Your ILLiad Web: Best Practices

Logan Rath, The College at Brockport
The 5 Steps

1. Writing for the Web
2. The ILLiad Web Trifecta
3. HTML, CSS, and testweb
4. Simple Customizations
5. Tools of the Trade
Step 1.

WRITING FOR THE WEB
Your Presence Matters

Marketing & Branding

The act of connecting customers to specific promises of value.


*External*: Benefits over Features
Your Pages Should

- PROMOTE your library
- Be easy to navigate and use
- Reflect your department
- Give your users a reason to keep coming back
Must Read

Beyond Out of the Box by C. William Gee

• Eyetracking visualizations show that users often read Web pages in an F-shaped pattern: two horizontal stripes followed by a vertical stripe.
Some Relevant Findings

- Eye-tracking visualizations show that users often read web pages in an F-shaped pattern: two horizontal stripes followed by a vertical stripe.
Implications of the F Pattern

1. Users won't read your text thoroughly

2. The first two paragraphs must state the most important information
   • Even more people never make it passed the first

3. Start subheads, paragraphs, and bullet points with information-carrying words
   • Readers see the third word on a line far less than the first two
How to Write for the Web

Concise, Scannable, & Objective

A study of 5 writing styles found that web sites scored higher in usability when they were:

- Written concisely (58%)
- Text was scannable (47%)
- Objective instead of promotional style (27%)

✓ Combining all 3 resulted in 124% higher measured usability
How to Write for the Web

• Web users scan, not read, and look for key words and sentences
  • Short text, summaries, & numbers as numerals

• Avoid scrolling if possible
  • 10% of users scroll, looking for links below the fold

• Marketing fluff decreases satisfaction
  • Want speed and pictures aren’t worth waiting for
    – Graphics must be meaningful and helpful
Microcontent: Headers, Titles, Subject Lines

• Microcontent is 40-characters that explain macrocontent
  – Online, headers are often displayed out of context
    • They must be able to stand on their own
      – Guidelines for microcontent:
        • Imagine as an ultra-short abstract
        • Skip leading articles like “the” and “a”
        • First word must be an information-carrier of the concept
        • Page titles should not start with the same word
Application

Examine your ILLiad pages:

1. Could you incorporate any microcontent?

2. Do you use words that patrons understand (Article Request instead of Photocopy Request)

3. What implications does the f-pattern have for your pages?
Part 2

THE ILLIAD WEB TRIFECTA
Web Pages, Customization Manager and the DLL
CHANGES USING THE CUSTOMIZATION MANAGER
Web Interface Keys
Web Validation vs. Required HTML Fields

• Controls which fields are required
• Can be applied to any field on any form in the ILLiad Web
• Controlled by the WebValidation table located in the Customization Manager
• Site specific on shared server environment
# Web Validation

