

Self-Service

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](#)

Management



this page is archived; see <https://support.goalexandria.com/tools/security/>



[Tools](#) > [Preferences](#) > [Security](#) > [Self-Service](#)

Management

Show All

SYSTEM - A/TT

COMPanion DC Demo

?

Security Groups

District Administrator (0)
Library Administrator (1)
Textbook Administrator (1)
Librarian (2)
Textbook Manager (2)
Library Staff (3)
Library Aide (4)
Bulletin Board Manager (5)
Patron (5)
Patron Limited (5)
Self-Service (5)
Student Aide (5)

+ -

Management Tools Circulation Preferences Reporting Account

Advanced Bookings

No Access

Data Station Management

No Access

Security Level

5 - Patron

Patrons

No Access

Patron Passwords

Edit

System Patron

No Access

Library Items

No Access

Library Copies

View

Textbook Items

No Access

Textbook Copies

View

Routes

No Access

Subscriptions

No Access

Default Settings

- **Advanced Bookings:** No Access
- **Data Station Management:** No Access
- **Security Level:** 5 - Patron
- **Patrons:** No Access
- **Patron Passwords:** N/A
- **System Patron:** No Access
- **Library Items:** No Access
- **Library Copies:** N/A
- **Textbook Items:** No Access
- **Textbook Copies:** N/A
- **Routes:** No Access
- **Subscriptions:** No Access

Tools
Tools

Tools > Preferences > Security > Self-Service

Show All

SYSTEM - A/TT

COMPanion DC Demo

?

Security Groups

District Administrator (0)
Library Administrator (1)
Textbook Administrator (1)
Librarian (2)
Textbook Manager (2)
Library Staff (3)
Library Aide (4)
Bulletin Board Manager (5)
Patron (5)
Patron Limited (5)
Self-Service (5)
Student Aide (5)

+ -

Management Tools Circulation Preferences Reporting Account

Inventory

No Access

Operations Management

View Personal

Authority Control

No Access

Map Editor

No Access

Explore Builder

No Access

Bulletin Board

No Access

SIF

No Access

Sites

No Access

Reviews

No Access

Default Settings

- **Inventory:** No Access
- **Operation Management:** View Personal
- **Authority Control:** No Access
- **Map Editor:** No Access
- **Explore Builder:** No Access
- **Bulletin Board:** No Access
- **SIF:** No Access
- **Sites:** No Access
- **Reviews:** No Access

Circulation

Circulation

Tools > Preferences > Security > Self-Service

Show All
SYSTEM - A/TT
COMPAnion DC Demo
?

Security Groups
District Administrator (0)
Library Administrator (1)
Textbook Administrator (1)
Librarian (2)
Textbook Manager (2)
Library Staff (3)
Library Aide (4)
Bulletin Board Manager (5)
Patron (5)
Patron Limited (5)
Self-Service (5)
Student Aide (5)

