



Member Library Transition Packet for October 8 Millennium Offsite Transition

Date: August 30, 2012

From: Gerry Formby, Robert Drake and Eric McCarthy

We are now just under a month away from the offsite transition. A number of steps are required by **EVERY** library. Please review this list carefully and **COMPLETELY**. Also please note that a copy of all of this information can be found here: <http://www.midhudson.org/transition>

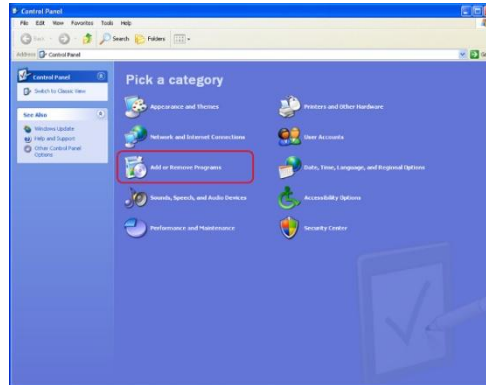
1. *On or immediately following the transition, all Millennium clients and Millennium Offline must be uninstalled. A guide for this is included in Appendix A.*
2. On or immediately following the transition, all Millennium clients must be reinstalled and pointed to midhudsonlibraries.org. A guide for this is included in Appendix B.
3. On or immediately following the transition, all Millennium Offline clients must be reinstalled to point to midhudsonlibraries.org. A guide for this is included in Appendix C.
4. **FOR LIBRARIES OPEN ON OCTOBER 8th ONLY:** Offline Millennium Clients must be reinstalled prior to transition day. A guide for this is included in Appendix C.
5. **FOR LIBRARIES OPEN ON OCTOBER 8th ONLY:** Offline circ from the 8th can be processed on the 9th however the process, this one time, will be different than normal. A description of the offline circ upload process to be used on the 9th is available in Appendix D.
6. On or immediately following the transition, OPAC's should be pointed to the new catalog url midhudsonlibraries.org. A guide for this can be found in Appendix E.
7. On or immediately following the transition, links to gigcat.midhudson.org on library member pages should be updated to the new catalog url: midhudsonlibraries.org. (For all Libraries with sites hosted by MHLS will do this for you.)
8. Saved browser passwords will not work on the new catalog URL until after the first successful login. We expect some patrons to have forgotten their PINS. Libraries should familiarize themselves with the PIN reset instructions. This can be found in Appendix F.
9. In order to prevent bottlenecks that may cause additional problems and downtime, a schedule has been prepared. Libraries must follow this schedule when coming online for the first time with each staff computer after the transition. This can be found in Appendix G (see midhudson.org/transition for document).
10. **FOR LIBRARIES WHO HAVE PURCHASED DATABASES:** It will be necessary for you to contact your database vendors and have them open up authentication to IP address: 74.82.32.48. For all databases that are collectively purchased (Chiltons, Gale Testing & Education, Heritage Quest (including Historical New York Times), Mango, NextReads, Syndetics, TumbleBooks and OverDrive) MHLS will do this for you.



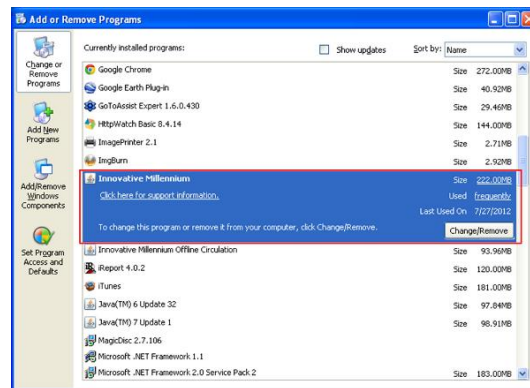
11. All libraries must pay special attention to the Listserv's for additional instructions especially on October 9th.

Appendix A: Uninstall Millennium

1. Make sure that you are logged on as the administrator or have sufficient privilege to uninstall programs on the computer.
2. Open **Add or Remove Programs**, found in the Control Panel.



3. Select Innovative Millennium, click **Change/Remove**.



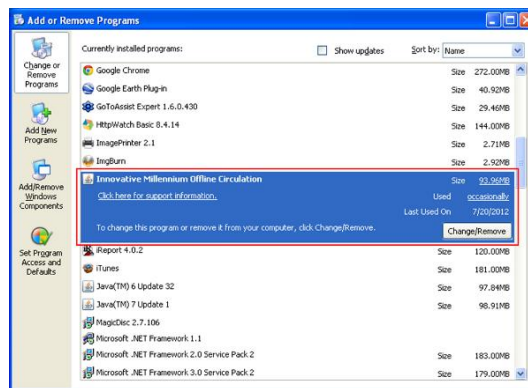
4. The Uninstall Innovative Millennium Wizard will begin. Click **Uninstall**.