<table>
<thead>
<tr>
<th>Formname</th>
<th>Fieldname</th>
<th>Validation</th>
<th>Error</th>
<th>ErrorTag</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArticleRequest</td>
<td>NotWantedAfter</td>
<td>.+</td>
<td>Not Wanted After is a required field.</td>
<td>ERRORNotWantedAfter</td>
</tr>
<tr>
<td>ArticleRequest</td>
<td>PhotoArticleTitle</td>
<td>.+</td>
<td>Photo Article Title is a required field.</td>
<td>ERRORPhotoArticleTitle</td>
</tr>
<tr>
<td>ArticleRequest</td>
<td>PhotoJournalTitle</td>
<td>.+</td>
<td>Photo Journal Title is a required field.</td>
<td>ERRORPhotoJournalTitle</td>
</tr>
<tr>
<td>ArticleRequest</td>
<td>PhotoJournalYear</td>
<td>.+</td>
<td>Photo Journal Year is a required field.</td>
<td>ERRORPhotoJournalYear</td>
</tr>
<tr>
<td>BookChapterRequest</td>
<td>NotWantedAfter</td>
<td>.+</td>
<td>Not Wanted After is a required field.</td>
<td>ERRORNotWantedAfter</td>
</tr>
<tr>
<td>BookChapterRequest</td>
<td>PhotoJournalTitle</td>
<td>.+</td>
<td>Book Chapter Title is a required field.</td>
<td>ERRORPhotoJournalTitle</td>
</tr>
<tr>
<td>ChangePassword</td>
<td>Password1</td>
<td>.+</td>
<td>New Password is a required field.</td>
<td>ERRORPassword1</td>
</tr>
<tr>
<td>ChangePassword</td>
<td>Password2</td>
<td>.+</td>
<td>Verified Password is a required field.</td>
<td>ERRORMPassword2</td>
</tr>
<tr>
<td>ChangeUserInformation</td>
<td>EMailAddress</td>
<td>\w+@\w+</td>
<td>Email Address is a required field.</td>
<td>ERROREMailAddress</td>
</tr>
<tr>
<td>ChangeUserInformation</td>
<td>FirstName</td>
<td>.+</td>
<td>First Name is a required field.</td>
<td>ERRORMFirstName</td>
</tr>
<tr>
<td>ChangeUserInformation</td>
<td>LastName</td>
<td>.+</td>
<td>Last Name is a required field.</td>
<td>ERRORLastName</td>
</tr>
<tr>
<td>ChangeUserInformation</td>
<td>Phone</td>
<td>.+</td>
<td>Phone Number is a required field.</td>
<td>ERRORMPhone</td>
</tr>
<tr>
<td>ChangeUserInformation</td>
<td>SSN</td>
<td>^\d{9}$</td>
<td>Library ID Number is a required field.</td>
<td>ERRORMSSN</td>
</tr>
<tr>
<td>ConferencePaperRequest</td>
<td>NotWantedAfter</td>
<td>[^\d\s]</td>
<td>Not Wanted After is a required field.</td>
<td>ERRORNotWantedAfter</td>
</tr>
<tr>
<td>ConferencePaperRequest</td>
<td>PhotoArticleTitle</td>
<td>.+</td>
<td>Conference Name is a required field.</td>
<td>ERRORPhotoArticleTitle</td>
</tr>
<tr>
<td>EditArticleRequest</td>
<td>NotWantedAfter</td>
<td>.+</td>
<td>Needed By is a required field.</td>
<td>ERRORNotWantedAfter</td>
</tr>
<tr>
<td>EditArticleRequest</td>
<td>PhotoArticleTitle</td>
<td>.+</td>
<td>Photo Article Title is a required field.</td>
<td>ERRORPhotoArticleTitle</td>
</tr>
<tr>
<td>EditArticleRequest</td>
<td>PhotoJournalTitle</td>
<td>.+</td>
<td>Photo Journal Title is a required field.</td>
<td>ERRORPhotoJournalTitle</td>
</tr>
<tr>
<td>EditBookChapterRequest</td>
<td>NotWantedAfter</td>
<td>.+</td>
<td>Not Wanted After is a required field.</td>
<td>ERRORNotWantedAfter</td>
</tr>
<tr>
<td>EditBookChapterRequest</td>
<td>PhotoArticleTitle</td>
<td>.+</td>
<td>Photo Article Title is a required field.</td>
<td>ERRORPhotoArticleTitle</td>
</tr>
<tr>
<td>EditBookChapterRequest</td>
<td>PhotoArticleTitle</td>
<td>.+</td>
<td>Photo Journal Title is a required field.</td>
<td>ERRORPhotoJournalTitle</td>
</tr>
<tr>
<td>EditConferencePaperRequest</td>
<td>NotWantedAfter</td>
<td>.+</td>
<td>Not Wanted After is a required field.</td>
<td>ERRORNotWantedAfter</td>
</tr>
</tbody>
</table>
Regular Expressions

Status
- ‘Choose a Status’ is not an acceptable value
  ^(?!(Choose a Status))

Email
- Requires a valid email address format
  ^\w+@[a-zA-Z]+\.[a-zA-Z]{2,6}$
  ^\w+@(?::[a-zA-Z]+\.)+[a-zA-Z]{2,6}$
- Parton must use company or university email address
  ^[a-zA-Z0-9]+(\.[a-zA-Z0-9]+)*@sunnybeach.edu$

SSN
- 15 digit ID Number
  ^\d{15}$
- B prefix preceding 15 digit ID Number
  ^(B)\d{14}$
- 15 digit ID Number that begins with 209
  ^(209\d{12})$

