**8**

Maintenance

File Management

The File Management features enable you to clear: patron type usage data, material type usage data, total checkouts to date data, data from the circulation log, data from the fine log, reserves and advance bookings.

For help performing file management tasks, see "Managing your data files" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Patron Type Usage tab

Patron type usage data tracks the number of checkouts for each patron type. The Patron Type Usage tab of the File Management window allows you to delete this data. You select a range of dates and the program clears data for the selected time period.
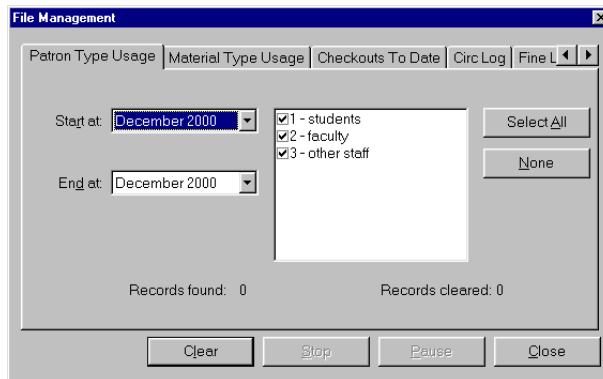
Patron Type Usage tab
At the Patron Type Usage tab, you clear the patron type usage data.

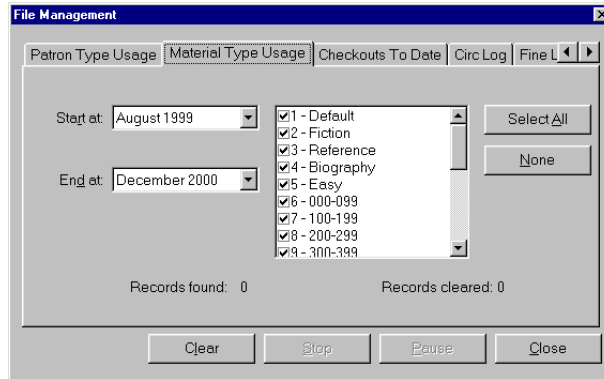This table describes the various elements in the Patron Type Usage tab.

Element	Description
Start at	Choose the starting date (month and year) of the period for which you want to clear totals. Dates are available starting from the date of the first patron type usage data in your system. Earlier dates are not available.
End at	Choose the ending date (month and year) of the period for which you want to clear totals. Dates are available starting from the date of the first patron type usage data in your system. Earlier dates are not available.
Select All	All your patron types are listed in the center of the Patron Type Usage tab. You can either select all types at once by clicking Select All, or you can individually select types to clear usage for.
None	If you want to clear only a few types, click None to select no types, then choose only the few for which you want to clear usage totals.

For more information on using the Patron Type Usage tab, see "Clearing patron type usage" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Material Type Usage tab

Material type usage refers to the number of checkouts for each material type. The program tracks and stores this information until you are ready to delete it.

The Material Type Usage tab of the File Management window allows you to delete this information. You select a range of dates and the program clears material type usage data for the selected time period.

Material Type Usage tab
At the material type usage tab, you clear the material type usage data.

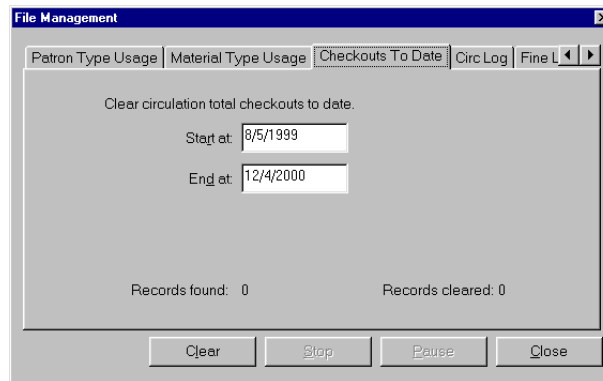This table describes the various elements in the Material Type Usage tab.

Element	Description
Start at	Choose the starting date (month and year) of the period for which you want to clear totals. Dates are available starting from the date of the first material type usage data in your system. Earlier dates are not available.
End at	Choose the ending date (month and year) of the period for which you want to clear totals. Dates are available starting from the date of the first material type usage data in your system. Earlier dates are not available.
Select All	All of your material types are listed in the center of the Material Type Usage tab. You can either select all of the types at once by clicking Select All, or you can individually select the types you want to clear the usage for.

Element	Description
None	If you want to choose only a few types to clear, click None and all types are *not* selected. Choose only the few you want to clear usage totals for.
Records found	This shows the number of records that meet your criteria.
Records cleared	This shows the number of records that were cleared.