5. The uninstall wizard will automatically run through the uninstall process. Once complete click **done**.



6. From the Add or Remove Program list select Innovative Millennium Offline.



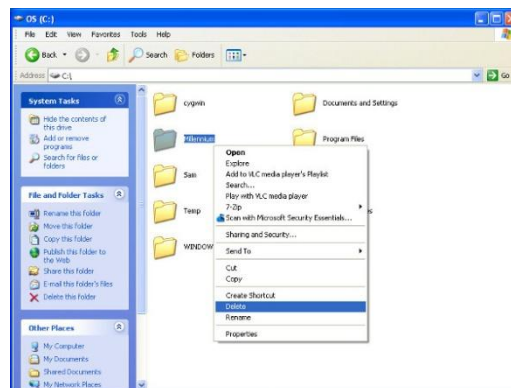
7. The Uninstall Innovative Millennium Offline Wizard will begin. Click **Uninstall**.



8. The uninstall wizard will automatically run through the uninstall process. Once complete click **done**.



9. Close out of Add or Remove Programs.
10. Go to the C:\ drive on My Computer.
11. Right-Click the Millennium Folder
12. Select Delete.



13. You have now successfully uninstalled Millennium.

Appendix B: Downloading and Installing the Millennium Client

1. Make sure that you are logged on as the administrator or have sufficient privilege to install programs on the computer.
2. Open a Web Browser: Internet Explorer, Firefox, etc.
3. Go to <http://csdirect.iii.com/downloads/milclient.shtml>
 - o Username: mhud
 - o Password: ingar2
4. Select your Operating System from the list.

Downloads and Instructions

You will need to download the Millennium Environment from CSDirect. The version varies by software release and workstation operating systems. Select your workstation's operating system below, then use the chart on the subsequent page to identify which environment is supported for the current software release on your local server.

- Linux
- Mac
- Windows

See also [Installation and Troubleshooting Tips for the Millennium Client and JAVA Runtime Environment](#) and [Workstation Requirements for Running Millennium Staff Applications](#)

After the Millennium Environment is installed, see [Starting and Ending a Session \(100603\)](#) for details about launching a session and downloading JARs.

Last updated: Monday, June 01, 2009

5. Select the latest Preferred Millennium Environment Software Release: Release 2011

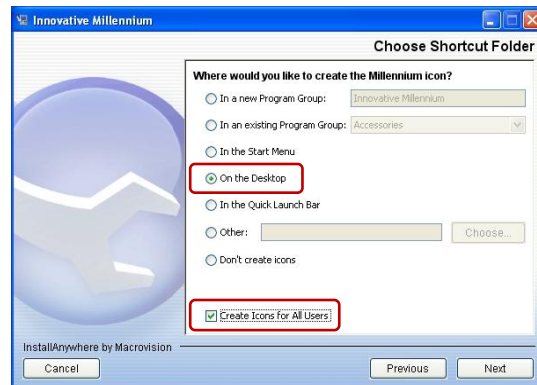
Software Release	Supported Millennium Environments	Preferred Millennium Environment
Release 2011	milup160_02.exe	milup160_02.exe
Release 2009B	milup160_02.exe	milup160_02.exe
Release 2009A	milup160_02.exe milup150_12.exe	milup160_02.exe

6. Select Save or Save File, depending on your browser and choose an appropriate location.
7. Once the file has finished downloading, double click on the file or select run.
 - o You may receive a Security Warning at this point click Run.



8. The Innovative Millennium InstallAnywhere Program will start up, click Next to get through the Introduction.

9. Choose to create the Millennium icon “On the Desktop” and “Create Icons for All Users”



10. Enter the Millennium Server domain name: **midhudsonlibraries.org**



11. Confirm the Pre-Installation Summary and click Install.
12. Congratulation you have now completed the Millennium Installation.



Appendix C: Downloading, Installing & Configuring Millennium Offline

1. Make sure that you are logged on as the administrator or have sufficient privilege to install programs on the computer.
2. Open a Web Browser: Internet Explorer, Firefox, etc.
3. Go to http://csdirect.iii.com/downloads/offline_circ.shtml
 - o Username: mhud
 - o Password: ingar2
4. Select your Operating System from the list.

Downloads and Instructions

You will need to download the Millennium Environment from CSDirect. The version varies by software release and workstation operating systems. Select your workstation's operating system below, then use the chart on the subsequent page to identify which environment is supported for the current software release on your local server.