<table>
<thead>
<tr>
<th>Syntax</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>^</td>
<td>Start of line</td>
</tr>
<tr>
<td>$</td>
<td>End of line</td>
</tr>
<tr>
<td>?</td>
<td>Preceding token is optional</td>
</tr>
<tr>
<td>\w</td>
<td>Word</td>
</tr>
<tr>
<td>\d</td>
<td>Digit</td>
</tr>
<tr>
<td>[...]</td>
<td>Specifies a range of characters</td>
</tr>
<tr>
<td>*</td>
<td>Match preceding token zero or more times</td>
</tr>
<tr>
<td>+</td>
<td>Match preceding token once or more times</td>
</tr>
</tbody>
</table>
Custom Dropdown

• Specifies values that apply to certain dropdown fields on the registration and change user information forms
  – Values set in the CustomDropDown table in Customization Manager.
  • Department, State and Status set by default
  • NVTGC that populates Delivery Location set by

```xml
<label for="Department">
  <span class="field">
    <span class="#ERROR name=ERRORDepartment">"</span><b>Department</b><span>
  </span>
</span>
  <select id="Department" name="Department" size="1" class="f-name" tabindex="4">
    <option name="custom" groupname="Department" selectedValue="#PARAM name=Department"></option>
  </select>
  </b></label>
```
Custom Dropdown

• Add optional dropdown values using DefaultName and DefaultValue
  
  • DefaultValue = Label Value
  
  • DefaultName = Label Name that displays on form

```html
<label for="Department">
  <span class="field">
    <span class="req"></span>
    <span>
      <select id="Department" name="Department" size="1" class="f-name" tabindex="4">
        <option name="custom" groupname="Department" selectedValue="%" defaultValue="NONE" defaultName="Pick a department"/>
      </select>
    </span>
  </span>
</label>
```

• Name must be indicated as “custom”
• GroupName = Groupname in CustomDropDown table
• SelectedValue represents default selection
Application

• Are there any fields you want to lock down?

• What are the regular expressions you’d need? (Test at http://regexpal.com/)

• What can be replaced by a Custom Drop Down?
Status Lines

• Appear on web pages to highlight special information.
  • Used to notify users of an omission on a form, an action taken (e.g., a user cancels a request), or an error on the page.

• By default, the status lines display in the ILLiad header, you can put them in other locations on your web pages.

• You can also change the text displayed for each status line in the Customization Manager.
Status Lines

ILLiad
Choose an option from the choices below.

ILLiad
Request Received. Transaction Number 66
RSS Feeds & Alerts

• Can receive feeds of Email Notifications and Web Alerts
  – Direct to a feeder or email inbox
  – Subscribe button on ViewNotifications.html and ILLiadMainMenu.html

• Preferences set in Customization Manager

• RSSAlertsTitle
• RSSNotificationsDescription
• RSSNotificationsTitle
Part 3

HTML AND CSS
ILLiad Web Overview

• Standard HTML files, server through a DLL that interfaces with SQL Server

• Compatible with any web browser that supports tables and forms
8.5 Required Form fields

<table>
<thead>
<tr>
<th>Name</th>
<th>ILLiad HTML FieldName</th>
<th>Acceptable Values (case-sensitive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Location or Site Code</td>
<td>NVTGC</td>
<td>ILL Any existing site code or delivery location</td>
</tr>
<tr>
<td>Preferred Notification Method</td>
<td>NotifyGroup</td>
<td>8.6 Only has two options: Electronic Phone</td>
</tr>
<tr>
<td>Preferred Loan Delivery Method</td>
<td>LoanDeliveryGroup</td>
<td>Hold for Pickup Mail to Address</td>
</tr>
<tr>
<td>Preferred Article Delivery Method</td>
<td>DeliveryGroup</td>
<td>Hold for Pickup Mail to Address</td>
</tr>
<tr>
<td>Preferred Electronic Delivery</td>
<td>WebDeliveryGroup</td>
<td>Yes No</td>
</tr>
</tbody>
</table>
Hiding Required Fields

1. Comment out the field tag in the HTML
   – HTML comment tag
   <!--Text you want to hide -->
2. Add a hidden field to the HTML

Example of HTML & Hidden Field

```html
<label for="NVTGC">
  <span class="field">
    <span class="#ERROR name="ERRORNVTGC">">Delivery Location</b></span>
  </span>
  <select id="NVTGC" name="NVTGC" size="1" class="f-name" tabindex="4">
    <option selected="#PARAM name="NVTGC">">ILL Office</option>
    <option value="ILL">ILL Office</option>
</select>
</label>

<form action="illiad.dll" method="post" name="Registration" class="f-wrap-request">
  <input type="hidden" name="ILLiadForm" value="Registration">
  <input type="hidden" name="NVTGC" value="ILL">
</form>
```
Test Web

All of the changes – none of the panic!

