



Mandarin OasisTM

Library Automation System

Daily Use Handbook

This handbook explains routine library tasks using Mandarin Oasis. It is designed to supplement Oasis training by providing simple, step-by-step instructions for common procedures in Circulation and the Catalog, as well as daily maintenance tasks that should be performed only by an authorized administrator.

Mandarin Library Automation, Inc.

P.O. Box 272308
Boca Raton, FL 33427-2308
<http://www.mlasolutions.com>

Technical Support:

Hours: 24 hours a day, 7 days a week
Toll-free: (800) 426-7477
Phone: (561) 995-4010
Fax: (561) 995-4065
E-mail: support@mlasolutions.com

Customer Service:

Hours: Monday through Friday
8:30 a.m. to 5:00 p.m., Eastern time
Toll-free: (800) 426-7477
Phone: (561) 995-4010
Fax: (561) 995-4065
E-mail: custserve@mlasolutions.com

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GETTING STARTED WITH OASIS

This Daily Use Handbook guides you through routine library tasks using the Mandarin Oasis library management system. This handbook is designed to supplement training by providing simple, step-by-step instructions for common procedures in Oasis Circulation and Catalog (Chapters 1 and 2). It also includes daily maintenance tasks that should only be performed by an authorized administrator (Chapter 3). For detailed instructions on the procedures included in this handbook, as well as procedures not included in this handbook, refer to the Mandarin Oasis Users Guide and the Oasis online Help.

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STARTING OASIS

Patrons and library staff can launch Oasis by entering the Web address in their browser's address bar or clicking a link provided by the library. When Oasis is launched, the Catalog page displays.

The Oasis interface has two modes: Patron Mode and Librarian Mode. Patron Mode only allows the viewing and searching of records in the Catalog. Librarian Mode allows access to library functions such as Record Editor, Circulation, Group Editor, Inventory, and Reports. The level of access for each of these functions is granted in Group Editor; see Chapter 3 of the Oasis Users Guide for information.

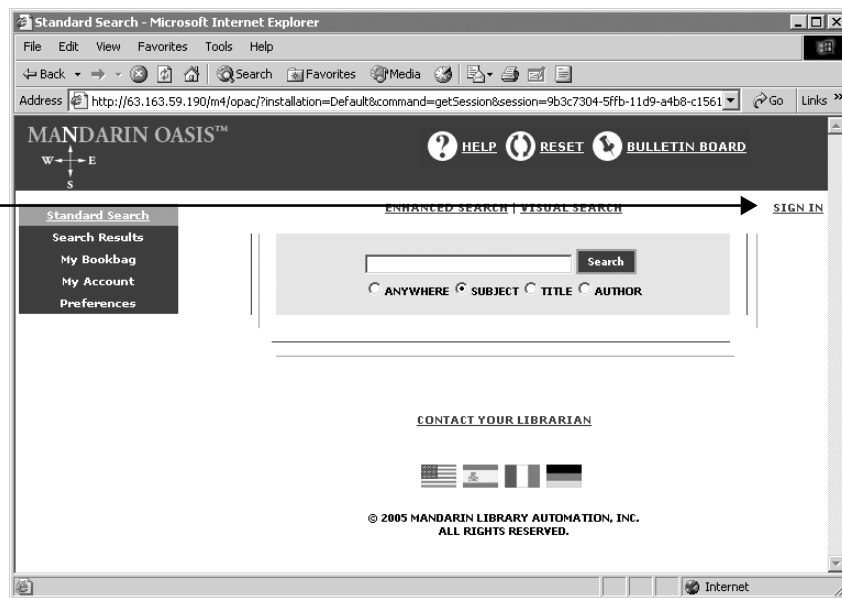
Patron Mode

If a patron signs in to Oasis, or if no one signs in, the interface displays in Patron Mode with only the Catalog page visible, as shown in Figure 1. In this mode, no data can be modified.

2 Getting Started with Oasis

FIGURE 1

Tip: Click the **Sign In** link to sign in to Oasis.



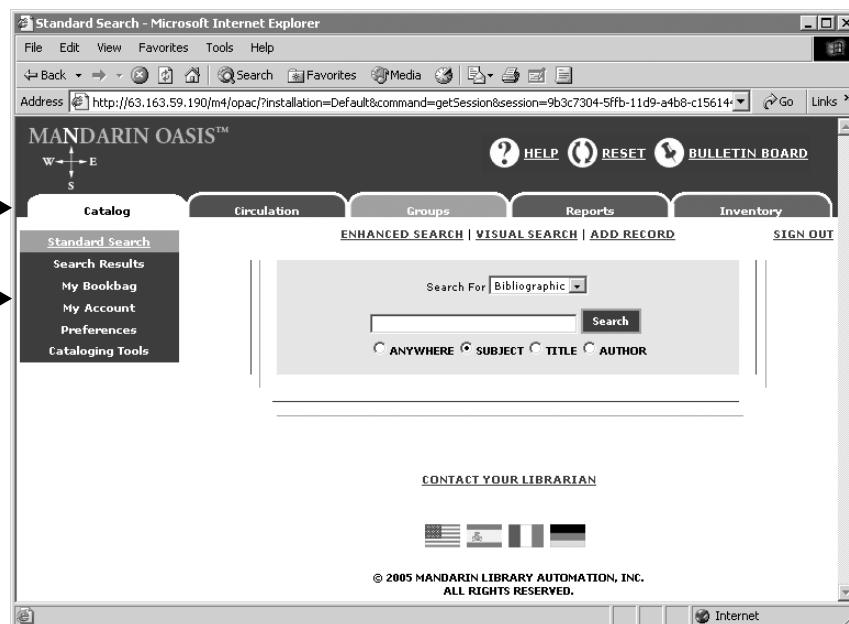
Librarian Mode

When someone signs in to Oasis with librarian or administrator rights, Oasis displays the tabs and side menu options for all library functions that person has permission to access, as shown in Figure 2.

