

## **Glossary**

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The following section contains a glossary of terms used to describe the functions in the system.

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# Terms

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? Res	This is a function that enables you to view reservations for people and equipment. Built into that function is the ability to edit, delete or print any of the reservations.
Access Level	MacCheckout has several different levels of protection built into the functions. To access each function, you must have the appropriate 'Access Level'.
Agreement Form	This is the printout that is created when you print from the 'Form' card. It is called an 'Agreement Form' because the person who is checking out the equipment must sign it and 'agree' to the terms that are printed on it.
Authorization	When equipment is entered into the system it is either 'Authorized' or 'General'. In the case of 'Authorized', people must have that equipment type assigned to their ID card before they can reserve or check it out. This task is known as 'Authorization'. ( <i>Note:</i> If you try and make a reservation or a checkout for someone who does not have the 'Authorized' item assigned to their card, you will be informed that the person cannot have access because he/she is not authorized.)
Auto Launch	Is an option the system operator can set. If set, the application when opened, will automatically go into the 'Launched' mode. It is from this mode that all Reservation and Checkouts can be made.
Auto Res	Is an option that appears on the Reservation card. It is only available to people with the correct authorization. It enables you to reserve the same equipment, for the same times, for up to 16 weeks without re-entering any data.
Back Up	A function that enables you to create a copy of all your system files for security purposes.
Blind Typing	This enables you to type any equipment number on the keyboard while you are on the Reservation, Checkout or Agreement Form cards. You will not see what you type, but when you hit the 'Return' key, the system will process what you typed as an equipment number and add it directly to the card.
Cancel	This command aborts whatever function you are currently using.
Category	This is the name that will appear in the menu bar after the system is launched. You can only use a limited number of these due to the limited width of the menu bar.
Checkout	This allows you to create an 'Agreement Form' for a person wanting to take some equipment out.

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Command Key	This is the key on the Apple Keyboard denoted with the '⌘' character.
Delete	This command will delete from the database, whatever data is on the screen when it is applicable.
Done	You use this command when you are finished with the current function options.
End of Active Period	A date that can be set to limit how far in the future people can reserve or checkout equipment for.
Export	The function that has been built into MacCheckout to allow you to get the data out of the system, so that it may be used in other applications.
Fine Transfer	A function built into MacCheckout, that allows you to transfer 'Fine' records between different locations using the MacCheckout software.
FKeys	These are a set of keys that are only available on extended keyboards. They range from 'F1' to 'F15' along the top of the keyboard. 'F5' to 'F12' can be mapped onto the on-screen button that the system uses. Selecting one of these keys duplicates clicking on the on-screen button with the mouse. It can be quicker for some people to do this than move the mouse to the appropriate buttons. The mapping of the keys can be turned on or off by the system operator. If you see a small 'F#' on each button then you know it is currently turned on. 'F13' returns ID information.
Form	This is the button you select to gain access to all the agreement forms currently on file.
General	This is a level of access that can be applied to a person. With this access they can only use equipment that has the same access, and is currently on the list of equipment available to people with this level of access.
Help	The on line system included with MacCheckout, that provides you with information regarding the commands and functions built into the software.
Import	This allows you accept data from outside sources and add it to the current MacCheckout database. This data must be in a set format.
Hold	This is an option, whereby people who have not paid their Fines by a certain time are locked out of the System. An electronic 'Hold' is placed on their record until the Fine is removed.