• A **Test Web folder** can use any name and is kept beneath the default ILLiad web folder location.

• **Webpath.txt** serves as an override and keep links directed within this folder
  
  – Example: If you put your test web in c:\inetpub\wwwroot\illiad\testweb, the webpath.txt file inside that folder would have one line that says c:\inetpub\wwwroot\illiad\testweb for the DLL to know where to look for those pages.
Enabling Logging

• Create a file called log4d.props on the web server:
  c:\inetpub\wwwroot\illiad.dll

• The DLL will now log to a file called:
  c:\illiad\dll\ILLiadDLL.log

• This can be edited to another name or location

```xml
<Log4d>
  <debug>true</debug>
  <categoryFactory>
    <TLogDefaultCategoryFactory/>
  </categoryFactory>
  <root>
    <priority>DEBUG</priority>
    <category>DEBUG,ROOT</category>
    <appender>
      <TLogFileAppender>
        <append>true</append>
        <fileName>c:\illiad\dll\ILLiadDLL.log</fileName>
        <errorHandler>TLogOnlyOnceErrorHandler</errorHandler>
        <layout>TLogPatternLayout</layout>
        <dateFormat>yyyy-MM-dd hh:mm:ss,zzz</dateFormat>
        <pattern>%d [%p] %c %t - %m%n</pattern>
      </TLogFileAppender>
    </appender>
  </root>
</Log4d>
```
Logging

- If you have multiple web folders (shared server or using test web), you can make a different log4d.props file in each web folder that points to another file name for that log.

- You may need to change the permissions on the c:\illiad\dll directory (to allow the Internet Guest Account (IUSR_ILLIAD or similar) to create and write to a file.

- The file may not allow you to open it while the DLL is still running. You may need to stop and restart the web server to open the file.
Disabling Logging

• To disable logging in the ILLiad DLL, rename the log4d.props file to something else (i.e. disable-log4d.props). If the DLL cannot find that file, it will not log any actions.

• Caution About DLL Logging! DLL Logging should only be enabled to aid in the diagnosis of a problem - the log files tend to get large quickly.
Authentication Scenarios

1. Patron creates new username for ILLiad
   – Patron has to remember username & password
   – ILL staff has to clear patron
   – ILL staff has to reset forgotten password

2. Patron uses campus credentials
   – AutoClear registered users
   – No managing enrollment verification
   – No password management
   – Local accounts still allowed!
Hosted Sites & Shibboleth

1. Configure EZProxy to use Shibboleth
2. Set up ILLiad in EZProxy
3. Proxy your ILLiad .dll link

* No Guest Passes Allowed (unless you have a dual-authentication portal)
Only collect what you need

If you're using remote billing, why make them submit their address?

– Better for users
– More accurate and reliable (for staff too)
– Faster, easier, better
Recap

• There are three parts to your Web pages
  – You cannot edit the DLL
  – `<#PARAMs>` are set by the CM
  – You can change the .html pages
  – ILLiad specific `<#PARAMs>` extend basic Web functionality.

• HTML and CSS are language of ILLiad

• Play in testweb first, live pages second.
Application

• Do you have any extra fields?
• Practice changing this code to a hidden field:

```html
<select name="NVTGC">
  <option selected><#PARAM name="NVTGC"></option>
  <option value="ILL">Circulation Desk</option>
</select>
```

• Is your testweb set up? Is the webpath.txt file there?
Step 4.