- Linux
- Mac
- Windows

See also [Installation and Troubleshooting Tips for the Millennium Client and JAVA Runtime Environment and Workstation Requirements for Running Millennium Staff Applications](#)

After the Millennium Environment is installed, see [Starting and Ending a Session \(100603\)](#) for details about launching a session and downloading JARS.

Last updated: Monday, June 01, 2009

5. Select the latest Offline Circulation for our version of Millennium: Release 2011.

Software Release	Offline Circulation Installer
Millennium Release 2009A, Millennium Release 2009B, Millennium Release 2011	offline160_02.exe
Via	offlinecirc_via2007_win.exe

6. Select Save or Save File, depending on your browser and choose an appropriate location.
7. Once the file has finished downloading, double click on the file or select run.
 - o You may receive a Security Warning at this point click Run.



8. The Innovative Millennium InstallAnywhere Program will start up, click Next to get through the Introduction.

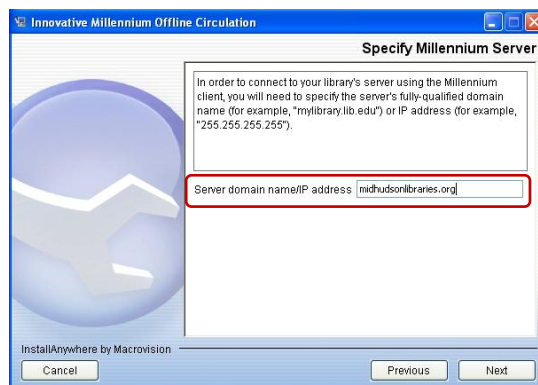
9. Choose a location to install the files. By default this is C:\Millennium\Offline



10. Choose to create the Millennium icon “On the Desktop” and “Create Icons for All Users”



11. Enter the Millennium Server domain name: **midhudsonlibraries.org**

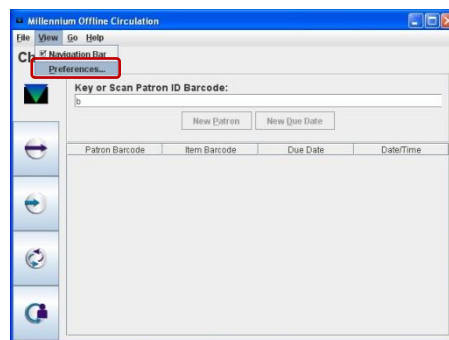


12. Confirm the Pre-Installation Summary and click Install.

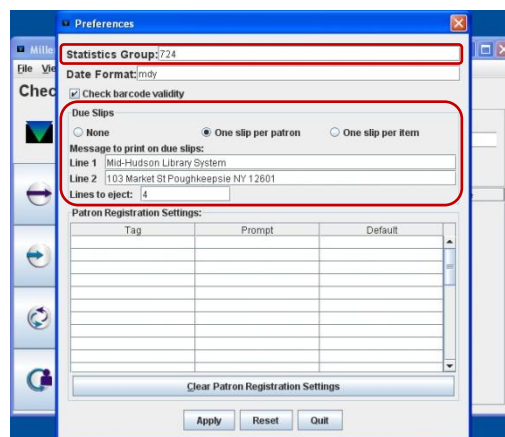
13. You have now completed the Millennium Offline Installation.



14. Now open the Offline Client and go to Preference... under View.



15. Under Statistics Group enter 7 followed by your Terminal Number.
 ○ If you do not know this number please call MHLS at (845) 471-6060 ext 240.

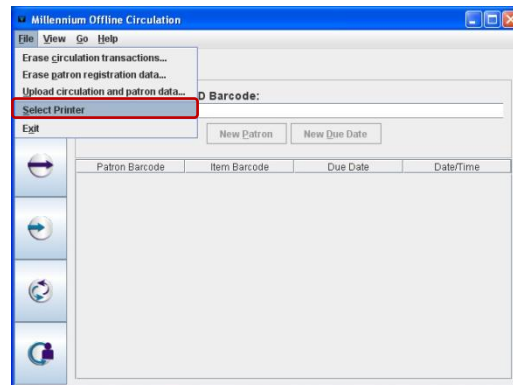


16. Under Due Slips
 ○ Select One slip per patron.
 ○ Message Line 1: should be the library name.
 ○ Message Line 2: can be the library address or phone number.
 ○ Lines to eject: set to 4.

