

Administration

Contents

[Dashboard](#)

[Circulation](#)

- [Circulation Tabs](#)
- [Circulation Videos](#)

[Textbooks](#)

- [Textbook Tabs](#)
- [Textbook Videos](#)

[Patrons](#)

- [Patron Tabs](#)
- [Patrons Videos](#)

[Operations](#)

- [Reports](#)
- [Labels](#)
- [Notices](#)
- [Utilities](#)
- [Import](#)
- [Export](#)

[Tools](#)

- [Sites](#)
- [Calendars](#)
- [Policies](#)
- [Security](#)

[Preferences](#)

- [Patron Preferences](#)
- [Textbook Preferences](#)
- [Circulation Preferences](#)
- [Codes](#)
- [Sounds Preferences](#)
- [Setup Preferences](#)
- [SIS Integration](#)

Overview



If you are self-hosted, see [Self Hosted](#) for the information you need.

This page will NOT be migrated to the new Alexandria Support Center and will instead be archived.

Administration Settings







Administration settings are high-level preferences intended for network administrators or IT support departments when hosting an Alexandria Controller.

See [Controller Administration](#).

Old Administration

The Administration settings are high-level preferences intended for network administrators, IT support departments, or operators with administrator-level permissions. In other words, they're advanced settings used to configure your main Data Station once and then be forgotten.

While every operator with the proper security permissions can access the Administration module, it contains settings that most operators won't be able to configure without help. An operator's access to these settings is governed by their security preferences. Your library's administrator can manage these settings in **Preferences > Security**.

 Broken image	Status	These settings allow you to perform maintenance on your library catalog and update your Alexandria program.
	Web	These settings allow Alexandria and Textbook Tracker to communicate online.
	Database	These settings allow you to set up automatic archives and database maintenance.
 Broken image	Email	These settings allow you to designate an SMTP server to use for sending emails, such as Item Overdue Notices, to patrons and/or staff.

Actions Menu

This menu appears on each interface of the administrative settings in the upper left corner. These options allow you to update to latest version, send your library data to COMPanion, log out of the program or quit the data station remotely.

Check for Updates

If there are any updates available, it will be listed here. You simply click on the version number to initiate the upgrade.

Send Data to COMPanion

If a Customer Support Representative needs your library data for troubleshooting you can easily send it to us by selecting this option and entering the Authorization Code you are provided.

Log Out

This button will log you out of Alexandria, despite if you have multiple windows open.

Quit Alexandria

This option will stop the Data Station from running and log out any active operators.

Status

This is where you can access your registration information, perform database maintenance, run or restore from archives, and update to the latest version.

Registered To: COMPanion Demonstration Library Serial Number: 8888001 Expiration Date: Oct 22, 2050 Version: 7.17.8 build 20180115 Product Codes: V7P1H1R3M3E9R2R4A3R1A5A6D99A1R5	Data Station IP: 209.210.70.32 Operating System: Mac OS X 10.11.6 Processor: 4 CPUs @ 2.5GHz Memory: 16.0GB Free Space: 73005 MB
--	---

[Restore From Archive](#)
[Archive](#)
[Restart](#)
[Database Maintenance](#)

Restore From Archive

Use this option to replace your current data folder with a previously created archive. This is useful if you need to undo a completed process such as imports or utilities.

1. Click **Restore From Archive**, this will trigger a roll-down menu.
2. From the list of **Available Archives**, select the archive date/time you would like to restore to; dates/times are listed as yyyy/mm/dd 24:00

3. Click the **Restore** button to proceed. If you no longer want to restore simply click **Cancel** to abort the process. By clicking **Restore** your current data will be replaced by that contained in the selected archive folder.
4. Check the **Delete the archived data after restoring** box to remove the selected archive from your archive directory upon successful restoration. (*optional*)

Archive

Selecting this button performs an immediate, manual archive of your database. An archive is a complete copy of your library data file. However, archives are *not* backups. The difference between a *backup* and an *archive* is that backups are made on removable media and physically stored offsite or in cloud-based storage. Archives are entirely useless in the event of a hard drive failure hence keeping an offsite or cloud backup is *highly* recommended. While the archive is running all services on the data station are temporarily disabled. We recommend running an archive before making any large-scale changes to your database, such as imports, updates, utilities, or machine upgrades.

Restart

Selecting this button will restart the Data Station remotely. During the restart duration, Alexandria services and modules will be unavailable to all operators.

