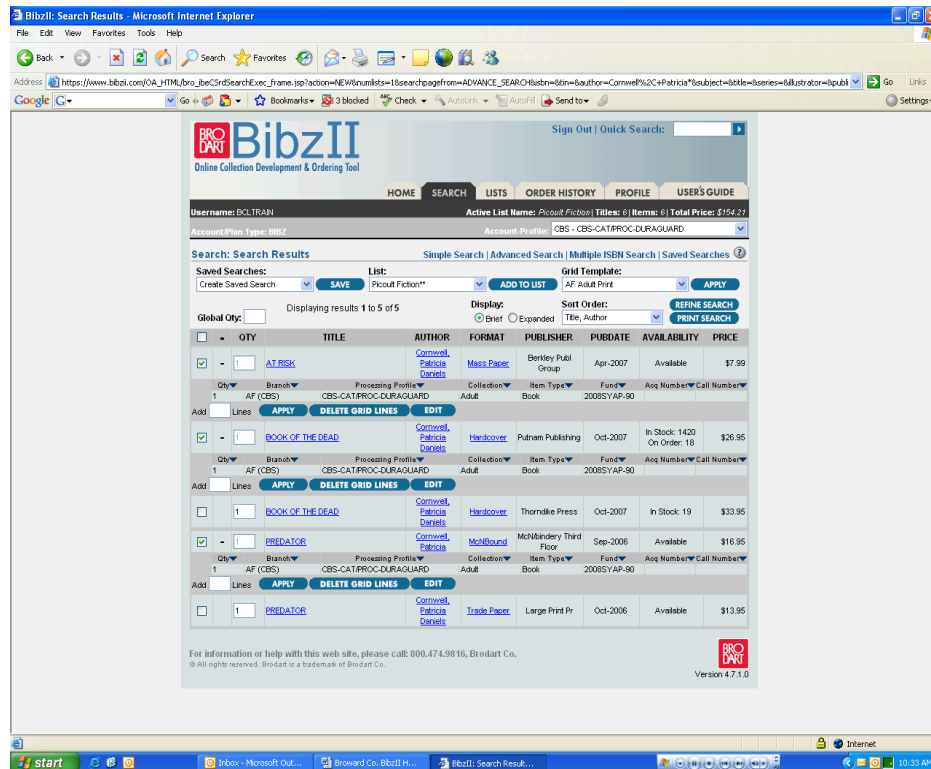
Publisher, Pub Date, Availability and Price: These are shown for user convenience.

APPLYING AND EDITING A GRID TO A TITLE OR AN EXISTING LIST

There are two ways to apply grids in BIBZII. The first option is applying the grid after doing a search before adding to a list, and the second option is applying the grid after the title has been added to a list.

Applying a Grid to a title after doing a search

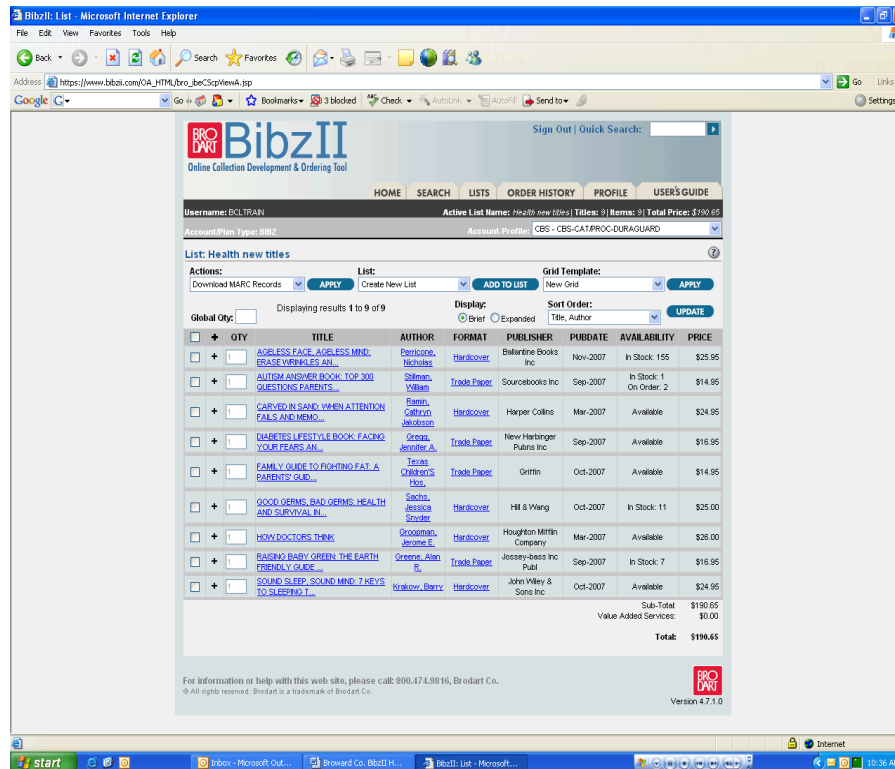
1. After doing a search select the title(s) by checking the box to the left of the title.
2. Select the appropriate grid in the drop-down Grid Template box and then click the  button to the right.