For more information on using the Material Type Usage tab, see "Clearing material type usage" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Checkouts To Date tab

Checkouts to date data tracks the total number of checkouts. The Checkouts To Date tab of the File Management window allows you to delete this data. You select a range of dates and the program clears data for the selected time period.

Checkouts To Date tab
At the Checkouts To Date tab, you clear the checkouts to date data.

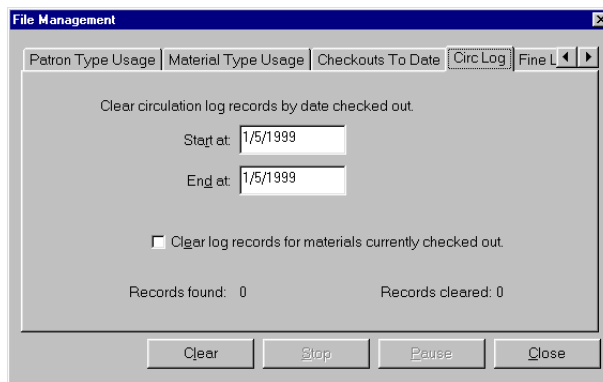This table describes the various elements in the Checkouts To Date tab.

Element	Description
Start at	Enter the month, day, and year you want to start clearing the checkouts to date. For example, 01/01/2000.
End at	Enter the month, day, and year you want to stop clearing the checkouts to date. For example, 12/31/2000.
Records found	This shows the number of records that meet your criteria.
Records cleared	This shows the number of records that were cleared.

For more information on using the Checkouts To Date tab, see "Clearing checkout totals" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Circ Log tab

The circulation log contains historical information about the circulation transactions that have occurred in your library. For a given patron it contains a history of checkouts. For a given material, the log contains a record of who has checked the item out.

The Circ Log tab of the File Management window allows you to clear data from the log. You select a range of dates and the program clears data for the selected time period.

File Management

Patron Type Usage | Material Type Usage | Checkouts To Date | Circ Log | Fine L ◄ ►

Clear circulation log records by date checked out.

Start at: 1/5/1999

End at: 1/5/1999

☐ Clear log records for materials currently checked out.

Records found: 0   Records cleared: 0

[Clear]   [Stop]   [Pause]   [Close]

Circ Log tab
At the Circ Log tab, you clear the circulation log.

This table describes the various elements in the Circ Log tab.

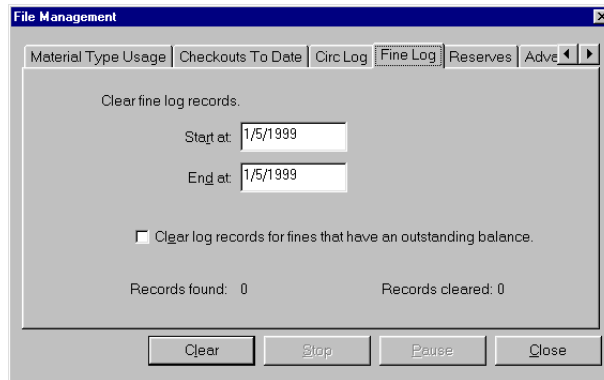| Element	Description
Start at	Enter the month, day, and year you want to start clearing the circulation log. For example, 01/01/2000.
End at	Enter the month, day, and year you want to stop clearing the circulation log. For example, 12/31/2000.
Clear log records for materials currently checked out	This option only clears the circulation log and does not remove materials that patrons currently have checked out. If you do not select this option, the materials that are still checked out are not cleared and can be viewed in the circulation log.
Records found	This shows the number of records that meet your criteria.
Records cleared	This shows the number of records that were cleared.

For more information on using the Circ Log tab, see "Clearing the circulation log" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Fine Log tab

The fine log contains the history of patrons that have accrued fines.

The Fine Log tab of the File Management window allows you to delete this data. You select a range of dates and the program clears data for the selected time period.

Fine Log tab
At the Fine Log tab, you clear the fine log.

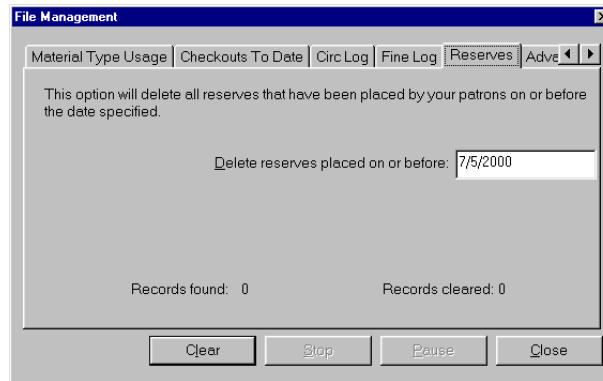This table describes the various elements in the Fine Log tab.

