



CARL•X ILS Administration Training

OWLSnet

Software Trainer
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Supporting TLC Staff
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Date & Time
June 22, 23, 2020
9:00 AM -12:30 PM Central Time each session

Day 1

- 9:00 am - 9:10 am Introductions & Client Overview
- 9:10 am - 9:20 am Ini files
- 9:20 am - 9:45 am Library Exception Dates
Documentation: [CARL•X Administration Workstation Tools](#)
- 9:45 am - 10:00 am Custom Receipts
Documentation: [CARL•X Administration Workstation Tools](#)
- 10:00 am - 10:15 am Carrier Maintenance, User Defined Fields, & Format Rules Maintenance
Documentation: [CARL•X Administration Workstation Tools](#)
- 10:15 am - 11:15 am Institution Parameters
Documentation: [CARL•X Administration Institutional Parameters](#)
- 11:15 am - 12:15 pm Application Parameters
Documentation: [CARL•X Administration Application Parameters](#)
- 12:15 am - 12:30 pm Wrap-up & Questions

Day 2

- 9:00 am - 9:30 am CARL•X Server Management & Process Monitor
- 9:30 am - 10:00am Security
- 10:00 am - 10:30 am Overnights
- 10:30 am - 10:45 am BREAK
- 10:45 am - 11:15 am Notices and Message Editor
Documentation: [CARL•X Administration Workstation Tools](#)
- 11:15 am - 11:30 am Utilities
Documentation: [CARL•X Reports & Utilities Quick Reference Guide for Acquisitions and Serials Reports and Utilities](#); [CARL•X Administration Cataloging Utilities](#); [CARL•X Administration Delete Utilities](#); [CARL•X Administration Workstation Printing Notices](#)
- 11:30 am - 11:45 am Offline Circulation
Documentation: [CARL•X Offline Circulation Product Manual](#)
- 11:45 am - 12:15 pm Wrap-up & Questions