NOTE: After the user has selected the title and applied the Grid, the title(s) must be saved to a list. Follow the instructions on page 5 how to create a list.

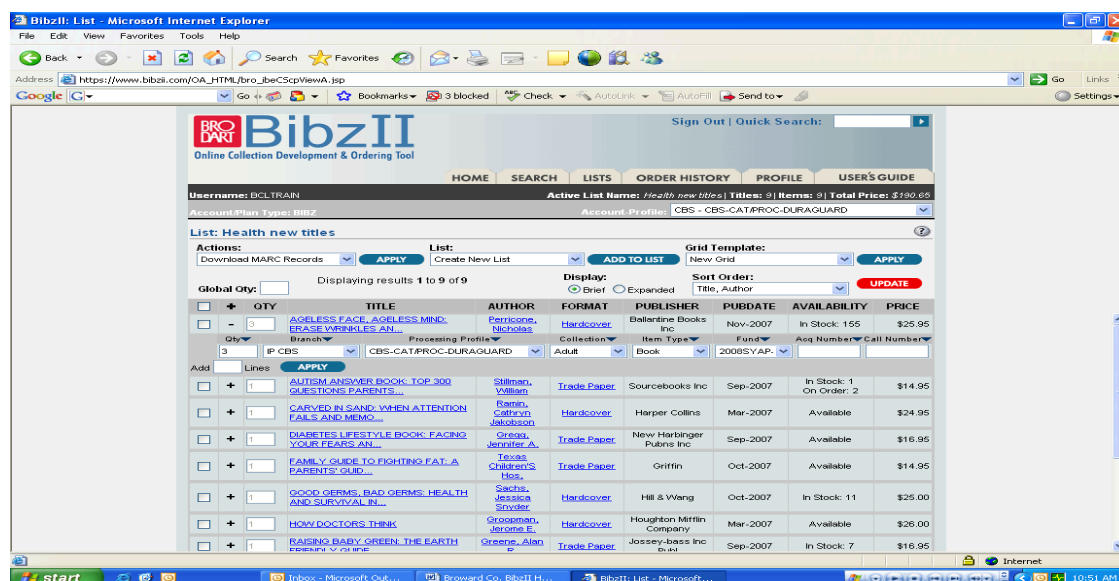
Applying a Grid to a title that is already on a list

1. Click on the **LISTS** tab and select the desired list. Open the list and check the box to the left of the titles. If the user wants to apply a grid to the entire list, check the box to the left of the +/- at the top of the list.
2. Select the appropriate grid in the drop-down Grid Template box and then click the **APPLY** button to the right.



Editing quantities to an existing grid that has already been applied to a title

1. Find the title that needs to have the quantity updated.
2. Click on the + sign to open the grid. Scroll to the bottom of the grid and click the button.
3. Type in the desired quantity and click to add the information. The grid will close automatically.
4. Click on the next title you are interested in and proceed back to the first step.



NOTE: Do not enter quantities in the global quantity box at the top right of the list and do not enter quantities in the box on the title display/information page.

SHARING A LIST

Example: Replacement Lists to be shared to the ROC, or lists to be shared to another user

Users need to share lists with the ROC so the orders can be placed. These would include Replacement Lists. Users can also create lists to be shared with other users.

Sharing a List

1. Click on the **LISTS** tab and go to the **My Lists** section of the List Manager screen.
2. Click on the **Status** for the list you wish to share – **Not Shared** or **Shared** hyperlink.
3. Select specific users from the drop-down box.
4. Choose **FULL** level of user access. Users can have Read-Only, Quantity Update, or Full access to lists.

Read-Only: Can create personal lists, cannot add/delete titles. View only access.

Quantity Update: Can create personal lists, can update quantities for assigned funds and apply grids, cannot add/delete titles

Full: All of the above plus change quantities/grids and add/delete titles

5. Click the **APPLY** button to change the entry in the Status field.

NOTE: To make a list unshared change the Access Level to NONE for all users who currently share the list. Remember to click the **APPLY** button.

Closing and Opening a List

In BIBZII this is referred to as Locking or Unlocking a list.

1. To do this check the desired list to alter and choose **Lock** or **Unlock Selected List** from the List Manager Action drop-down box.
2. Click the **APPLY** button. A locked list will display without a text box and an unlocked list has a white background. Only the creator and administrators can Lock or Unlock lists.