FIGURE 2

Tabs

Side menu



Online Help

Online Help, which provides instructions on performing tasks in Oasis, is available throughout Oasis by clicking the Help link at the top of the page. To properly view the Help, Java™ desktop software is required. For a free download, go to <http://www.java.com>.

USING CIRCULATION

For detailed instructions on these procedures and procedures not included in this chapter, refer to the Oasis Users Guide or the Oasis online Help.

This chapter describes:

- How to sign in and use the Circulation features
- How to select a Circulation database
- How to use the Transactions menu
- How to search for an item or patron
- How to view patron and item status
- How to loan items and change a due date
- How to returns items, including quick returns and in-house circulation
- How to record items as lost, damaged, “claimed returned,” or “claimed never had”
- How to renew, reserve, and hold items
- How to process fine payments
- How to run circulation reports

GETTING STARTED

1. Launch Oasis, then click the Sign In link that appears on the right side of most pages in the Catalog.
2. Type your login name and password, then click Sign In. Oasis displays all of the library functions that you have permission to access.
3. Click the Circulation tab at the top of the page. This displays the Circulation page (Figure 3).

NOTE: If you need to ensure privacy, click Sign Out when finished with your session.

4 Using Circulation

FIGURE 3



- **Circulation side menu** – Contains options for conducting transactions, recording payments, configuring the schedule, docking the side menu right or left, clearing the display, and changing the system date.
- **Patron pane** – Displays information about the selected patron. The type of information displayed in this pane is customizable, but typically contains data such as the patron name, ID number, address, phone number, and current transaction information.
- **Item pane** – Displays information about the selected item. As with the Patron pane, the type of information displayed here can be customized, but typically contains data such as the call number, title, author, and current transaction information.

NOTE:

On-screen Help, which provides detailed instructions on performing a variety of tasks, can be accessed by clicking the Help “?” icon at the top of each page.

CIRCULATION BASICS

Selecting a Circulation Database

Your Oasis system may offer several databases from which you can circulate items. If so, you can select a different database in the Current Database list at any time.

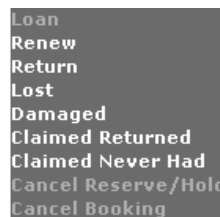
Using the Transactions Menu

The Transactions menu allows you to quickly loan, return, and renew items; mark items as lost, damaged, claimed returned, or claimed never had; and cancel a reserve, hold, or booking.

To access the Transactions menu:

1. Display the item(s) you want to process. They can be displayed in the Patron or Item pane. (To search for recent transactions, click Library Transactions in the side menu.)
2. Select the check box by each desired item. To select all items in that pane at once, select the check box at the top of the check box column.
3. Hold your mouse over the words Patron Transactions or Item Transactions, depending on which pane you are using. This displays the Transactions menu (Figure 4).

FIGURE 4



4. Click the transaction type you want to perform.

Searching for an Item or Patron

1. In the Barcode box, type a patron or item name, then press ENTER. This displays the Search Results page.
2. Click the desired patron or item barcode. This returns you to the main Circulation page and displays the patron or item.

NOTES:

- If you are in Loan, Reserve, or Booking mode and searching for an item, there must be an active patron in the Patron pane.
- If you are in Loan, Reserve, or Booking mode and searching for a patron, and another patron already appears in the Patron pane, click Clear Display in the side menu.

Viewing Patron and Item Status

Status mode provides information on open and closed transactions for patrons and items. By default, it lists the following information:

- Patrons – Current and/or historical statistics for loans, holds, reserves, and fines.
- Items – Current and/or historical statistics for loans, holds, reserves, bookings, fines, and in-house usage.

To view the status of a patron or item:

1. In the side menu, click Status.

***Note:** The information displayed may have been modified by your system administrator.*

2. In the Barcode box, scan the patron or item barcode, or type it and then press ENTER. This displays a record in the Patron or Item pane, depending upon the type of code you entered. If there are any open transactions for this patron or item, they display under Transactions.
3. To view the status of another patron or item, enter a different barcode in the Barcode box.

CONDUCTING TRANSACTIONS

Loaning Items

1. In the side menu, click Loan.
2. In the Barcode box, scan the patron barcode, or type it and then press ENTER.
3. In the Barcode box, scan the item barcode, or type it and then press ENTER. Repeat this step for each item you want to loan.

Changing an Item's Due Date

1. Display the item in the Circulation window.
2. Under Transactions, click the due date. This displays a dialog box with the date and time.
3. Change the date and time as desired, then click OK.

Returning Items

1. In the side menu, click Return.
2. In the Barcode box, scan the item barcode, or type it and then press ENTER. Repeat this step for each item you want to return.

Tip: Using the Transactions menu saves time if the patron is returning more than one item; see "Using the Transactions Menu" on page 5.

Quick Returns

This method is used for situations such as bookdrop returns when the patron is not present. It does not display patron messages.

1. In the side menu, click Quick Return.
2. In the Barcode box, scan the item barcode, or type it and then press ENTER. Repeat this step for each item you want to return.
3. When finished, select another transaction mode in the side menu to exit Quick Return.

In-House Circulation Returns

This method is used to return items left on tables and desks after in-library use.

1. In the side menu, click In-House Circulation.
2. In the Barcode box, scan the item barcode, or type it and then press ENTER. Repeat this step for each item you want to return.
3. When finished, select another transaction mode in the side menu to exit In-House Circulation.

When a Patron Has Lost or Damaged an Item

When an item is returned and recorded as damaged, a fine is attached to the patron's record. Use the Transactions menu to record items as lost or damaged; see "Using the Transactions Menu" on page 5.

When a Patron Claims an Item as Returned or Never Had

If a patron claims to have returned the item, or claims to have never had the item, use the Transactions menu to record this; see "Using the Transactions Menu" on page 5.

Renewing Items

Tip: Using the Transactions menu saves time if the patron is renewing more than one item; see "Using the Transactions Menu" on page 5.

1. In the side menu, click Renew.
2. In the Barcode box, scan the item barcode, or type it and then press ENTER.

NOTE: If the item is overdue, an overdue message displays. You can:

- Click Override to ignore the message and continue with the transaction.
- Click Cancel to stop the transaction.