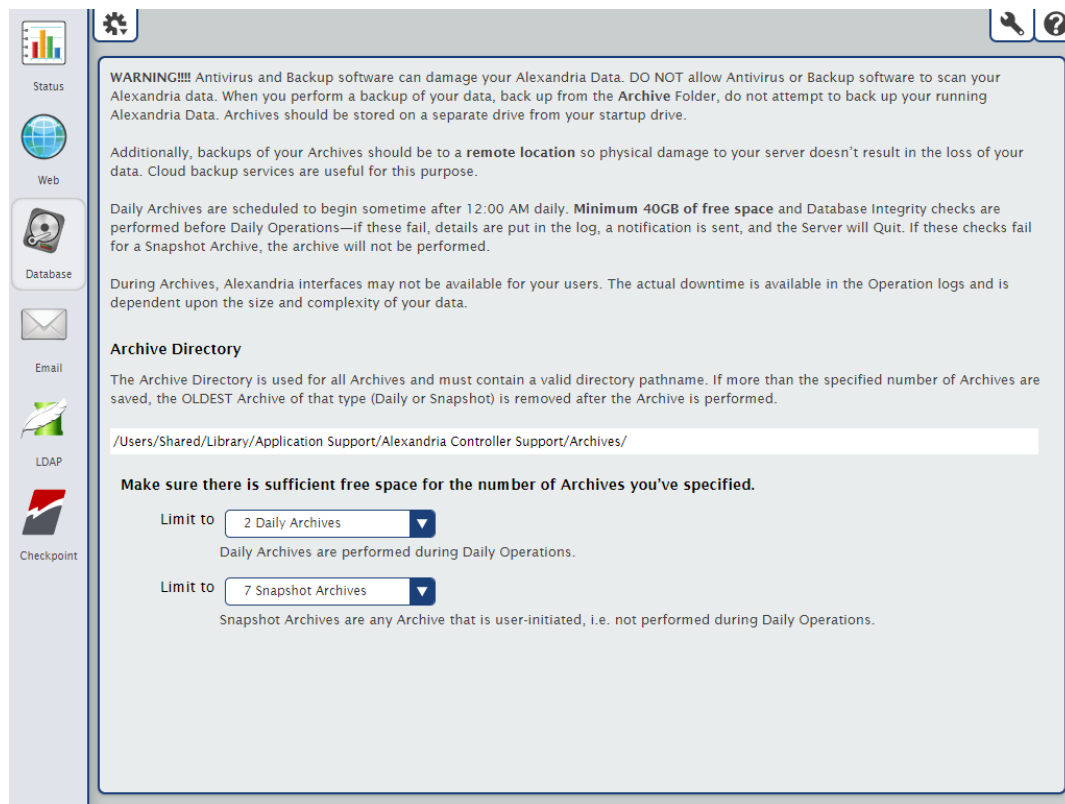
Database Maintenance

Selecting this button will examine your database files and perform patron, item, and circulation verification routines. If database damage is detected, it's automatically fixed. While maintenance is being performed the Data Station will be inaccessible. We recommend performing this maintenance *at least* once a month to keep your data in good, working order.

Database

Scheduled Archives and Database Maintenance are allocated in Database settings. These settings allow you to specify if and when automatic archives and/or database maintenance is performed. You are also able to configure the location where local archives are stored. For a Centralized or Distributed catalog these settings will apply to *all sites*. Cloud-Hosted customers don't have the database settings in the administration module because their hosted subscription includes automatic nightly archives and regular database maintenance.

Related Link: [Archive Your Data](#)



WARNING!!!! Antivirus and Backup software can damage your Alexandria Data. DO NOT allow Antivirus or Backup software to scan your Alexandria data. When you perform a backup of your data, back up from the Archive Folder, do not attempt to back up your running Alexandria Data. Archives should be stored on a separate drive from your startup drive.

Additionally, backups of your Archives should be to a **remote location** so physical damage to your server doesn't result in the loss of your data. Cloud backup services are useful for this purpose.

Daily Archives are scheduled to begin sometime after 12:00 AM daily. **Minimum 40GB of free space** and Database Integrity checks are performed before Daily Operations—if these fail, details are put in the log, a notification is sent, and the Server will Quit. If these checks fail for a Snapshot Archive, the archive will not be performed.

During Archives, Alexandria interfaces may not be available for your users. The actual downtime is available in the Operation logs and is dependent upon the size and complexity of your data.

Archive Directory

The Archive Directory is used for all Archives and must contain a valid directory pathname. If more than the specified number of Archives are saved, the OLDEST Archive of that type (Daily or Snapshot) is removed after the Archive is performed.

/Users/Shared/Library/Application Support/Alexandria Controller Support/Archives/

Make sure there is sufficient free space for the number of Archives you've specified.

Limit to Daily Archives
Daily Archives are performed during Daily Operations.

Limit to Snapshot Archives
Snapshot Archives are any Archive that is user-initiated, i.e. not performed during Daily Operations.



We strongly advise you to review these settings regularly to ensure that your archive directory is up to date and the number of archives stored is properly configured based on your needs and available disk space.

Web Settings

Self-Hosted customers will need to configure these settings before using the web modules of the program. For a **Centralized** and **Distributed** catalogs, these settings apply to *all sites*. A **Cloud-Hosted** customer doesn't have the web settings interface in the administration module because their data is hosted on a designated COMPanion server.