START SIMPLE
Branding Pages Breakdown

• Adding headers
  – logon.html and logon2.html
  – include_header.html
  – include_header_request.html

• Adding footers
  – logon.html and logon2.html
  – include_footer.html
  – include_footer_request.html

• Other aesthetics
  – Main.css
  – Print.css
The **Style** Sheets

- **main.css**
  
  - `<link rel="stylesheet" type="text/css" href="css/main.css" media="screen" />`

- **print.css**
  
  - `<link rel="stylesheet" type="text/css" href="css/print.css" media="print" />`

- **mobile.css**
  
  - `<link rel="stylesheet" type="text/css" href="css/mobile.css" media="mobile" />`
<table>
<thead>
<tr>
<th><strong>#ACTION</strong></th>
<th>Builds a link.</th>
<th><code>&lt;a href=&quot;&lt;#ACTION action=&quot;10&quot; form=&quot;21&quot;&gt;&quot;&gt;Book&lt;/a&gt;</code></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#INCLUDE</strong></td>
<td>Displays the contents of another file.</td>
<td><code>&lt;#INCLUDE filename=&quot;include_header_request.html&quot;&gt;</code></td>
</tr>
<tr>
<td><strong>#PARAM</strong></td>
<td>Displays a parameter value.</td>
<td><code>&lt;input type=&quot;hidden&quot; name=&quot;SessionID&quot; value=&quot;&lt;#PARAM name=&quot;SessionID&quot;&gt;&quot;&gt;</code></td>
</tr>
<tr>
<td><strong>#TABLE</strong></td>
<td>Displays a table.</td>
<td><code>&lt;#TABLE name=&quot;ViewOutstandingRequests&quot; headerText=&quot;Outstanding Requests&quot; noDataAction=&quot;ShowMessageRow&quot; noDataMessage=&quot;No Requests&quot; column=&quot;TransactionNumber:Transaction&quot; column=&quot;DocumentType:Type&quot; column=&quot;Title&quot; column=&quot;Author&quot; column=&quot;TransactionStatus:Status&quot;&gt;</code></td>
</tr>
<tr>
<td><strong>&lt;#ALERTS&gt;</strong></td>
<td>Displays the Alerts list.</td>
<td></td>
</tr>
<tr>
<td><strong>#LOCALINFO</strong></td>
<td>Displays a value from LocalInfo table for current NVTGC.</td>
<td><code>&lt;#LOCALINFO name=&quot;GeneralEMailAddress&quot;&gt;</code></td>
</tr>
</tbody>
</table>
# ILLiad Code to Know

| #CUSTOMIZATION | Displays a value from Customization table. | Ex. Text on web:  
By default all users are given a delivery method of  
<#CUSTOMIZATION name="WebDefaultDeliveryGroup"> |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>#Transaction</td>
<td>Displays a value from Transactions table.</td>
<td>&lt;#Transaction name=&quot;TransactionNumber&quot;&gt;</td>
</tr>
<tr>
<td>#User</td>
<td>Displays a value from Users table.</td>
<td>&lt;#User name=&quot;Address&quot;&gt; Ex. Could create link to ChangeUserInformation.html from request form to update user info.</td>
</tr>
</tbody>
</table>
Moving the Status Line

• The status line code - `<div id="status"></div>` - can be moved from the `include_header.html` file to the top of request forms, transactions summary pages, etc.
To RENEW an item, click on the Transaction Number.

### Electronically Received Articles

<table>
<thead>
<tr>
<th>Transaction</th>
<th>View</th>
<th>Size</th>
<th>Title</th>
<th>Author</th>
<th>Expires</th>
<th>Delete</th>
</tr>
</thead>
</table>

Have items from the Brockport campus? Renew them here.

### Checked Out Items

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Document Type</th>
<th>Title</th>
<th>Author</th>
<th>Due Date</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To check the status (including shipping information), click on the Transaction Number.

### Outstanding Requests

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Type</th>
<th>Title</th>
<th>Author</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UserInfo 1-5 & ItemInfo 1-5

- Flexible database fields ItemInfo1-5 and UserInfo1-5 can be used in client, on web forms, and on reports.

Sample Code

```html
<label for="ItemInfo1">
  <span class="field">
    <span class="error" name="ERRORItemInfo1">
      Restrictions on Access
    </span>
    <span class="note" name="NoteItemInfo1">
      Certain materials can only be viewed with the permission of the curator. Please see
      <a href="http://www.vothlibrary.org/Access" target="_blank">Access to the Collections</a>
      for more information.
    </span>
  </span>
  <input id="ItemInfo1" name="ItemInfo1" type="text" size="40" class="f-name" tabindex="50"
         value="" class="text">
  <br />
</label>
```
Checkboxes

Special Instructions (check all that apply)

- Table of Contents
- Title/Verse Page(s)
- Bibliography
- Accompanying Images/Plates
Radio Buttons