Reserving or Holding Items

A hold is applied when the requested item is currently checked into the library and is therefore available; a reserve is applied when the item is currently checked out.

1. In the side menu, click Reserve.
2. In the Barcode box, scan the patron barcode, or type it and then press ENTER.
3. In the Barcode box, scan the item barcode, or type it and then press ENTER. This reserves or holds the item.

Notes:

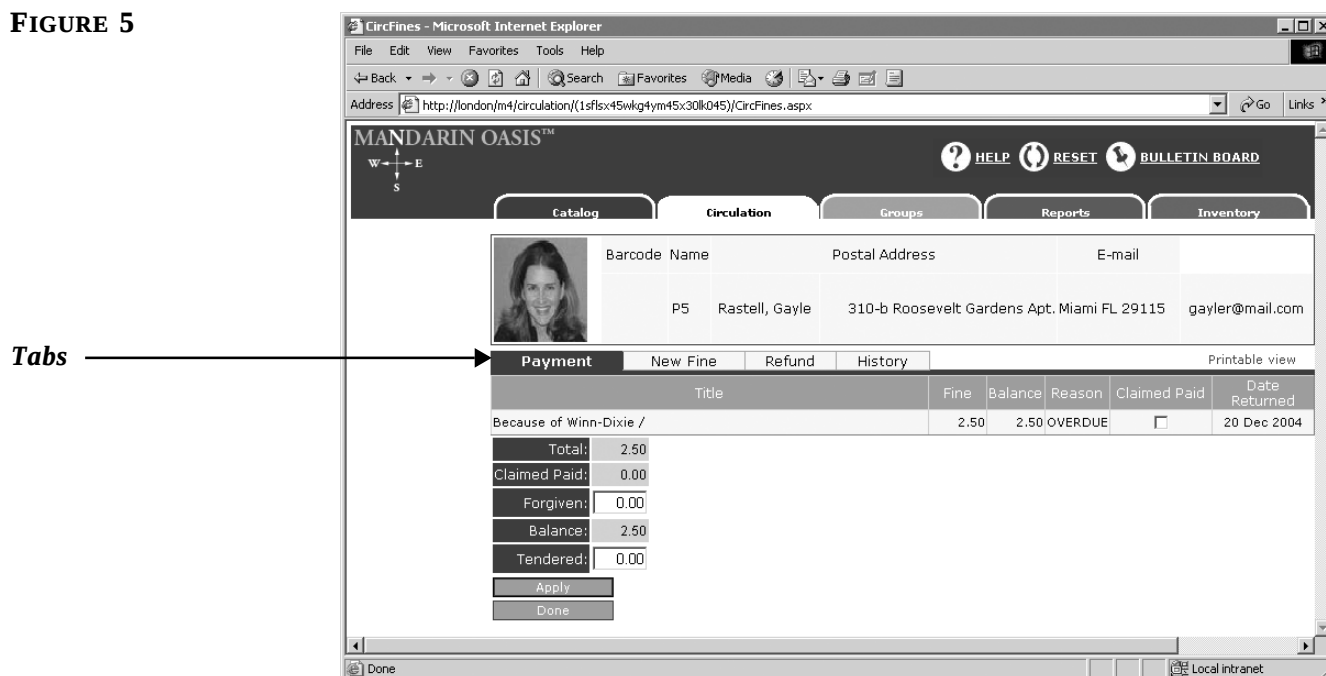
- You cannot reserve or hold a deleted item.
- You can cancel a reserve or hold by using the Transactions menu; see "Using the Transactions Menu" on page 5.

PROCESSING FINE PAYMENTS

Before you can process a payment or forgive a fine, the overdue item must be returned or claimed as lost or damaged (see “Returning Items” on page 6).

1. In the Barcode box, scan the patron barcode, or type it and then press ENTER.
2. In the side menu, click Payment. This displays the Payment page (Figure 5), which lists the patron’s fine(s).

FIGURE 5



This page has four tabs:

- **Payment** – If the patron is paying the fine, type the amount of currency received in the Tendered box. Click Apply.
NOTE: If the patron claims that he or she previously paid a fine, click the History tab to review the payment history. If you want to record that this fine was previously paid, select the Claimed Paid check box by that item. This reduces the Balance amount accordingly.
- **New Fine** – If you want to add a new fine, type the amount of the fine. The new fine will be added to the fines listed in the Payment tab. Click Apply.
- **Refund** – If you want to apply a refund, type the amount of the refund. Click Apply.
- **History** – Use this tab to view payment history. When finished, click Done.

RUNNING CIRCULATION REPORTS

With Oasis, you can easily run reports to monitor your library's status and activity. You must have Adobe® Reader® installed to view the reports.

1. Click the Reports tab at the top of the page. This displays the report generator.
2. In the list, select the type of report you want to create. Several pages of questions will follow, allowing you to narrow down the exact type of report you need.
3. On the Submit Report page, type a name for the report in the Report Name box. If you want to receive a notification when the report is ready, type your e-mail address in the E-Mail Address box.
4. Click Submit Report. This displays the Report Results page. Your report will be listed in the Report Queue while it is processing. When it is ready for viewing, it disappears from the Report Queue and appears in the Report Results.
5. To view the report, do one of the following:
 - In the Report Results list, click the report name. This opens the PDF report.
 - If you indicated an e-mail address in step 3, you will receive an e-mail notification when the report is ready. Click the link provided in the e-mail to open the PDF report.

For more information about the options on this page, refer to the Oasis Users Guide.

SEARCHING THE CATALOG

For detailed instructions on these procedures and procedures not included in this chapter, refer to the *Oasis Users Guide* or the *Oasis online Help*.

