

Setup Preferences

Setup Preferences

SYSTEM-A/TT



This page has been moved over to <https://support.goalexandria.com/preferences/setup-preferences/>

These are some preferences you'll want to configure as you're setting up Alexandria for the first time. After that, you won't need to change these very often.

Select the headings below for more detailed information about each Setup preference.



Email

Configure how Alexandria communicates with your SMTP server so your library can send outbound email notifications.



Localization

Set the language, dates, time zone, and currency applicable to your location.

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Language & Dates

Changing Language will require a refresh to see changes.

Language

English

Date Format

USA mm-dd-yyyy

Time

Time Zone

Local Time

Currency

Implied Decimals

2

Decimal Symbol

.

Currency Symbol

\$

Grouping Symbol

.



Terminology

Customize various terms in Alexandria to fit your library's needs.

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Modify these terms in Alexandria to suit your needs. Be aware that long terms may be cut off in various areas of the program; it's better to keep terminology short and succinct. Also, customizing a field name does **not** change its functionality. Fields such as **Community ID** and **Government ID** are expected to contain related data (they may be used for patron syncing).

Patrons

Location

Homeroom

Sublocation

2nd Location

Level

Grade

Government ID

SSN

Community ID

Student #

Reading Level

Reading Level

Optional Date

Graduation Date

Additional Contact

Parent/Guardian

2nd Phone Number

Mobile

Items

Copy Location

Copy Location

Shelving Location

Copy Shelving

Special Funds

Funding Source

Textbooks

Copy Location

Copy Location

Shelving Location

Copy Shelving



Determine how Alexandria reads patron and item barcodes.

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We recommend not changing these settings unless you have special barcode situations.

Barcode Leaders

If you are using barcodes not designed for Alexandria, you can enter leading characters that will be ignored. Otherwise, leave this field blank.

Ignore Barcode Leaders of

Follett Barcodes

If you have any items with Follett proprietary interleaved 2-of-5 barcode labels, check this box, and Alexandria will look for barcodes that are exactly 10 digits long and remove the last three (hidden) characters that Follett uses as check digits.

☐ Look for Follett proprietary interleaved 2-of-5

Check this next box to remove specified barcode leaders from the beginning of the barcode after the Follett adjustment has been made.

☐ Ignore leaders on Follett barcodes

Advanced

When scanning 13 or 14-digit barcodes, Alexandria will strip the first five characters, take the next eight digits, and ignore anything else. If **Keep the first five digits** is checked, the first five digits will **not** be stripped.

☐ Has mangled barcodes

☐ Allow "/" in patron barcodes

☐ Keep the first five digits

If you uncheck this next option, then if barcodes begin with zeros, those zeros **must** be entered in the data if they are scannable barcodes.

☒ Ignore leading zeros on barcodes

Authenticate operator and patron program access.

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Off

These settings configure the LDAP application protocol for querying and modifying directory services running over TCP/IP. Alexandria supports querying an LDAP server for the purpose of authenticating operator and patron access.

You are **not registered** for this add-on.

LDAP Domain

LDAP Server

Port

389

Allow non-SSL connections

LDAP Server Type

Windows Active Directory

Macintosh Open Directory

Base DN for all LDAP users

User ID

cn

Local ID



Set up SIP2, which makes your library more efficient with enhanced inventory and security features.

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These preferences allow you to utilize SIP2 hardware by supporting the SIP2 protocol, making your library more efficient with enhanced inventory and security features. In addition to empowering your students with self-service check in and check out, vendors can use the SIP2 protocol to check on patron or copy status.

You are **registered** for this add-on.

Hold Pick Up Location

Front Desk

Terminal Screen Message

12

Default Terminal Screen Width

255

Terminal Receipt Header

COMPanion CC Demo

Default Terminal Receipt Width

40

Terminal Password

Disable SIP2 ACS

Disable advanced error checking



Most accounts are not self-hosted, so you'll see the image below. If you are self-hosted, click the link for more information.

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Let your patrons sign in with Google SSO.

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Self Hosted

These settings are specific to the self-hosted setup and can only be accessed by district administrators.

Tired of managing yourself? Switch to [COMPanion Cloud-Hosted services!](#)

You are **not registered** for this add-on.

Web

Configure the certificates, ports, and server domain names that Alexandria uses to communicate with web browsers.

When you save changes to web settings, Alexandria will restart.

WEB SETTINGS

Archive

ARCHIVE SETTINGS