Management
Tools
Circulation
Preferences
Reporting
Account

Library Circulation
No Access

Textbook Circulation
No Access

Circulation Override
No Access

Reservations
No Access

Holds
No Access

Charges
No Access

History
No Access

Cash Drawer
No Access

In Transit
No Access

Self Service
Check In Only

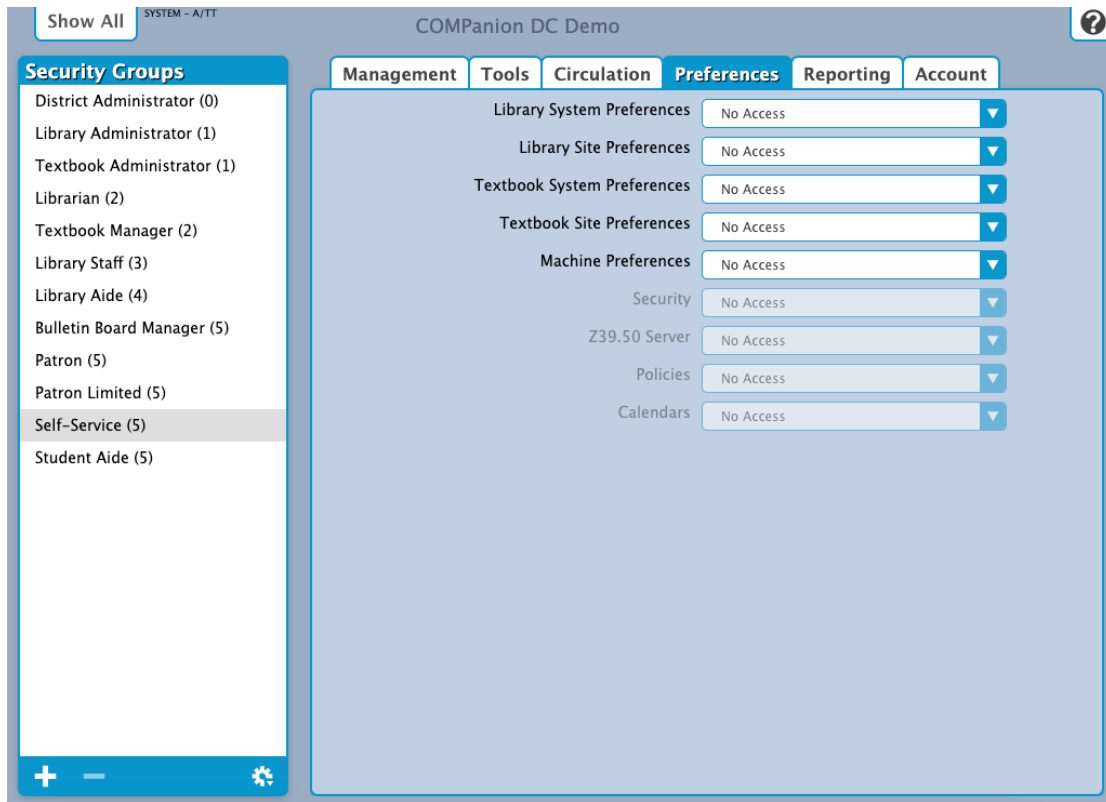
Default Settings

- **Library Circulation:** No Access
- **Textbook Circulation:** No Access
- **Circulation Override:** No Access
- **Reservations:** No Access
- **Holds:** No Access
- **Charges:** No Access
- **History:** No Access
- **Cash Drawer:** No Access
- **In Transit:** No Access
- **Self-Service:** Check In Only

Preferences

Preferences

Tools > Preferences > Security > Self-Service

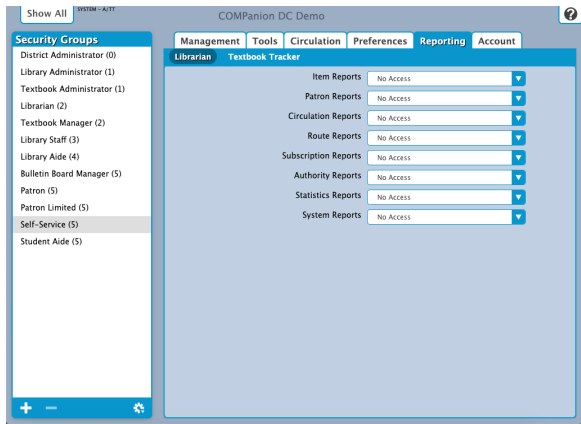


Default Settings

- **Library System Preferences:** No Access
- **Library Site Preferences:** No Access
- **Textbook System Preferences:** No Access
- **Textbook Site Preferences:** No Access
- **Machine Preferences:** No Access
- **Security:** N/A
- **Z39.50 Server:** N/A
- **Policies:** N/A
- **Calendars:** N/A

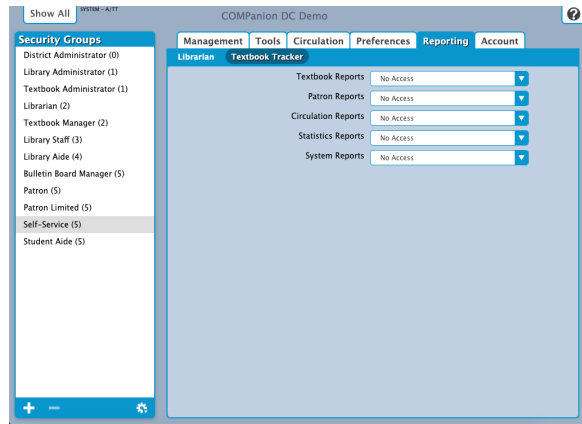
Reporting Reporting

 [Tools > Preferences > Security > Self-Service](#)



Default Librarian Settings

- **Item Reports:** No Access
- **Patron Reports:** No Access
- **Circulation Reports:** No Access
- **Route Reports:** No Access
- **Subscription Reports:** No Access
- **Authority Reports:** No Access
- **Statistics Reports:** No Access
- **System Reports:** No Access



Default Textbook Tracker Settings

- **Textbook Reports:** No Access
- **Patron Reports:** No Access
- **Circulation Reports:** No Access
- **Statistics Reports:** No Access
- **System Reports:** No Access

Account Account

 **Tools > Preferences > Security > Self-Service**

Show All
SYSTEM - A/TT
COMPanion DC Demo
?

Security Groups
District Administrator (0)
Library Administrator (1)
Textbook Administrator (1)
Librarian (2)
Textbook Manager (2)
Library Staff (3)
Library Aide (4)
Bulletin Board Manager (5)
Patron (5)
Patron Limited (5)
Self-Service (5)
Student Aide (5)

Management
Tools
Circulation
Preferences
Reporting
Account

Holds
Manage

Reservations
Manage

Patron Status
Edit Username and Password

Renewals
Perform

Reviews
Add - Requires Approval

Show Reviewer As
Full First and Full Last Name

Password Strength
None

Charges
No Access

Default Settings

- **Holds:** Manage
- **Reservations:** Manage
- **Patron Status:** Edit Username and Password
- **Renewals:** Perform
- **Review:** Add - Requires Approval
- **Show Reviewer As:** Full First and Full Last Name
- **Password Strength:** None