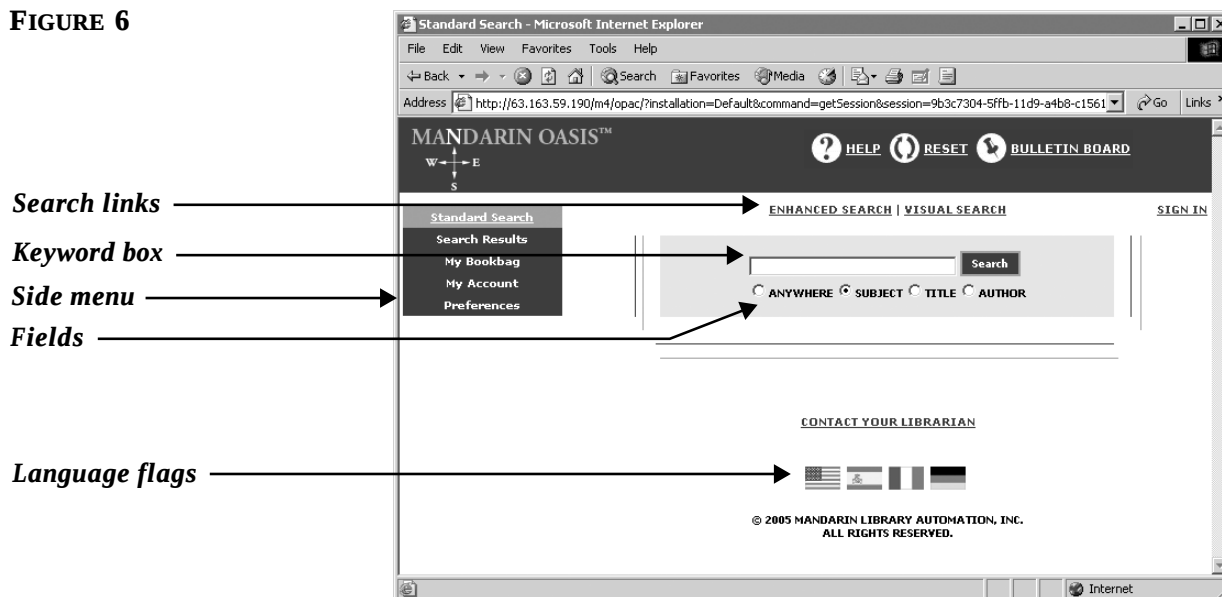
This chapter describes:

- How to sign in to the Catalog
- How to select search preferences
- How to conduct Standard, Enhanced, and Visual searches of your library's holdings
- How to work with search results
- How to obtain details about a record
- How to use the My Bookbag feature
- How to use the My Account feature

GETTING STARTED

When you launch the Catalog, the default search page displays (the Standard Search page is shown in Figure 6). Some features may have been modified or disabled by your system administrator.

FIGURE 6



- **Search links** – Allow you to access the other search types. The three default search types are Standard, Enhanced, and Visual.
- **Keyword box** – Allows you to type one or more keywords for which to search.
- **Catalog side menu** – Contains links for several Catalog functions.

- **Fields** – Allow you to specify the field you want to search.
- **Language flags** – Allow you to select a different language for the Catalog display. This does not affect the language of the information in the database

Signing in to the Catalog

In order to perform tasks that require the Catalog to identify you (such as accessing your saved Bookbag, using My Account, or reserving items), you must sign in. To do so:

1. Click the Sign In link that appears on the right side of most pages in the Catalog.
2. Type your login name and password, then click Sign In. Oasis displays all of the library functions that you have permission to access.

NOTE: When finished with your session, click Sign Out or Reset to ensure your privacy.

Preferences

The Preferences page allows you to choose which databases you want to search (if additional databases are available). You can also choose whether you want cover images to display next to items in the Results and Bookbag pages (if cover images are available and your system administrator has enabled this option).

1. Click the Preferences link in the side menu. This displays the Preferences page.
2. Under Search Databases, select the database(s) you want to search.
3. Under Display Cover Images, click Yes or No.
4. Click Submit.

HOW TO SEARCH THE CATALOG

The Catalog offers three different search methods: Standard, Enhanced, and Visual. Tips for conducting a Standard or Enhanced Search are provided below; Visual Search is described in “Visual Search” on page 15.

Search Tips

If you’re conducting a Standard or Enhanced search, you’ll first need to decide which field(s) you want to search. The Standard Search choices are described below; Enhanced Search may include other field choices.

Anywhere (All Fields)

Searches all indexed fields of the bibliographic record including the author, title, subject, notes, and publisher fields. This is usually the easiest type of search, but it produces the most hits. For example, if you search for ROCK, the results list could include items about rock music and rock collecting, titles of works containing the word rock, and more.

Author Field

Searches for works by a particular author. Type the author's name in any order (for example, TWAIN MARK or MARK TWAIN). If the item you are looking for is not a book (for example, a video), it may not have an author; try a Title or Subject search.

Title Field

Searches for an item's title. Leading articles (a, an, the) are not needed. A title search works best if you are looking for a specific item and know the exact title. If you are not sure of the exact title, try a Subject search.

Subject Field

Searches for items about a particular subject. This search is most useful if you know the type of information you are looking for, but don't know the title or author's name. To search for a person's name as a subject, type the name in any order (for example, TWAIN MARK or MARK TWAIN).

Advanced Search Tools

A search may produce a long list of items including many items you do not need. To help alleviate this problem, you can restrict the number of items retrieved by using advanced search tools.

Operators

Tip: If you are conducting a Standard Search, be sure to type operators in capital letters. In an Enhanced Search, operators are selected from a list.

- AND finds records containing both search terms (for example, **water AND skiing**).
- OR finds records containing either or both of the keywords. For example, **dog OR cat** returns records with the term **dog**, the term **cat**, or both terms.
- NOT finds records that contain the first search term but not the second. For example, **pet NOT cat** will return all instances of the word **pet** when **cat** is not found in the record.
- You can also use more than one operator in a search. For example, **pet NOT cat OR dog** will return all instances of the word **pet** when neither **cat** nor **dog** is found in the record.

Wildcard

The wildcard question mark (?) serves as a substitute for a character. For example, the search **wom?n** will return both **woman** and **women**.

