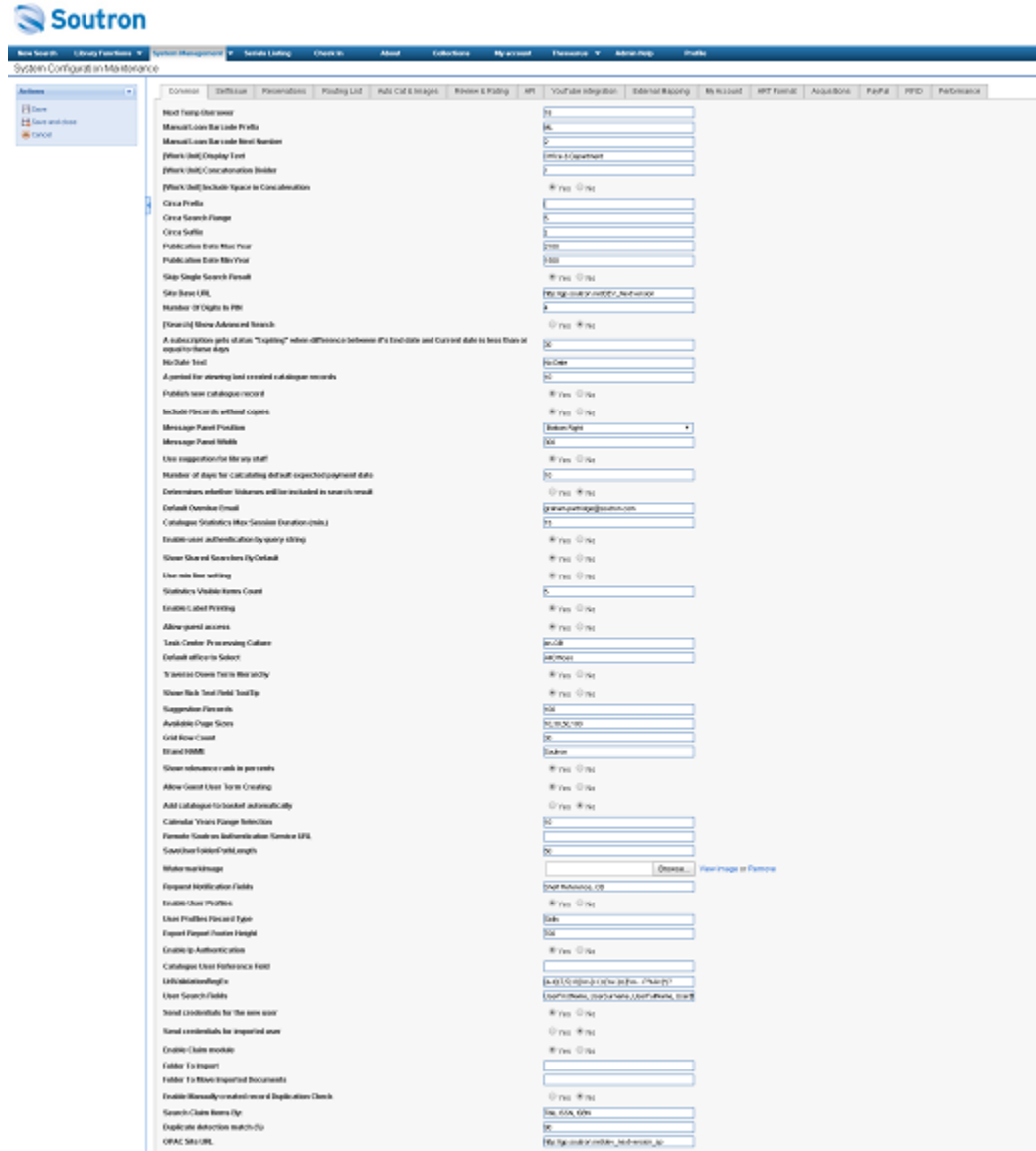


Common settings

The Common tab relates to global settings that generally apply throughout the system.