- Radio buttons can be edited to indicate Search Method or used to customize forms
  - Includeheader.html

```html
<div id="searchType">
  <input name="SearchType" type="radio" id="SearchTypeActive" value="Active" checked class="f-searchType" />
  <label for="SearchTypeActive">Active</label>

  <input name="SearchType" type="radio" id="SearchTypeAll" value="All" class="f-searchType" />
  <label for="SearchTypeAll">All</label>
</div>
```
Status Specific Pages

• Can create pages for specific patron types
  – Eg. Express Delivery just for faculty
• Copy, rename, and save the page you want to use
  – Eg. ArticleRequest-Faculty.html
• Update include_menu to reflect the change
  – Include_menu-Faculty.html
    » If the request options are already in the include_menu, you’ll have to replace them with the new page name

• Edit the request page to reflect desired changes
  – Also can use GenericRequest pages
Includes

• You can `<#INCLUDE>` any piece of code you need to re-use.
• Includes can be status-specific!
### Outstanding Requests

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Type</th>
<th>Title</th>
<th>Author</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>document</td>
<td>Title1</td>
<td>Author1</td>
<td>TransactionStatus1</td>
</tr>
<tr>
<td>2</td>
<td>document</td>
<td>Title2</td>
<td>Author2</td>
<td>TransactionStatus2</td>
</tr>
<tr>
<td>3</td>
<td>document</td>
<td>Title3</td>
<td>Author3</td>
<td>TransactionStatus3</td>
</tr>
<tr>
<td>4</td>
<td>document</td>
<td>Title4</td>
<td>Author4</td>
<td>TransactionStatus4</td>
</tr>
<tr>
<td>5</td>
<td>document</td>
<td>Title5</td>
<td>Author5</td>
<td>TransactionStatus5</td>
</tr>
<tr>
<td>6</td>
<td>document</td>
<td>Title6</td>
<td>Author6</td>
<td>TransactionStatus6</td>
</tr>
<tr>
<td>7</td>
<td>document</td>
<td>Title7</td>
<td>Author7</td>
<td>TransactionStatus7</td>
</tr>
<tr>
<td>8</td>
<td>document</td>
<td>Title8</td>
<td>Author8</td>
<td>TransactionStatus8</td>
</tr>
<tr>
<td>9</td>
<td>document</td>
<td>Title9</td>
<td>Author9</td>
<td>TransactionStatus9</td>
</tr>
<tr>
<td>10</td>
<td>document</td>
<td>Title10</td>
<td>Author10</td>
<td>TransactionStatus10</td>
</tr>
<tr>
<td>11</td>
<td>document</td>
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<td>TransactionStatus20</td>
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</tbody>
</table>

### Subscribe to Alerts Feed

- **System Alert 1**
  - System Alert Message
- **Status Alert 1**
  - Status Alert Message
- **Delivery/Location Alert 1**
  - Delivery Location Alert Message
- **User Alert 1**
  - User Alert Message
  - Delete
Includes

- You can <#INCLUDE> any piece of code you need to re-use.

Includes can be status-specific!
Application

• Spend some time planning out what you’d change on your pages if you could.

• What information could you collect in ItemInfo1-5 or UserInfo1-5?
Step 5

TOOLS OF THE TRADE
Notepad ++

- Free source code editor & Notepad replacement

```cpp
#include <GPL.h>
#include <free_software.h>

void notepad4ever()
{
    while (true)
    {
        Notepad++;
    }
}
```
FileZilla

- [http://filezilla-project.org/](http://filezilla-project.org/)
- Free client and server FTP solution
W3C Schools

- http://www.w3schools.com/
- Free tutorials in all web development technologies
- Fun and easy!
Pixlr

- Like a free version of Photoshop Elements
Rsizr

- [http://rsizr.com/](http://rsizr.com/)
- Resizes images
Beyond Compare

- [http://www.scootersoftware.com](http://www.scootersoftware.com)
- Compares files and folders
- Colored views and synchronizes
- Free trial
Color Cop

- [http://colorcop.net/](http://colorcop.net/)
- Free download
- Picks colors and returns hex and RGB codes
Dreamweaver

- [Dreamweaver](http://www.adobe.com/products/dreamweaver.html)
- Web development software
- Can try for lower cost or lease per year as part of the cloud
Chrome Developer Tools

- Inspect Element
- Preview Changes
- Find the right code snippet
Recap

• You can play around with the different parts of the Web Pages
• There are tools that can help you.
Application

1. Log into your ILLiad pages on your server with Google Chrome
2. Use “Inspect Element” to access your page’s source code.
3. Change colors or move code around and see what it would look like.
EXAMPLE PAGES
University of Tennessee Knoxville
University of Tennessee Knoxville
The University of Tennessee Knoxville

ILLiad Interlibrary Article Request
The University of Tennessee Knoxville

ILLiad Help
Interlibrary Loan

What is it?: Interlibrary Loan (ILL) orders the loan or photocopy duplication of materials you can't find in UT collections.