Phrase searching

Quotation marks (" ") limit the results to those entries in which the query appears as a complete phrase. For example, **Martin Luther King** finds all records containing the words **Martin Luther King** as adjacent terms. Without the quotation marks, your results include all records with the words **Martin**, **Luther**, and **King** anywhere in the record.

Truncation

An asterisk (*) added to the end of a word will search for all versions of a root word. Searching for **cat*** will return the word **cat** as well as **catatonic**, **catalog**, **category**, etc. The truncation asterisk should be used selectively as it may retrieve words that are not relevant to the search.

STANDARD SEARCH

Standard Search uses keyword searching, which looks for any instance of your search term(s) in the bibliographic record. You may enter one word or several. The order of your search terms will not affect the results.

1. If Standard Search is not already active, click the Standard Search link. This displays the Standard Search page (shown in Figure 6).
2. Type one or more keywords in the keyword box.
3. Below the keyword box, select the field in which you want to search (such as Title or Author).
4. Click Search.

Note: This feature may have been disabled by your system administrator.

NOTE: If no matches are found, the Index Browser page displays. This page lists the indexed entries for the field in which you are searching and takes you to the closest alphabetical match for your keywords. Double-click an entry to search for it.

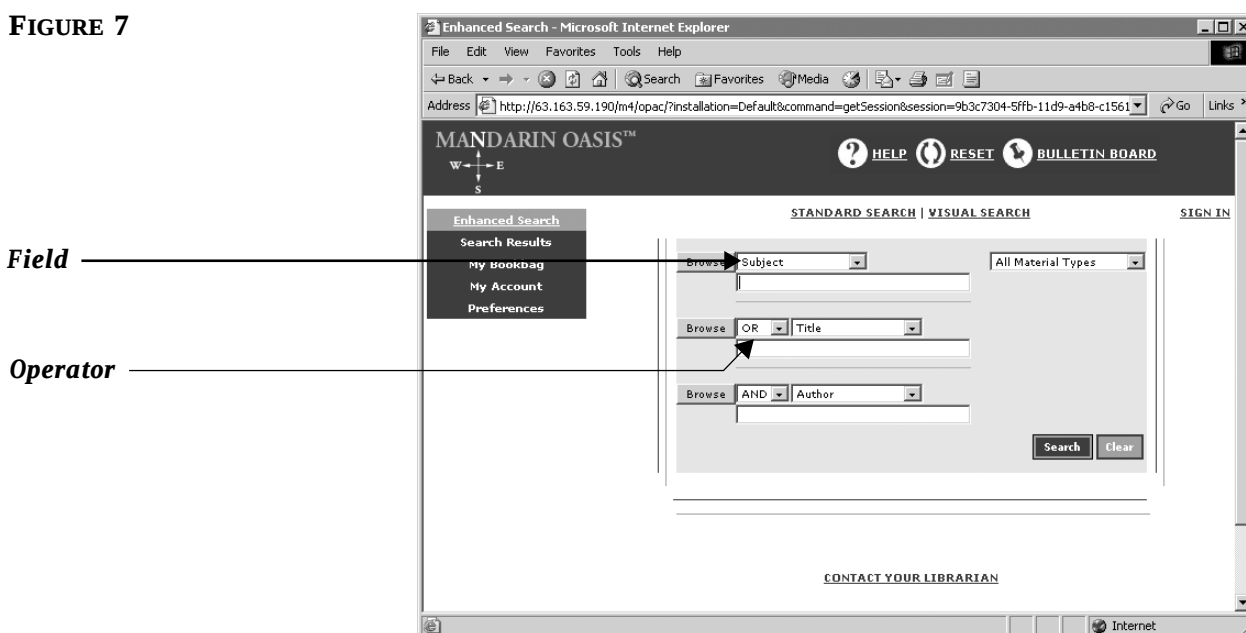
The Results page (shown in Figure 9) displays the list of search results. See “Working with Search Results” on page 16 for details on your options in the Results tab.

ENHANCED SEARCH

This is a more advanced search method that offers search flexibility and options. You can enter simple or complex keyword search queries, and use index browsing.

1. If Enhanced Search is not already active, click the Enhanced Search link. This displays the Enhanced Search page (Figure 7).

FIGURE 7



14 Searching the Catalog

Tip: You can also click **Browse** to select a search term from a list of the indexed entries for the selected MARC field.

Note: This feature may have been disabled by your system administrator.

2. Type your search query into one or more of the three keyword boxes. To use different indexes or Boolean operators, select a different index or operator in the appropriate list.
3. Limit your search by selecting a material type (such as Book or DVD) in the Material Types list, if desired.
4. Click Search.

NOTE: If no matches are found, the Index Browser page displays. This page lists the indexed entries for the field in which you are searching and takes you to the closest alphabetical match for your keywords. Double-click an entry to search for it.

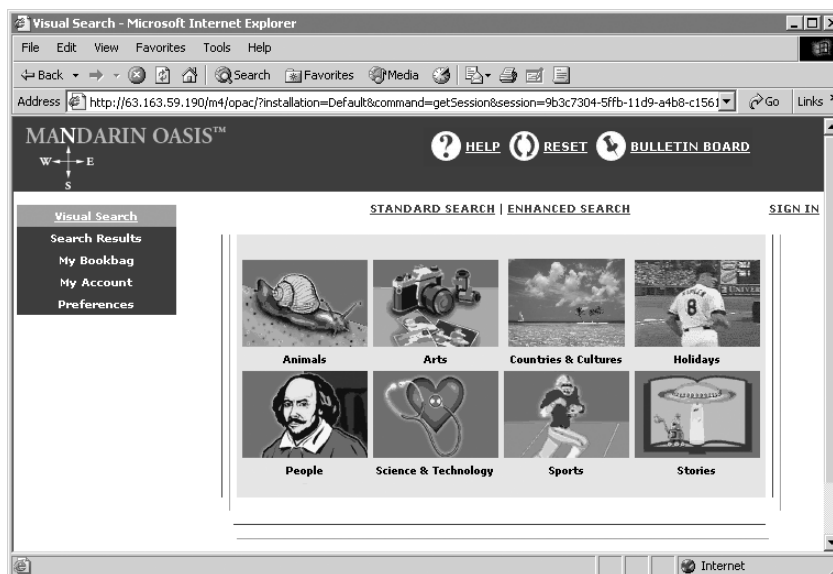
The Results page (Figure 9) displays the list of search results. See “Working with Search Results” on page 16 for details on your options in the Results tab.