To access System Configuration Maintenance, select **System Management > System Configuration Maintenance**.

When you initially access System Configuration, the Common settings page displays as follows:



The table below explains the function of each parameter:

Setting	Function	Default value	Area of the system
Next Temp Borrower	Generates an automatic number for temporary borrowers created for manual loans	[next number]	Loans
Manual Loan Barcode Prefix	Optional prefix added to the barcodes for manual loans, to differentiate them from standard barcodes	{none}	Loans
Manual Loan Barcode Next Number	Generates an automatic barcode number for manual loans	[next number]	Loans
[Work Unit] Display Text		Office & Department	Display
[Work Unit] Concatenation Divider		/	Display

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[Work Unit] Include Space in Concatenation		Yes	Display
Circa Prefix	The prefix that is to appear in front of complex dates in the full record, to indicate that the date is approximate	~	Fields
Circa Search Range	The number of years either side of which will be included in a complex date search. For example, a catalogue record with a circa date of 2002 and the number of years defined as 6, will be found if the user searches any dates from 1996 to 2008.	6	Fields
Circa Suffix	The prefix that is to appear after a complex date in the full record, to indicate that the date is approximate	~	Fields
Publication Date Max Year	The latest publication date that the system can search for	2100	Fields
Publication Date Min Year	The earliest publication date that the system can search for	1500	Fields
Skip Single Search Result	If only 1 record is returned from a search, determines whether it is shown in the search results table, or skips immediately to the full record	Yes	Searching
Number Of Digits In PIN	Enter the number of digits that constitute the user's PIN number, which is used in the self-loans module , and defined in the User record .	4	Users
[Search] Show Advanced Search	For the OPAC, determines whether the user sees the advanced search by default	No	OPAC
No Date Text	The text that is to appear in the full record, to indicate that the item has no date in a complex date field	No Date	Fields
A subscription gets status "Expiring" when difference between its End date and Current date is less than or equal to these days	When the difference between the subscription end date and the current date is less than or equal to the days set, the status of the subscription is changed to "Expiring"	30	Serials
A period for viewing last created catalogue records	In My Account (old) , when showing recent catalogue records - the number of days for which records are included	10	My Account
Publish new catalogue record	Whether newly created catalogue records are automatically Published or not	Yes	Cataloguing
Include Records without copies	Whether records without copies are automatically included in Admin search or not (they are always automatically included in the OPAC search)	Yes	Searching
Message Panel Position	Where on the screen messages are to appear: Top Left, Top Right, Bottom Left or Bottom Right	Bottom Right	General
Message Panel Width	Width of the message panel	300	General
Use suggestion for library staff	Whether or not suggestions appear as you type in thesaurus fields in the OPAC search screen	Yes	Searching
Number of days for calculating default expected payment date	The number of days from today, to be used for the expected payment date in Orders	10	Acquisitions
Determines whether Volumes will be included in search result	If Volume Control is being used, this setting determines whether volume records are searchable. Only set this to Yes if you will catalogue the volumes with more data than just "Volume 1", ie with a title as well. If only the volume number is provided, set this to No. Note that if it is set to Yes, searching in the <i>T</i> title field for the master title and volume number will not return any records, as they are searched separately. However, in the search results it will show the master title as a concatenation.	Yes	Searching
Default Overdue Email	Enter the default library email address (<i>defined in System Management > Infrastructure > Library Maintenance</i>) so that for overdues where the user does not have their own email address, the library gets a single aggregated email for all overdues per overdue level	{none}	Overdues
Catalogue Statistics Max Session Duration (min.)	Defines the length of a session in minutes on a Shared PC, for the purpose of calculating catalogue view statistics	15	General
Enable user authentication by query string	If user authentication is to be enabled by passing a URL rather than user logon, select Yes. This allows a username and encrypted password to be passed to the application in a URL, which can be used for auto login.	No	Authentication
Show Shared Searches By Default	This relates to the display when selecting Saved Searches on the search screen: select Yes to display Shared Searches by default; selecting No shows System Reports by default	Yes	Saved Searches
Use min fine setting	Where a user is assigned to more than one User Group which have different fine rates assigned, if this setting is ticked, the fine will be calculated as for the lowest fine rate	No	Users
Statistics Visible Items Count	Defines the number of Content Types and Record Types (separately) that appear on the welcome panel	5	General
Enable Label Printing	Determines whether the label printing function is enabled in the system; if No is selected, at present this means that the Label Printing options are not shown in the Locations screen. The menus will still be available.	Yes	Label Printing
Task Center Processing Culture	This ensures that the system uses English (GB) and English (GB) date formats in emails that are sent out by tasks . If you are in North America this should be changed to en-US	en-GB	General