Element	Description
Start at	Enter the month, day, and year you want to start clearing the fine log. For example, 01/01/2000.
End at	Enter the month, day, and year you want to stop clearing the fine log. For example, 12/31/2000.
Clear log records for fines that have an outstanding balance	This option clears the fine logs only; however, the fines still exist. If you don't select this option, all fines with outstanding balances are not cleared and can be viewed in the fine log.

For more information on using the Fine Log tab, see "Clearing the fine log" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Reserves tab

The Reserves tab of the File Management window allows you to remove existing reserves. You specify a date, and the program removes all reserves placed on or before this date.

Reserves tab
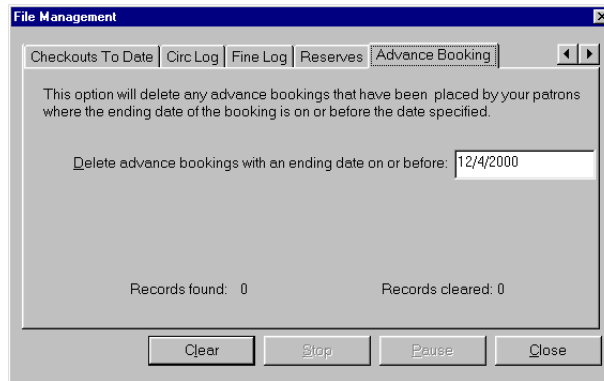At the Reserves tab, you clear all reserves placed on or before a date you specify.

This table describes the various elements in the Reserves tab.

Element	Description
Delete reserves placed on or before	Enter a month, day, and year. For example, 01/01/2000. The program will clear reserves placed on or before this date.
Records found	This shows the number of records that meet your criteria.
Records cleared	This shows the number of records that were cleared.

For more information on using the Reserves tab, see "Clearing reserves" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Advance Booking tab

The Advance Booking tab of the File Management window allows you to remove existing advance bookings. You specify a date, and the program removes all advance bookings placed on or before this date.

Advance Booking tab
At the Advance Booking tab, you clear all advance bookings that were placed on or before the date you specify.

This table describes the various elements in the Advance Booking tab.

Element	Description
Delete advance bookings with an ending date on or before	Enter a month, day, and year. For example, 01/01/2000. The program will clear advance bookings with an end date on or before this date.

For more information on using the Advance Booking tab, see "Clearing advance bookings" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

Key Word Management

A key word is a term that can be used to search for specific records in your Spectrum catalog. If a key word is turned off, a patron is unable to use that word as a search term when searching for materials in the Spectrum catalog.

You can change the status of a key word (turn it on or off), browse for a key word, and find out how many matches there are for a key word all the Set Key Word Status window.

For help performing key word management tasks, see "Changing the status of key words" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.

About the Set Key Word Status window

From the Set Key Word Status window, you can change the status of a key word (turn it on or off), browse for a key word, and find out how many matches there are for a key word. Key words are listed alphanumerically; key words that begin with numbers are listed first.
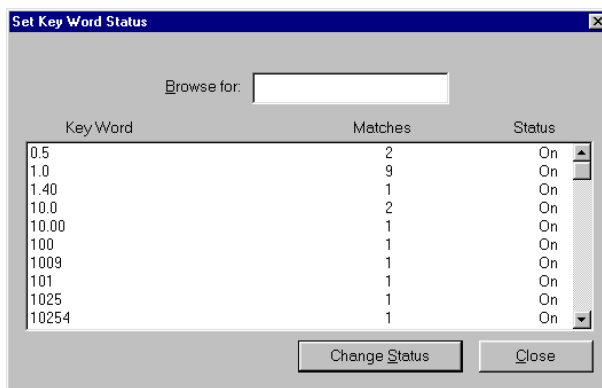
Set Key Word Status window
Use this window to view and change the status of keywords.

This table describes the various elements on the Set Key Word Status window.

Element	Description
Browse for	The program searches for the key word you enter in this box to find its matches and status. You can also use the scroll bar to browse for a key word.
Key Word	Displays the key words that are used by the Spectrum catalog for searches.
Matches	Displays the number of materials records that contain the key word.
Status	Displays the key word status as on or off.
Change Status	Changes the status of the selected keyword.

For more information on using the Set Key Word Status window, see "Changing the status of key words" in the *Maintenance* chapter of the *Spectrum CIRC/CAT User Manual*.