VISUAL SEARCH

This is an easy point-and-click graphical search method. Click colorful buttons to narrow your search from a broad topic to a more defined sub-topic, ultimately reaching search results.

1. If Visual Search is not already active, click the Visual Search link. This displays the Visual Search page (Figure 8), which contains a menu of topics.

FIGURE 8



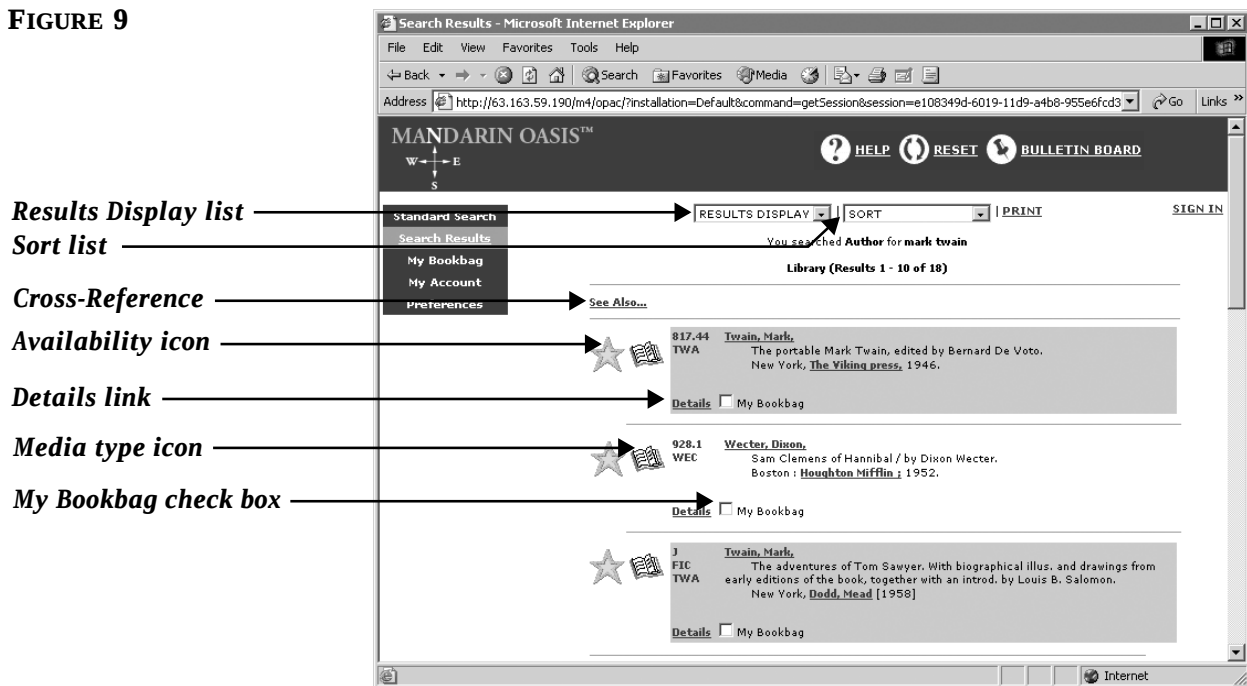
2. Click a topic. This either opens a sub-menu page or launches an external Web page.
3. If a sub-menu page appears, continue clicking the desired topics (narrowing the search) until you reach the last menu level. This launches a search query and displays the search results on the Results page (Figure 9). (If you click a link component, it will launch a Web page instead of a search query.)

See the next section, “Working with Search Results,” for details on your options in the Results tab.

WORKING WITH SEARCH RESULTS

Once a search query is sent, the Results page appears (Figure 9) listing all the records matching the query.

FIGURE 9



Tip: You can click any link in the record to conduct a related search. In Figure 6, the links shown for the author and publisher would launch a search for other titles by this author or publisher.

The Results page displays a maximum of 10 brief records at a time. To view the rest of the results list, click the horizontal scroll bar or any of the navigation links at the bottom of the page. The options available on the Results page are described in the following sections; these options may have been modified by your system administrator.

Changing the Display Format

To select a different format for the records displayed, select a display format in the Results Display list.

Sorting the Record List

To sort the records displayed by a different sort formula, select a sort order in the Sort list.

Printing Search Results

To print the Results page, click the Print link. On the page that displays, click Print.

Determining Availability

To determine an item's availability, refer to the color of the square or star-shaped icon next to the record. Green signifies available and red signifies unavailable.

If you are searching at a library with multiple sites, a star-shaped icon indicates that the item can be found at the local site; records located at other sites will have a square icon. At a single-site library, the icon will always be a square.

Viewing Record Details

To view more information about a specific record, click the Details link. This opens the Details page containing the expanded bibliographic record and item location information. See "Obtaining Details about a Record" on page 17 for more information.

Adding Records to the Bookbag

To add specific records to the Bookbag for later viewing, printing, or e-mailing, select the corresponding My Bookbag check box. To view the contents of the Bookbag, click the My Bookbag link in the side menu. For more information on the Bookbag, see "Using the Bookbag Feature" on page 18.

Returning to the Search Page

To return to a blank search page, click the Search link at the top of the side menu (the link will be Standard Search, Enhanced Search, or Visual Search, depending on the type of search you last performed).