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Default office to Select	This relates to the Print Labels Queue and determines which office is shown in the Print Queue window. The default, CurrentUserOffice, means that it will show the office of the user who is logged in. The other options are: <ul style="list-style-type: none"> SystemDefaultOffice AllOffices 	CurrentUserOffice	Print Labels
Traverse Down Term Hierarchy	If this is set to Yes, if you search for Term A it will return catalogue records with Term A and all catalogue records with Term A1, A2, A3, A4 (Narrower Terms). However, if you search for Term A3 then it will only find records with Term A3 and A4 (narrower). If this is set to No, records will be returned ONLY for the term specified.	No	Searching
Show Rich Text Field ToolTip		No	Cataloguing
Suggestion Records	The number of records that are shown when searching a field with suggestion enabled	10	Searching
Available Page Sizes	The options for the number of records to be displayed per page in the search results - adjust this as required	10,30,50	Display
Grid Row Count	The default number of records returned in search results	50	Searching
Brand NAME		Soutron	General
Show relevance rank in percents		No	Display
Allow Guest User Term Creating		No	Users
Add catalogue to basket automatically		No	Searching
Calendar Years Range Selection		10	Searching
Remote Soutron Authentication Service URL			Authentication
SaveUserFolderPathLength	This denotes the length of the folder path that can be set when uploading the files for import	50	Importing
WatermarkImage	This allows you to upload an image file that will be used to watermark images stored in the database		Images
Request Notification Fields	These fields will be used in the request confirmation emails; the values should be separated by commas	Shelf Reference, CID	Requests
Enable User Profiles	This enables the Skills User Profile menu	Yes	Users
User Profiles Record Type	This lets you choose which Record Type to use when entering user profile data	Skills	Users
Export Report Footer Height	The height of the report footer, measured in pixels	700	Export Reports
Enable Ip Authentication	Select Yes to enable IP Authentication for the system	Yes	Authentication
Catalogue User Reference Field	This is used to link user accounts to user profile		Users
UrValidationRegEx	This expression allows non-HTTP or HTTP URLs to be entered. Its default value allows Work Site CMS URL.	[a-z]{3,5};://([w-]+\.)+([w-]+/([w-].?%&=]*)?)	Authentication
User Search Fields	The following fields can be filled in to search for Admins in 'User Search'	UserFirstName, UserSurname, UserFullName, UserBarcode, UserImportedBorrowerID, UserShortCode, UserEmail	Users
Send Credentials for the New User	Selecting 'Yes' will send an email to manually created new users	Yes	Users
Send Credentials for imported User	Selecting 'Yes' will send an email to newly created users that have been imported	No	Users
Enable Claims Module	This enables the Claims Module : this must be done to allow the Claims module to be used	No	Serials
Folder to Import	This is the default folder used for selecting files to import		Importing
Folder to Move Imported Documents	Processed import files will be moved here		Importing