Who can use it?: Any UT faculty, staff, or student can use ILL.

What's it cost?: No charge for transactions up to $35. Your tuition and tax dollars at work. If an order is over $35, you may be asked to pay the difference.

How long does it take?: Average transaction time is 2 work weeks.

How does it work?:
- At ILLiad Home, click on the ILL tab and select the most appropriate request type.
- Search the catalog for what you need to make sure it's not in UT Collections. 1 out of 10 ILL requests are for materials in our collections.
- Submit as much information as you can per each request. The more the better. Reference librarians can assist with tricky, mysterious, or incomplete citations.
- Plan ahead. As the average turn around time is 2 work weeks, plan research accordingly.
- In a rush or thinking of more questions? Contact Interlibrary Services [974-4240] and we'll help you out.
- Check out the ILS FAQ.

How will I be notified that something's ready for pick-up or delivery?: Email!

Where do I get my stuff?:
- Loans are available for pick-up at the Hodges Library 2nd Floor Circulation Desk.
- Electronic Delivery is available by clicking on the Electronic Delivery Pick-up tab to the left.
- Library Express provides campus delivery of ILL materials not delivered electronically. Check out Library Express for more information.
- Distance Ed services ships materials not delivered electronically. Check out Distance Ed for more information.
**University of Chicago**

Library

**Already know which service you want?**

Log in: [Interlibrary Loan](#)  [Scan & Deliver](#)  [UBorrow](#)

(Log in with your CNetID or UCHAD ID)

**Unsure of which service to use?**

<table>
<thead>
<tr>
<th>Books and other media</th>
<th>Articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get it from our collections <strong>immediately</strong>: Check the Catalog or Lens.</td>
<td>Get it from our databases <strong>immediately</strong>: Check Article databases.</td>
</tr>
<tr>
<td>If not available</td>
<td>If not available</td>
</tr>
<tr>
<td>Get it from UBorrow libraries <strong>within 1 week</strong>. Keep it for 12 weeks:</td>
<td>Get it scanned from our collections <strong>within 4 business days</strong></td>
</tr>
</tbody>
</table>
Other Request

Enter information below and press the Submit Information button to send.

Describe the item you want

* Citation
Please paste any citation information you have here.

* Not Wanted After Date
(MM/DD/YYYY)

04/13/2013

Notes
Put any information here that may help us find the item, as well as any other pertinent information.

Where did you learn about this item?

Where did you find this item cited?
Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Date of the work that cited the item.

Volume number of the work that cited

Scan and Deliver Request

Enter information below and press the Submit Information button to send.
PLEASE NOTE: Scan and Deliver is a free document delivery service exclusively for University of Chicago faculty, students, and staff needing copies from material owned by our library.

*Title (Journal, Book, etc.)
Please do not abbreviate unless your citation is abbreviated.

Volume

Issue Number or Designation

Month

*Year

*Inclusive Pages
Please request only a single article or chapter on this form.

ISSN/ISBN(International Standard Serial/Book Number)
If given, this will speed request processing.

Call Number

Location

Article/Chapter Author

*Article/Chapter Title
Please request only a single article or chapter on this form.
Important Copyright Information

Warning Concerning Copyright Restrictions

Due to copyright guidelines established in consultation with University Legal Counsel, the Library will not scan more than:

- A chapter or two from a book (amounting to no more than 20% of the entire book)
- An article or two from a periodical or newspaper (amounting to no more than 20% of a single issue)

The copyright law of the United States (Title 17, U.S. Code) governs the making of the photocopies or other reproductions of the copyright materials. Under certain conditions specified in the law, library and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than in private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. The University of Chicago Library reserves the right to refuse to accept a copying order if, in its judgment fulfillment of the order would involve violation of copyright law.