OBTAINING DETAILS ABOUT A RECORD

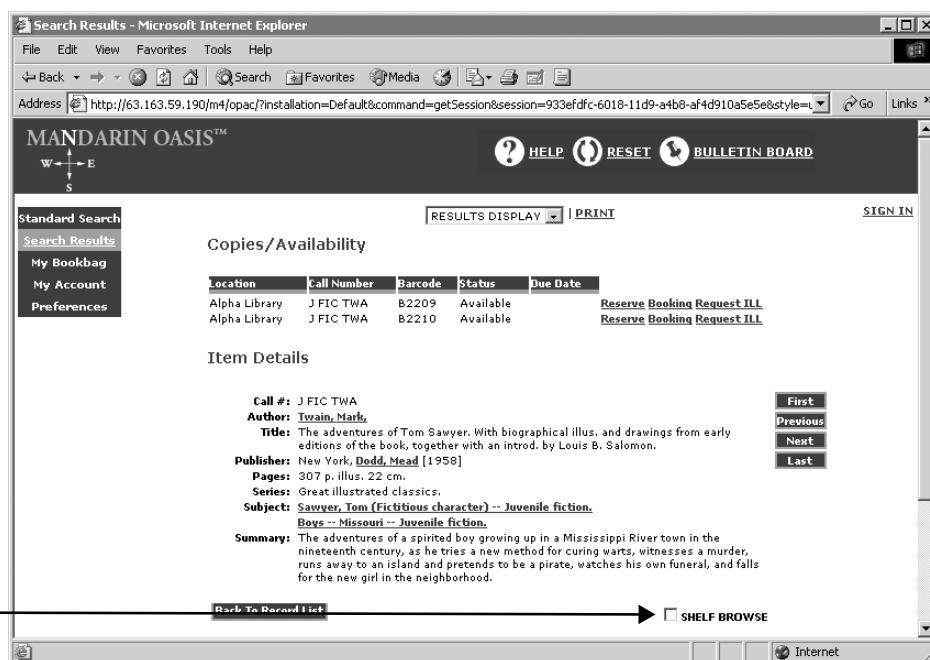
The Details page (Figure 10) provides item details as well as information on the number of and availability of copies.

FIGURE 10

Note: Your system administrator may have disabled some of the options shown here.

Tip: Under **Item Details**, click a link to conduct a related search. The links shown here for **Author** and **Subject** would launch a search for other titles by this author or in this subject.

Shelf Browse check box



Tip: You can click First, Previous, Next, or Last to access other records in the search results without having to return to the Results page.

The Details page is accessed from the Results page (Figure 9) by clicking the desired item's Details link. The options available on the Details page are described in the following sections; these options may have been modified by your system administrator.

Changing the Display Format

To select a different format for the records displayed, select a display format in the Results Display list.

Printing the Details

To print the Details page, click the Print link. In the Print dialog box, change settings if desired, then click Print.

Reserving Items

You must be signed in to the Catalog and have the proper permission in order to reserve items; for instructions on signing in, see "Signing in to the Catalog" on page 12.

1. Under Copies/Availability, click Reserve. (If multiple copies are available, click the Reserve button that corresponds to the desired copy.)
2. On the confirmation page, click OK.

Using Shelf Browse

Shelf Browse allows a patron to find records with call numbers similar to that of the displayed record. This is similar to looking at items to the left or right of a selected copy on a library shelf.

1. Select the Shelf Browse check box below the record (shown in Figure 10).
2. After the page refreshes, you can click Previous or Next to move backward or forward in shelflist order.

Returning to the Record List

To return to the Results page, click Back to Record List.

USING THE BOOKBAG FEATURE

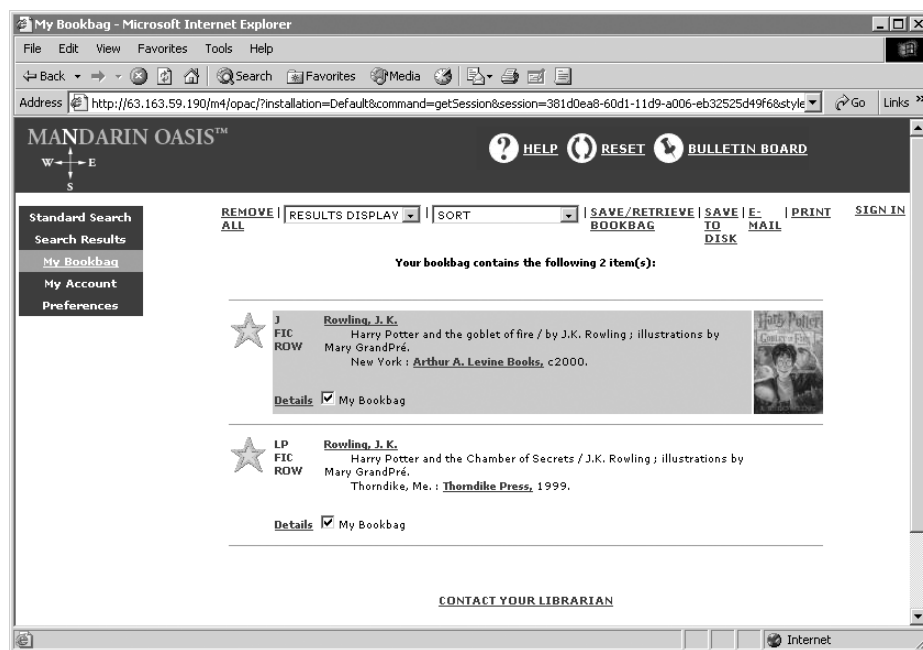
Note: The amount of time items will be saved in the Persistent Bookbag is configured by your system administrator.

The Bookbag is a place to temporarily store records during a search session. This allows you to return to the selected records for additional review or batch printing.

If your system administrator enabled the Persistent Bookbag feature, all items placed in the Bookbag will be saved between sessions if you sign in anytime during your search session. If you never sign in (or this feature is not enabled), all items in the Bookbag are deleted at the end of your search session.

To access records placed in the Bookbag during the current search session, click the My Bookbag link in the side menu. This opens the Bookbag page (Figure 11).

FIGURE 11



The following options are available on the Bookbag page.

Note: These options may have been modified by your system administrator.