Moving Titles to/from a Shared or Not Shared List

1. Open the desired list and check the titles to be moved (note if using grids the list must be expanded prior to moving titles) and select another list to move them to from the **Add to List** drop-down box.
2. Choose **Move Selected Titles** from the drop-down box of the Actions drop-down menu.
3. Click the **APPLY** button. The chosen list will display with the titles relocated there. Those titles will no longer appear in the original list.

Copying Titles to/from a shared or Not Shared List

1. Open the desired list and check the titles to be copied (note if using grids the list must be expanded prior to copying titles) and select another list to copy them to, or create a new list from the **Add to List** drop-down box.
2. Click the **ADD TO LIST** button. The chosen title(s) will be copied to the list that was selected. Those titles will still appear in the original list.

Deleting Titles

1. Open the desired list and check the titles you wish to remove.
2. Go to the drop-down Actions menu and choose **Delete Selected Titles**.
3. Click the  button to remove the titles from the list.

ADDITIONAL LIST ACTIONS

In the List Manager (accessed from the List tab) screen there is a drop-down box named List Manager Actions. There are several options available for users to work with one or more lists. They are as follows:

Copy a List

Check a list to copy and choose Copy Selected List from the List Manager Actions drop-down menu. Click . Fill out the pop-up with the name of the new copy and select Notes to transfer and/or quantities and other details (grids if used) if applicable. Click . The New list appears in My Lists. **Note quantities and grids lines and notes will be merged if the check boxes are marked. Note that the original lists are not deleted when doing a copy.**

Compare Lists

Check the lists to be compared. Choose Compare Selected Lists from the List Manager Actions drop-down menu. Click . This action will bring up duplicate titles as well as break down what is on the first vs. the second list.

Checking for Duplicates

Check the list to be checked for duplicates. Choose Dupe-Check List from the drop-down menu of the List Manager Actions and click  to activate the process. The screen will display the first duplicate title, the entry from the list you are checking and entries from all other lists that match. Dupe-Check looks for matching ISBNs not titles.

Merge Selected Lists (2 or more lists)

Check the lists to be merged. Choose Merge Selected Lists (2 or more lists) from the List Manager Actions drop-down menu. Click . Fill out the pop-up with the name of the new list and select Notes to transfer and/or quantities and other details (grids if used) if applicable. **Note quantities and grids lines and notes will be merged if the check boxes are marked.** Click . The New list will appear in My Lists. **Note that the original lists are not deleted when doing a merge.**

OTHER FUNCTIONS

Printing a List

In the Open List screen, select brief or expanded display and choose **Generate Print Friendly Page** from the Actions drop-down box. Click the  button. This will

open a new page with a printer friendly version of the list. Print as usual.

Branch/Fund Reports

Open the appropriate list, select Generate Branch & Fund Report from the Actions drop-down menu. Click . The list can be printed or exported to Excel.

Excel Lists

In the Open List screen, select **Generate Excel** from the drop-down box of the Actions drop-down menu. Click . This will open a new window which should then be saved as usual.

Users Guide – Accessing Help

Click on the User's Guide tab on the right side of the Home page to access the searchable user's guide. Click the  located on the top right side of the page to gain access to context sensitive help related to the User's Guide page currently being viewed.

TROUBLESHOOTING AND HELPFUL HINTS

Speak with Kelly first. Then we can send more complex questions to the ROC staff.

Users should contact the appropriate staff member at the ROC with questions, concerns and problems.

Sharon Adkins - Adult Print

Kathy Olson - Audio Books

Mary Lee Richter - J/YA Print

However, there are some issues that may arise that can be addressed in the following manner:

- **Application Error Message:** This may appear for a couple of different reasons.
 - If users have navigated through the pages using the browser buttons (back/forward) rather than the directives within BIBZII itself an error message may occur. Solution: Try to use BIBZII directives but if the message appears try REFRESH on the browser and Retry. In some cases users may be kicked out of BIBZII. If this happens, return to BIBZII as though logging in to use the database.
 - This message may come up while trying to complete functions in the Actions menu within a list or the List Manager Actions on the List tab page. In this case go to the top menu of your Internet Browser and select Tools then Internet Options. Click on the delete cookies, temporary files, etc...button and clear out that area. Then click on the Settings button right next to the Delete button that was used to clear the cookies. Make sure "Every time I visit website" is checked and click OK.

This will probably close out BIBZII. Return to the page and login as normal. This may need to be done periodically.

- **Do Not Use the Back Button**
- **Use the F11 Key to expand the screen size so you can view more titles in a search**
- **BibzII times out after 90 minutes of inactivity.**

A

B

a

b

e/f

c/d