In addition, staff will not copy material placed on course reserve, held in the Special Collections Research Center, or that are in microform. Staff will copy up to 75 pages of a requested item as long as this does not exceed the above copyright policy. Staff will process one chapter or article per request. Please submit requests for two articles or two chapters on separate requests.
BROCKPORT’S CHANGES
Article Link goes to:
https://brockport.illiad.oclc.org/illiad/illiad.dll?Action=10&Form=20&Value=ArticleLookup
### Electronically Received Articles

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**To RENEW an item, click on the Transaction Number.**

### Checked Out Items

<table>
<thead>
<tr>
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<th>Title</th>
<th>Author</th>
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<th>Status</th>
<th>Status Date</th>
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<tr>
<td>233425</td>
<td>Book</td>
<td>The fundamentals of creative photography /</td>
<td>Prakel, David.</td>
<td>7/22/2013</td>
<td>Checked Out to Customer</td>
<td>7/29/2013 7:12:17 AM</td>
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<tr>
<td>235041</td>
<td>Book</td>
<td>Words at work and play: three decades in family and community life /</td>
<td>Heath, Shirley Brice.</td>
<td>8/12/2013</td>
<td>Checked Out to Customer</td>
<td>6/19/2013 12:03:11 PM</td>
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<tr>
<td>235642</td>
<td>Book</td>
<td>Telling a research story: writing a literature review /</td>
<td>Feak, Christine S.</td>
<td>8/20/2013</td>
<td>Checked Out to Customer</td>
<td>7/29/2013 8:12:18 AM</td>
</tr>
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</table>

Have items from the Brockport campus? [Renew them here.](#)

**To check the status (including shipping information), click on the Transaction Number.**

### Outstanding Requests

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<tbody>
<tr>
<td>236434</td>
<td>Article</td>
<td>Dummy Request. Please Charge $24 IFM.; Dummy request. Charge $24 IFM.</td>
<td></td>
<td>Awaiting Librarian Searching</td>
</tr>
</tbody>
</table>
To request an article that you need us to obtain, please use our Reserves Article Request or Reserves Book Chapter Request form.

^Title

Notes: Put any information here that may help us find the item, as well as any other pertinent information.

Please note: When you receive the item, the link we send is only valid for 60 days. You are advised to download the PDF and then upload the item to ANGEL.

Submit Request  Clear Form  Cancel - Return to Main Menu
Physical Course Reserves Request

Enter information below and press the Submit Information button to send.

* Indicates required field

If we already have the item in the stacks, use the Library Catalog to search for the item.

Title

*Author/Editor

Place Publisher Call #

Year Edition Only? Any lang.? No

ISBN

*Needed by 08/28/2013 (MM/DD/YYYY)

Notes: Put any information here that may help us find the item, as well as any other pertinent information.

Course Information

*Course and section (e.g. ENL112.01)

*Semester (e.g. Fall 2010)

Loan Period: N/A

By submitting this request, you agree that you're following copyright. Please allow up to 1 week processing time.

Submit Request Clear Form Cancel - Return to Main Menu
form_includes folder

```html
<form action="illiad.dll" method="post" name="ArticleRequest">
    <input type="hidden" name="ILLiadForm" value="ArticleRequest">
    <input type="hidden" name="Username" value=""></input>
    <input type="hidden" name="SessionID" value=""></input>
    <include filename="form_includes/article_request.html">
    <div class="clear"></div>
    </include>
    <include filename="include_request_cited.html">
    <div class="clear"></div>
    </include>
    <include filename="include_request_buttons.html">
</form>

<include filename="include_footer.html">
```
CHANGES IN 8.6
8.6 Changes

- See the documentation for a step-by-step walk through

- Biggest change is notifications
COMMUNICATING CHANGE
Communication is Key

- Changing your pages can cause cognitive overload and general havoc. 😊

- Usability testing: All it takes is 3 people.

- Plan the change and keep people in the know.
Atlas Systems
Training and Custom Services

Contact:
Stephanie Spires
training@atlas-sys.com

CONCIERGE

You know what to expect when you contact the concierge at a hotel or resort—knowledge, expertise, speed, and the confidence of knowing everything is done right. Now Atlas offers ILLiad and Ares users that same level of service with Concierge.

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- Unlimited access to the online Video Training Library and live online classes.
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QUESTIONS & YOUR IDEAS