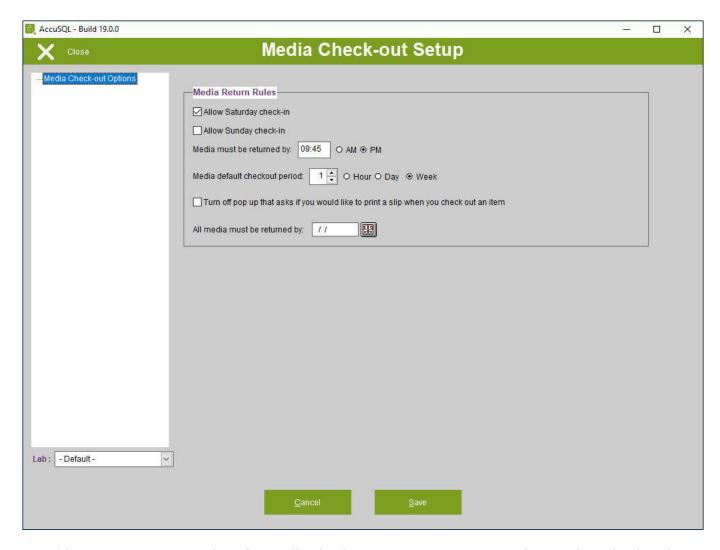
ACCUTRACK MEDIA CHECK-OUT SETUP OPTIONS

Purpose: This helps configure the default Media Checkout rules and options.

Access: To get to the Media Checkout Setup options, click Media Check-out in System

Administration, then the **Setup** button in the lower-right corner of that screen.



Use this screen to set up options for media checkouts. **AccuSQL/AccuTrack** uses the selections here in calculating the default media due-back time.

Allow Saturday and/or Allow Sunday check-in: Start by telling **AccuSQL/AccuTrack** whether you're open on weekends. If you're open Saturdays, check the Saturday checkbox, and if you're open Sundays, check the Sunday checkbox. If the checkbox is unchecked and the due-back date happens to be on that day, **AccuSQL/AccuTrack** will skip it and use the next business day instead of for the return date.

Media must be returned by X AM/PM: You can also specify a time that the media needs to be returned. This is usually your closing time or just before that. For example, if you want all media back by 7:00 PM, enter the time in the text box and select PM.

Media default checkout period X Hour, Day, Week: The last text box allows you to enter the

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default media checkout period for all media items. This can be in hours, days, or weeks.

Turn off pop up that asks you if you would like to print a slip when you check out an item: Checking this option will turn off the pop up asking if you would like to print a slip when checking out an item.

All media must be returned by X: This allows you to set a default date by which all media must be returned.

If you use the "Hour" selection, **AccuSQL/AccuTrack** assumes the media must be returned the same day and will use the shorter of the closing time or media checkout period when calculating due-time. For example, if you select 2 Hours as the checkout period and 7:00 PM as the media-return time and a student checks out the media at 6:00 PM, AccuSQL/AccuTrack will show 7:00 PM as the media dueback time.

AccuSQL/AccuTrack will use this time as the due time for all media unless you define a default per media type checkout time or a per media item checkout time in the Media Stock screen.

The default due back time you define here applies only if there is no default per-media-type time or a default per media item defined.

The calculated due-back time is shown in the media checkout screen and can be over-written by the user.

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