GCAM CATALOGING

Logging In

To begin, go to the web page http://gcam.org and in the left set of options pick catalog:

Then, you need to login. If this is someone that has cataloged before, they should log in with their username and password. Unless they are on their personal computer, the remember me box should never be checked.

Forgot my username/password

If they forgot their username or password, they can click the button "I Forgot My Username/Password" and it will ask them for an email address, which they can use to have their username and password mailed to them. After retrieving the email, then they can use it to logon.

No username/password

If they don't know if they have a username or not, then the administrator should login with their username or password. Select Edit Users. Type control-F and enter some portion of their name to search the page. If you find them and they have a password and they have a value of Catalog under Access, then tell the user what their username and password are. Otherwise, edit the user by clicking on the BLUE ID Number and follow the same procedure as ADDING A USER.

Delete	Id	User	Access	Name	Phone	Email		..ude	Password
Del	27	ctfarel	Everything	Craig Farrell		ctfarel@aol.com			

In this record, not the Blue ID number is 27. Craig has access to everything, but has no password. If he requests his username and password, the system should SET a new password for him and email it to him. (I THINK this is working.) He has Everything access so he can do anything once he logs in.

Adding a user

GCAM Add User

Id:
User:
Access: Access ▼
Firstn:
Middln:
Lastn:
Phone:
Email:
Address:
City:
State:
Zip:
Country:
Bdaymon: Month ▼
Bdayday:
Donor: ☐
Exclude: ☐
Password:
[Add User] [User List]

If the user does not already have a username, select Add User (just below Edit Users). (If you are editing a user, it will say GCAM Edit User and will already have an Id.)

User is the username. It must be unique in the system, and will give you an error if you try to add a user that already exists.

Access should be set to Catalog for a cataloging user. If the user is already in the system as a donor, the access will probably be set to Nothing.

Email should be set for password recovery.

If Donor is already checked, do not uncheck it. This means their id can be selected in the checkbook as a person donating money.

Exclude means they will not show up on the year-end donor list.

Password should be non-blank or they will not be able to login. Get them to type this in.

Click Add User (or Update User) to save your changes. Logout (upper right hand corner) and allow them to login using the username they just picked.

Picking / Assigning a Box

All cataloging is done at a box level. A user should have a box assigned to them, (or created and assigned to them) to enable them to catalog that box. While not absolutely necessary that the box be assigned to them, it is helpful sometimes to know who did the primary cataloging of a particular box.

If the box has a CAT # on it (it will say CAT followed by a number written usually by hand somewhere on the box – should be on ALL sides), then they can List Boxes, select the blue ID number to edit that particular box. This can be good if you want to change the main comment for the box or want to update the user assigned to the box. Note that box 0 is used for books on a book shelf. **NOTE: A catalog level user can only update the box row, if they are assigned to the box.** Note in the below example mfmg is the user and he can only update box 125. (Blue Edit to the right). Picking the number simply SELECTS the box so that it can be edited.

GCAM Box List

Rows Returned: 83

Id	Assigned	Comment	Location	Adult	Count	Edit
0		not in a box - TYPICALLY BOOKS			3	
127	oraclebear	Dalton DeHart Pictures			12	
125	mfmg	test 2	test loc 2		0	Edit

If the box is new, then Add a Box. Select yourself in the Assigned line to assign the box to you. Add a basic comment for the box, e.g. Books, Montrose Voice, TWT, Bug eaten, water damage, whatever you believe is pertinent to the entire box. Count and adult are set by the system. Count being the number of items currently in the box, and adult will be set to Y if ANY item in the box is flagged Adult.

GCAM Add Box

Catalog
- List/Edit Boxes
- Add a box

Rules
- List the rules

Users
- Edit User
- List my volunteer hours

Id:
Assigned: [Select User ▼]
Comment:
Location:
Adult:
Count:
[Add Box] [Box List]

Catalog Items

First, you have to pick the box that you are adding items to. Select List/Edit Boxes, and click on the BLUE ID number for the box you wish to add an item to. The box will be displayed, and Add an item to Box xxx will appear in the menu.

GCAM Box List

Catalog
- List/Edit Boxes
- Add a box
- Add an item to box 125

Id Rule Title Count Date Location Type Isbn Comment Vine Adult Rule Override Time Restricted Value

Then, you can add an item by selecting "Add an item to box xxx".

Adding an Item to a Box

Select "Add an item to box xxx" from the menu and this screen will appear. This is the main screen. The most important part of this screen is Rule. The screen will change looks based on the Rule. If there is a rule available, then you should use it. If you believe a rule should be created, then please talk to an administrator about that. There are 2 main formats, Books, and everything else. After selecting a new rule, if the screen does not refresh, please press the "Refresh Form for Rule" button to the right of the rule selection.

GCAM Add Item

Box: 125	Count:	
Rule: [Select Rule ▼]		[Refresh Form for Rule]
ISBN:		
Title:		
Author:		
Published Date:	String Date:	Published By:
Volume:	No:	Issue:
Edition:		
Restricted: Adult: ☐	Date Restriction:	
Value:		
Comment:		
MARC:		

[Insert]

Adding a book

If you select the rule to add a book, then the screen will transform to look like this:

GCAM Edit Item

Box: 125	**Count:**
Rule: Books	Refresh Form for Rule

Search by: ● ISBN ○ Title ○ Author (last,first)

Book Search

ISBN:	
Title:	
Author:	
Published Date:	**String Date:**	**Published By:**
Edition:	
Restricted: Adult: ☐	**Date Restriction:**
Value:	
Comment:	
MARC:	

Insert

When entering a book, you generally want to SEARCH for the book first, and typically this will be done using an ISBN. Make sure that ISBN (or title or author is selected if you have already searched for an ISBN). If the cursor is not already there, click on the field after "Search by: ○ ISBN ○ Title ○ Author". If you are searching for an ISBN, and the book has a UPC bar code, and you have a scanner, then scan the barcode. This should automatically enter the information and automatically search the books for you. If it enters something into the field and does not refresh the screen, or if you are typing into the field, then press Book Search. If it does not find any books or encounters an error, it will tell you that in RED LETTERS. Other information it may display before an error, is informational and may help the programmer debug issues.

If you are searching by title or author, more often than not, it will return multiple results and present you a list of books prior to the form. If you feel that one of them is the book you searched for, then select it to continue.

If it only finds a single book, then it will populate some or all of the informational fields and show you the information. If you feel it is ok, press the INSERT button to add the record.

If you cannot find the book any other way, try to find its ISBN number using a search at Amazon or just do a good search for the title and try to find the ISBN that way. If all else fails, then simply enter as much of the information as you have and press the INSERT button.

The Marc field at the bottom of the form is a computer generated list of all the information the Library of Congress knows about the book. It is not enterable by you, nor does it mean much to anyone besides the computer and the programmer.

Adding Newspapers / Periodicals

Many of our periodicals have specific rules dictating what information should be entered and with some amount of validation. For instance, the Montrose Voice was usually published on Friday, so if the published date you enter is not a Friday, it will tell you that when you try to insert /update the record. Likewise, if the publication using only issue, or only number then only those fields will be displayed. In those cases, it also REQUIRES that those fields be entered. In some cases, it may also do validation against the specific number that you enter.