- To remove records from the Bookbag:
 - To remove all records, click the Remove All link.
 - To remove one record, clear the My Bookbag check box in the record.
- To select a different format for the records displayed, select a display format in the Results Display list.
- To sort the records displayed by a different sort formula, select a sort order in the Sort list.
- To retrieve records previously saved to the Bookbag, click the Save/Retrieve Bookbag link. (If you have not already signed in, you will be prompted to do so; for instructions, see “Signing in to the Catalog” on page 12.) This displays the previously saved records and any newly added records, and will save these records for a predetermined amount of time.
- To save the records to a disk, click the Save to Disk link. In the File Download dialog box, click Save. Navigate to the location where you want to save the file. Type a name in the File name box, and then click Save. This saves the list of records as an HTML document.
- To e-mail the list of records, click the E-mail link. On the E-mail page, type your e-mail address in the To box. In the Comments box, type comments if desired, then click Send. On the confirmation page, click OK.
- To print the page, click the Print link. On the page that displays, click Print.
- To display details about a record, click the corresponding Details link.
- To return to a blank Search page, click the Search link at the top of the side menu (the link will be Standard Search, Enhanced Search, or Visual Search, depending on the type of search you last performed).

USING THE MY ACCOUNT FEATURE

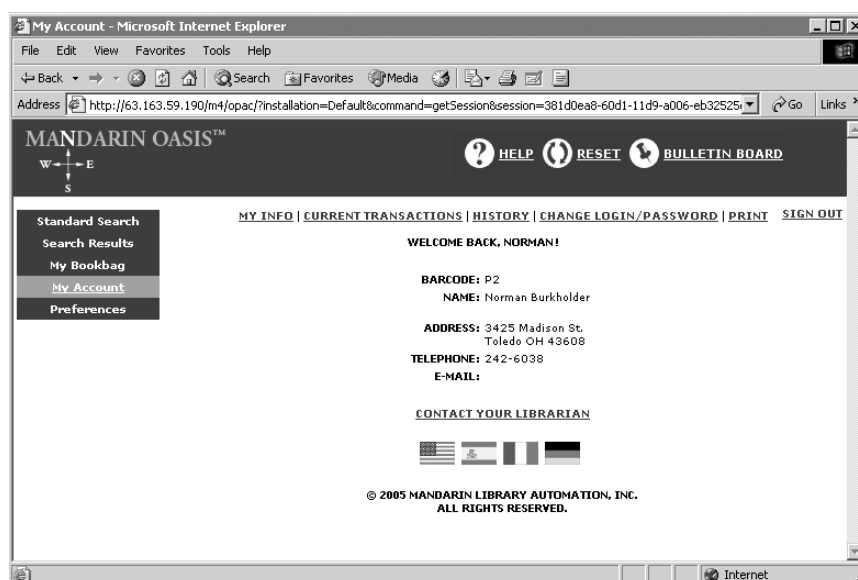
My Account is an optional feature that allows you to view information about your account. If your system administrator enabled this tab and all of its features, you can view your current transactions, past transactions, and personal information that is on record with the library. You can also renew items you have on loan as well as cancel reserve, hold, and booking requests.

Viewing Your Account Information

1. Click the My Account link in the side menu. (If you have not already signed in, you will be prompted to do so; for instructions, see “Signing in to the Catalog” on page 12.) This displays the My Account page (Figure 12).

FIGURE 12

Note: Your system administrator may have disabled some of the options shown here.



2. Click the following links to access your information:
 - My Info – Lists your personal information, such as address and telephone number, that the library has on file
 - Current Transactions – Lists your open transactions
 - History – Lists your transaction history
 - Change Login/Password – Allows you to change your login information

Tip: Click the Print link to print the page you are viewing.

Renewing Items

1. On the My Account page, click the Current Transactions link.
2. Click the Renew button that corresponds to the item you want to renew.
3. On the confirmation page, click OK.

Canceling a Reserve, Hold, or Booking Request

1. On the My Account page, click the Current Transactions link.
2. Click the Cancel button that corresponds to the item you want to cancel.
3. On the confirmation page, click OK.

MAINTENANCE

The procedures in this chapter should be performed only by an authorized administrator.

SYSTEM BACKUP INFORMATION

In order to protect your library data, it is important to perform frequent data backups. Daily backups are recommended to avoid the loss of files on the local hard disk due to disk drive failure, power outage, virus infection, accidental deletion, and other potential network problems.

The Mandarin Oasis Library Automation System does not currently provide continuous backup. A backup device, such as a tape backup, should be installed to allow backups. In addition, Mandarin recommends that your server be equipped with an automated backup system that can be used to schedule unattended backups.

BACKUP RECOMMENDATIONS

Mandarin recommends performing a daily backup after closing, and a full backup at the end of the week or before a holiday. In case of a hardware failure, a restore of a full backup followed by a restore of the latest partial backup can be completed. In case of a loss of only Oasis data, a restore of the latest partial backup can be completed.

Backups must be performed when no users are logged on the M3 server and the server is not running. To stop the M3 server:

1. On the taskbar, click the M3 Server icon. This displays the M3 Server menu.
2. Select Stop, then click All. This stops the server.
3. Perform the desired backup method. Two backup methods are explained in the following section, "Backup Methods."
4. When finished, repeat step 1. Select Start, then click All. This restarts the server.

Backup Methods

Two recommended backup methods are as follows:

- **Partial backup** – Backs up only the data that is critical to daily operation of Oasis. This entails selecting the specific location where Oasis data is stored (the default path is c:\m3 server\registry) and starting the backup. This operation completes within a few minutes, and is a reliable solution for restoring Oasis data. This type of backup does not back up the operating system or any other files on the computer. If a server failure occurred and the data on the hard disk was lost, the operating system and all applications would have to be reinstalled; Oasis would be restored from the latest backup, repairing all data and transactions. This type of backup is typically performed by a network administrator.
- **Full backup** – Backs up the entire server, including the operating system, users, security, login scripts, applications, and all Oasis data. This entails selecting the drive(s) and starting the backup. This operation may take a half hour to several hours to complete. This type of backup is typically performed by a network administrator.