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Launch	This button is used to put the system into the 'Launched' mode. From that mode Reservations and Checkout can be made. It is the normal running mode for the system.
MacCheckout	A Computer Application that maintains an Inventory of Equipment and manages the access of people to that equipment.
Main Menu	This is the main display card when the system is in the 'Launched' mode. From here you have access to all the functions that are enabled while in this mode, including Reservation and Checkout.
Off Line	If a piece of equipment is 'Off Line', then it cannot be Checked out or Reserved.
On Line	If a piece of equipment is 'On Line', then it is available to be Checked out or Reserved.
Open	An access level in MacCheckout that has no limits.
Operating System	The current version of Apple System Software that you are using on your Macintosh.
Option Key	This is the key on the Apple Keyboard beside the 'Command (⌘)' key.
Override	This is the term used when the user is bypassing a limit imposed by the system.
Password	A combination of letters and numbers that can be used to protect certain areas of the MacCheckout application.
PickUp	Is an option that appears on the Reservation card. It is only available to people with the correct authorization. It enables you to code a regular reservation, so that you know that it is something special, and that needs to be ready to go at the specified time.
Print	This is consistent throughout the system. To print any data you select the 'Print' button that appears on screen or in the dialogs.
Repair Tag	This is the printout that is produced when a piece of equipment is taken Off Line.
Resale	This is a module that is supplied to help control the sale of items through the system. You enter the 'Resale' module and from there you can make 'Sales', print reports, etc.

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Reservation	This allows you to store requests that people have for certain equipment. A valid reservation will have some equipment and dates and times corresponding to when the equipment is leaving and coming back.
Restricted	This is a level of access that can be applied to a person. With this access they can only use equipment that has the same access, and is currently on the list of equipment available to people with this level of access.
Sale	This is part of the 'Resale' module. When someone wants to purchase an item, you are making a 'Sale'. When the data is entered correctly, you print a 'Sales' receipt, which is an itemized bill containing the final total amount the person will have to pay for the goods requested.
Save	Anywhere in the system that you can enter data, you will be presented with a 'Save' button. Selecting that will 'Save' the data to the hard disk.
Schedule	This is an item that is only available to the system operator. It allows him/her to set up access schedules for equipment. You will only come across this when it adversely affects you, e.g. You cannot reserve a piece of equipment for a person because it clashes with a 'Schedule'. This can be used with items like classrooms which must be available when classes are taught but can be used by anyone else at other times. So the class schedule can be entered into the system and that will block out those times for anyone else.
Select Switch	This is part of the ImageWriter I and II. It is only mentioned because people turn the printer on, but forget to ensure that the 'Select' switch is in the correct position. If it is not set correctly, then the printer cannot print.
Setup	Is an option that appears on the Reservation card. It is only available to people with the correct authorization. It enables you to code a regular reservation, so that you know that it is something special. It allows you to note that the equipment needs to be set up at a remote location at a particular time, e.g. A lecturer might need a film projector in his/her classroom on a particular afternoon.
Shift Key	This is the key on the Apple Keyboard that allows you to temporarily change lower case letters to UPPERCASE letters.

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ShutDown	<p>This is the final function that you will do at the end of a work day. 'Regular' ShutDown automatically does all the house keeping chores that the current settings require, closes all the files related to the system, quits the application, and turns the computer off.</p> <p>(<i>Note:</i> The last option is not available on all models of Macintosh™ computers.) 'Emergency' ShutDown, which can be used in the event of a fire drill just closes all the files related to the system, quits the application, and turns the computer off.</p>
System	The MacCheckout Application.
System Operator	A person who uses the MacCheckout Software and has the knowledge to use the software in the 'Unlaunched' mode.
System Report	This is the report that the system creates as a result of the previous nights 'ShutDown'. It logs any problems it had, as well as other pertinent information. This should be printed out each morning.
System Setup	This is a menu that is only available when the system is 'Unlaunched'. It contains all the commands that the system operator can use to decide how he/she wants the system to operate. These range from setting the times the system is open for business, the name and phone number of the current location that appears on 'Agreement Forms', and the dates of holidays. There are many other controls and they are collectively known as 'System Setup'.
Type	This is the name that the equipment is going to appear under in the menu.
Undo	A command to remove the effects of the most recently completed command.
Unlaunch	<p>Normally the system is used in the 'Launched' mode. However, in that mode you do not have access to a lot of the data manipulation tools and the commands to control how the system operates. Selecting 'Unlaunch' from the 'Main Menu' screen will give you access to these items.</p> <p>(<i>Note:</i> If the system has an active password, then you will be required to enter it before the system will 'Unlaunch'.)</p>
User	A basic user of MacCheckout who only has access to the 'Launched' functions.
Verify	A method of checking some of the MacCheckout data files to ensure that the data contained in them is in the correct format.

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