Alexandria uses Transport Layer Security (TLS) for secure web communications. These settings allow you to configure the certificates, ports, and server domain names that Alexandria uses to communicate with web browsers. When you save changes to this window, the Data Station will apply your new settings and restart web services.

These settings allow you to specify the configuration of SSL certificates and the ports that Alexandria uses to communicate with web browsers. When you save changes to this window, the server will restart web services and apply your new settings.

Server Domain Name	<input type="text"/>
Port ID (usually 80)	<input type="text" value="80"/>
<input checked="" type="checkbox"/> Allow Non-Secure Connections	
Alexandria uses Transport Layer Security (TLS) to provide secure web communications.	
Secure Port ID	<input type="text" value="443"/>
Private Key Password	<input type="password"/>
Verify Private Key Password	<input type="password"/>
Path to Private Key	<input type="text"/>
Path to Certificate	<input type="text"/>
Path to Chain	<input type="text"/>
SIP2 Port ID	<input type="text" value="6001"/>
<input type="checkbox"/> Use Secure SIP2 Connection	

[Generate Certificate Signing Request](#)[Create Temporary Certificate](#)

Settings

Alexandria uses Transport Layer Security (TLS) for secure web communications.



When it comes to TLS certificates, "file specifications" stand for the correct (and required) directory location, file name, and file extension (e.g. `C:\Program Data\Alexandria Support\SSL*.pem`) of your keys/certificates on the Data Station. Accurate file specifications must be provided in order for the key/certificates to be accessed.

Server Domain Name

Enter the domain name or IP address that connects to your Data Station.

Port ID

Enter the port number that Alexandria uses to access the web service. This is typically port 80 or 8080.

Allow Non-Secure Connections

Uncheck this box if you want to maintain secure web communications. (*optional*)

Secure Port ID

Enter the port number used for the secure web interface. The default is 443.

Private Key

Enter the private key password, if required. *(optional)*

Verify Private Key Password

Enter the private password again to verify it. *(optional)*

Path to Private Key

Enter the file name and location of the Data Station's private key. *(optional)*

- The file name and location may be entered or changed manually on a connected Web or Librarian Workstation, but it *must* follow the correct file specifications.
- Only certificates in PEM format are recognized. *(optional)*

Path to Certificate

Enter the file name and location of the Data Station's public certificate.

- The file name and location may be entered or changed manually on a connected Web or Librarian Workstation, but it *must* follow the correct file specifications.
- Only certificates in PEM format are recognized. *(optional)*

Path to Chain

Enter the file name and location of the Data Station's chain file.

- The file name and location may be entered or changed manually on a connected Web or Librarian Workstation, but it *must* follow the correct file specifications.
- Only certificates in PEM format are recognized. *(optional)*

SIP2 Port ID

Enter the port number used for the SIP2 communications. The default is 6001.

Use Secure SIP2 Connection

Enable this setting if you're using a Secure SIP2 Connection



PEM Format

The **PEM** format (Privacy Enhanced Mail), an early standard for securing electronic email; the PEM format is not widely adopted as an internet mail standard.

Generate Certificates

Create Temporary Certificate

This creates a temporary private key and public certificate from Alexandria's registration information then saved to the SSL folder in the Alexandria Support folder, even if the Path to Certificate that you entered is different than the SSL folder. They expire 365 days after creation.

Generate Certificate Signing Request

This creates a request for a certificate. This request can be sent to a certificate authority.



Important

The Microsoft Certificate Server is not supported. You will need to use a code signing authority such as GoDaddy™, Comodo ©, or VeriSign™.

see also [Email Preferences](#)

[Link](#)

Status

Error rendering macro 'include-content'

Couldn't find page: ALEX:Administration Status

Web

Error rendering macro 'include-content'

Couldn't find page: ALEX:Web Settings

Database

Error rendering macro 'include-content'

Couldn't find page: ALEX:Database Settings

Email



Email



[Preferences > Setup > Email](#) | [/admin > Email](#)

To send email reminders, such as the Overdue Items Notice, you will need to configure how Alexandria communicates with your library's email server. Alexandria's email system is designed to potentially cope with hundreds of emails being sent (or resent) over many machines at the same time.

Before you get started, make sure you have a valid email address on record for an administrator-level operator and your library's [site contact](#).



Unknown macro: 'multiexcerpt-include-macro'

Use Gmail As Your SMTP Server



Unknown macro: 'multiexcerpt-include-macro'



What happens if an email fails to send?

If a send fails, the next resend time is generated by adding a random value between 3 and 9 minutes, spreading out the resend times so all the undelivered email still in the "short range" period isn't sent at the same time. If a send hasn't succeeded by the end of the "short range" period, the program will generate new send times using random values between 60 and 90 minutes. If a send still hasn't succeeded after 100 hours the email is discarded and a "return-to-sender" email will be sent.