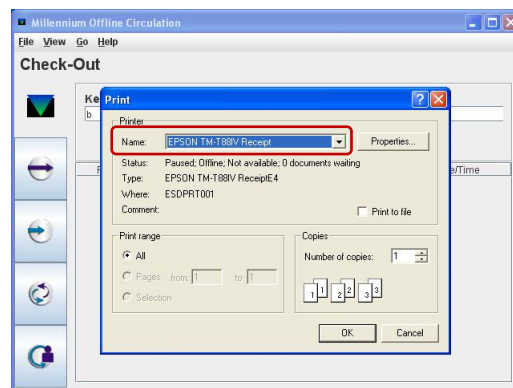
17. Hit Apply, and then Quit.



18. Go to Select Printer under File.



19. Select your Receipt Printer from the drop-down menu.



20. Millennium Offline Circulation is now ready for use.

-
- The screenshot shows a Windows 7 desktop environment. On the taskbar, the 'Millenium' application is open, displaying a 'File Folder' icon. The File Explorer window is open to the 'C:\Millenium' directory. The left sidebar shows the 'File and Folder Tasks' pane with options like 'Make a new folder', 'Publish this folder to the web', and 'Share this folder'. The 'Other Places' pane shows 'OS (C:)', 'My Documents', 'Shared Documents', 'My Computer', and 'My Network Places'. The 'Details' pane shows the 'Millenium File Folder' with a date modified of 'Yesterday, August 28, 2012, 2:32 PM'. The main pane displays a list of files and folders, including 'jarcache', 'jar', 'offline', 'resources', 'UninstallerData', 'irrunner.exe', 'irrunner.ico', 'irrunner.jar', 'irrunner.jar', 'Innovative_Millenium_Install...', and 'lax.jar'. The 'offline' folder is highlighted with a red box.

-

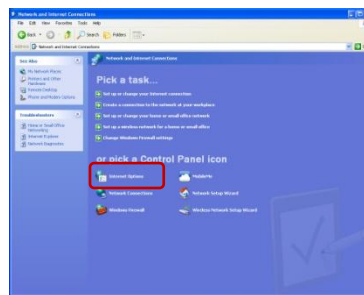
- 13

Appendix E: Change the OPAC

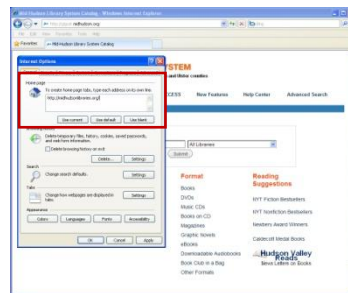
- OPACs set ups vary from library to library. This guide may not include how your OPAC is configured. Please contact your Tech Support or MHLS Tech Support at (845) 471-6060 x240.

Internet Explorer - Homepage

- Open the Control Panel.
- Open Network and Internet Connections.
- Go to **Internet Options** under Tools.



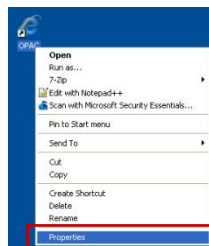
- Change Homepage to <http://midhudsonlibraries.org/>



- Click OK.

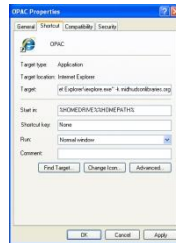
Internet Explorer – Kiosk Mode

- Right-click the OPAC shortcut on the desktop.
- Select Properties.



- Under target replace gigcat.midhudson.org with **midhudsonlibraries.org**.
 - Target should be same or similar to:

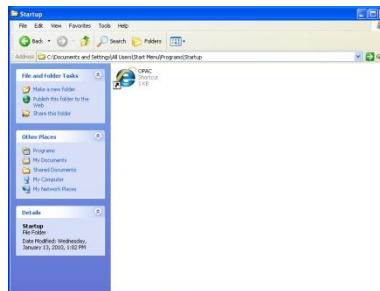
- "C:\Program Files\Internet Explorer\iexplore.exe" -k midhudsonlibraries.org



9. Click OK.

Internet Explorer – Auto Start

10. Right-Click the OPAC shortcut on the desktop.
11. Select Copy.
12. Navigate to C:\Documents and Settings\All Users\Start Menu\Programs\Startup
 - Open My Computer.
 - Open the C:\ drive.
 - Open the Documents and Setting Folder.
 - Open the All Users Folder.
 - Open the Start Menu Folder.
 - Open the Programs Folder.
 - Open the Startup Folder.
13. Delete any OPAC shortcut in this folder.
14. Paste the new shortcut into the folder.