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Enable Manually created record Duplication Check	Selecting 'Yes' will enable duplicate detection for manually created records	No	Cataloguing
Search Claim Items By	Defines which catalogue fields are available in the search box in Claims Maintenance; the fields should be separated by commas	Title, ISSN, ISBN	Serials
Duplicate Detection Match (%)	The percentage of a record that defines whether or not the record is a duplicate; 100% would define a perfect match	90	Cataloguing
OPAC Site URL	The base URL for the Portal	http://SITE/Library	Portal
Exif tool fields list arguments	Used when extracting data from attachments during import. Should only be changed if advised by Soutron support	-listx - charset UTF8	Import
Exif tool read files arguments	Used when extracting data from attachments during import. Should only be changed if advised by Soutron support		Import
Loan Metadata Suggest Field Group	Used by new loans module function allowing linking of catalogue records to a loan record. This defines the suggestion lookup group used to find the catalogue record.		Loans
Missing Cover Image	Image which is shown in record view and RSS feed when no book cover image is available. It is also necessary to enable the Enable book cover empty image option in OPAC Maintenance .		Cataloguing
Include deleted records in the suggestion	Allows deleted records to be included in suggestion searches on main search screen	No	Search
Resized image width (px)	Size images in the database will be re-sized to		Cataloguing/Tasks
Allow Renewal if Fines Exist	Allows renew option in My Account on portal if fines exist	No	My Account
Enable Record Relation Description	Allows a description to be set and displayed for related records in the portal	No	Cataloguing
Email validation expression	Allows for new and custom domain names to be set in the system for example user@something.energy	<code>^[a-zA-Z0-9.!#\$%&'+/=/?^_`{ }~]+@[a-zA-Z0-9](?:[a-zA-Z0-9]{0,61}[a-zA-Z0-9])?(?:\.[a-zA-Z0-9](?:[a-zA-Z0-9]{0,61}[a-zA-Z0-9])?)*\$</code>	Users
File name validation expression	validates file names	<code>^[^ \W.*?"" <>]+([]+ ^ \W.*?"" <>)+*\$</code>	Cataloguing
Amendment Tree Sorting (Document Type:asc:n+)	Allows sort orders to be defined for amendment tree in portal		Portal
Google Analytics Tracking ID	Embeds google analytics tracking code into the portal for use with your own Google account. Read more here		Portal
Terms of service URL	Display your own terms of use to users, or use our basic terms of use.	https://www.soutron.com/app-terms	Portal
Allow copy request without copy	Allow users to request items even if no copy exists.	No	Requests
Marc Import Strip Data	Removes punctuation from Marc records when importing via AutoCat if enabled	No	Import
Allow Search Engine Indexing	Enables Robots file for site which only allows Search engines to index portal content, contact the helpdesk for custom settings.	Yes	General
Thesaurus Name for Look Up Suggestion	Name of thesaurus used for Classification Lookup		Cataloguing
Overdue Notification Item Columns	List of fields which are included in overdue notification item table. Field order is also the order they are displayed in email table.	Barcode; Title; Location; DueDate; Fines	Loans
Thumbnail Max Size	Set the maximum size of images when displaying the thumbnail in portal views.	250	Portal

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Application Policy URL	Custom URL for Privacy Policy in Portal/Admin	https://www.soutron.com/app-privacy-policy	Portal
Max depth of the tree	Sets Max levels to a hierarchy tree view.	20	Portal
Inline File Browse Extensions	Defines which filetypes should open within the browser instead of downloading. N.B. This can vary based on browser support.	.jpeg,.jpg,.gif,.bmp,.png,.tif,.tif,.mp3,.MP3,.mp4,.MP4,.xlsx,.xls,.wav,.pdf	Portal
Loaners Return Notification Columns	Fields to be included in Loan return request notification email	title; barcode; location; itemdetail; duedate	Loans
Requester Copy Available Notification Columns	Fields included in notification to user that title is now available.	title; location	Requests
Items included in Nearly-due list	Number of days that count as 'nearly due' after viewing my account via pre-overdue email notification.	3	Loans
Catalogue Edit Lock Timeout (min)	Catalogue edit locks are automatically cleared after X minutes N.B. Applies only to Submission module currently.	20	Cataloguing
Enable User notes in Loans	When enabled if a users record contains data in the notes field a small red icon will display for each user when searching during the loan process. Applies to New Loan page only.	Yes	Loans