Appendix F: Resetting Library Card PIN

Method 1 – Email

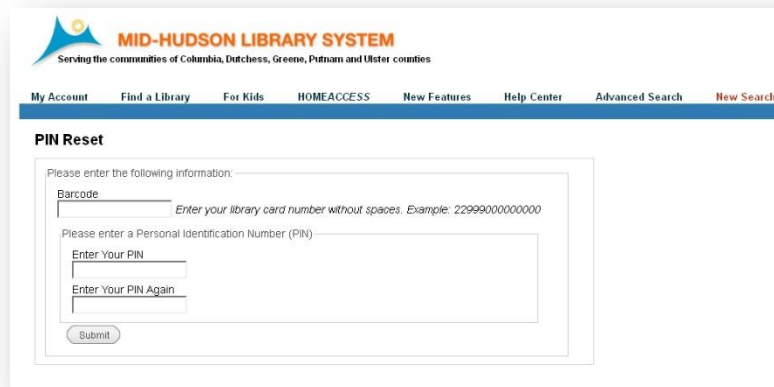
- *This method requires that a valid email address is attached to your library account. If there is no email address attached to the library account, the PIN reset will be required to be done in Millennium.*
1. Open any Internet Browser and navigate to <https://midhudsonlibraries.org/pinreset~S1>
 2. Enter the 14 digit library card number **without** any spaces and hit submit.
 3. The patron will receive an email with a link to reset the PIN. The link will stay active for 3 hours after PIN reset request.

The library received a request to allow you to reset your Personal Identification Number (PIN) used to log in. If you did not place that request, please ignore this message. Your PIN has not changed. Otherwise, please click the link below to choose a new PIN.

<https://midhudsonlibraries.org/pinreset~S1?info=f6543c1770ab6abe2cbe69ccd964d40a9bf7f302a0565e93bf7b025cb7c365a0a373810e77f8763f>

This link is valid for 3 hours from the time of your request.

4. Follow the link to the PIN reset form.



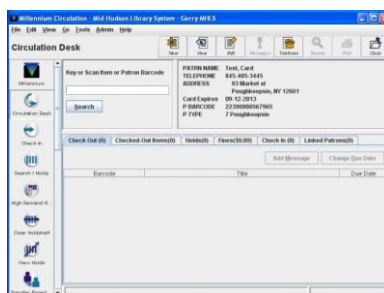
The screenshot shows the Mid-Hudson Library System website. The header includes the logo and the text "MID-HUDSON LIBRARY SYSTEM" and "Serving the communities of Columbia, Dutchess, Greene, Putnam and Ulster counties". Below the header is a navigation bar with links: "My Account", "Find a Library", "For Kids", "HOMEACCESS", "New Features", "Help Center", "Advanced Search", and "New Search". The main content area is titled "PIN Reset" and contains a form with the following fields: "Barcode" (with a placeholder text "Enter your library card number without spaces. Example: 22999000000000"), "Enter Your PIN", and "Enter Your PIN Again". A "Submit" button is located at the bottom of the form.

5. Enter the 14 digit library card number along with the desired PIN.
6. Choose a PIN that is not an easily cracked sequence of numbers. (ex. 1234, 1111, etc.)
7. Congratulation, the PIN has now been reset and the patron will be able to login a <https://midhudsonlibraries.org/patroninfo>.

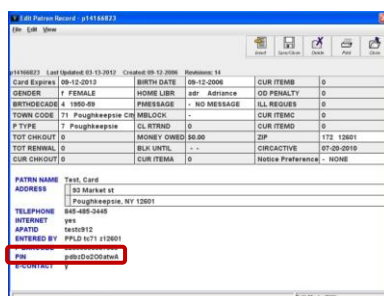
Method 2 – Millennium

- This Method requires that you be logged into Millennium with access to edit Patron Records.
- Keep in mind that if you manually change the patron's pin, the patron should log in and change it for privacy.

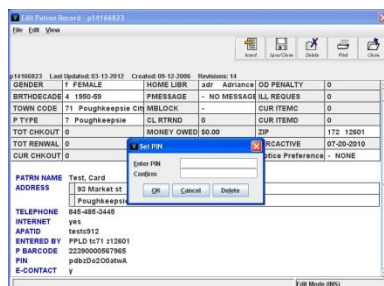
1. Bring up the Patron Record in Millennium.



2. Open the edit window by either pressing the edit button, or going to Edit > Patron in the menu.
 - If the edit option is grayed out and you have edit permission, the record is in use by someone else in the system. You will need to wait until the record has been freed before editing.



3. Select and delete the PIN field.
4. A new pop-up window will appear.



5. Enter in the desired PIN.
 - **Recommended:** Leaving the new PIN blank allows the Patron to set the PIN upon logging in at <https://midhudsonlibraries.org/patroninfo>. This removes library staff from knowing patron PINs.