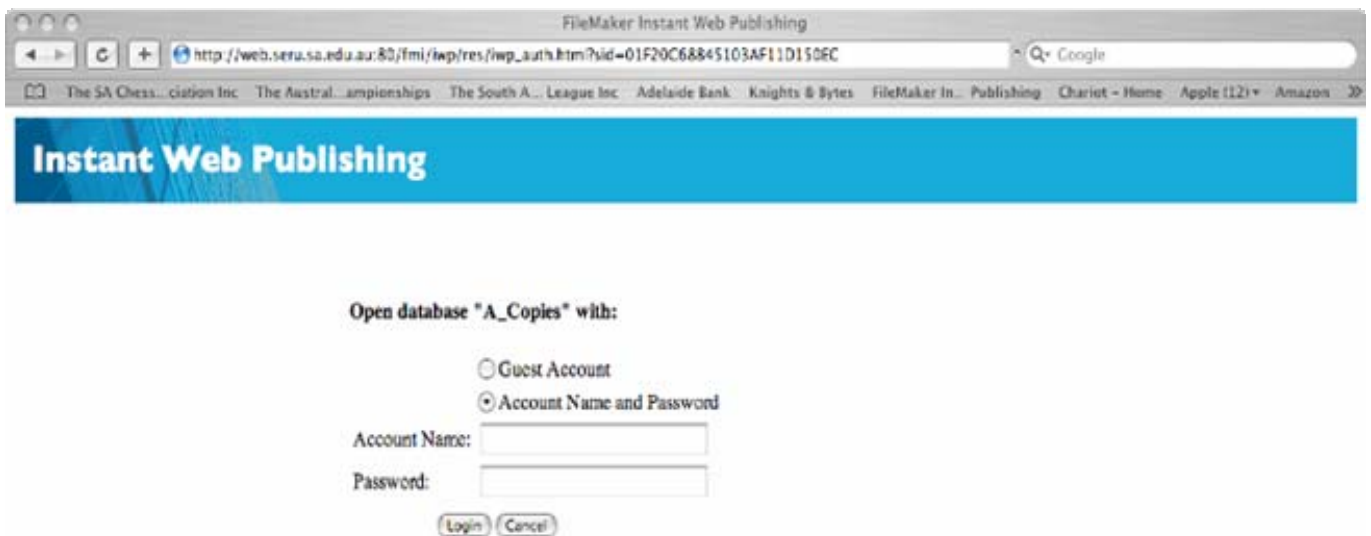


Booking out items from the SERU Resource Library

Before you can borrow items using the Internet from SERU, you need to have an account and password – please ring SERU to arrange one if necessary. You can then go to the SERU website at <http://web.seru.sa.edu.au> (note there is NO www at the start of the address) and can choose the database you want by using the options under Online Services or use the SERU Databases – direct link from the home page.

The following example shows the way you will borrow items generally from the Resource Library:

a) Login in:



The screenshot shows a web browser window titled "FileMaker Instant Web Publishing". The address bar contains the URL http://web.seru.sa.edu.au:80/fmi/iwp/res/iwp_auth.htm?vid=01F20C68845103AF11D15DEC. The page features a blue header with the text "Instant Web Publishing". Below the header, there is a form titled "Open database 'A_Copies' with:". The form has two radio buttons: "Guest Account" (unselected) and "Account Name and Password" (selected). Below these are two input fields: "Account Name:" and "Password:". At the bottom of the form are two buttons: "Login" and "Cancel".

When you enter your password, make sure that it is the correct case – we have tried to make all passwords lowercase *ie* “password” rather than “PASSWORD” but if you have altered it to “PassWord” for example, you would have to type it exactly like that.

Once you type the Account Name and Password, click <Login> and you will see a screen similar to this:

As you can see, there are a row of buttons at the top and then a list of the first 25 items in the database. If you look at the list, you will see that some are Available, while others are On Loan. You can see the next 25 items by clicking on the dark blue arrows to the right of the buttons at the top of the screen.

The first button <Show All> will find all the items in the database and you can sort the found items using the second button labelled <Sort>.

A_Copies

http://web.seru.sa.edu.au:80/fmi/iwp/cgi?-db=A_Copies&-loadframes

The SA Chess...ciation Inc The Austral...ampionships The South A... League Inc Adelaide Bank Knights & Bytes FileMaker In... Publishing

SERU Library Resources

then press

First - 25 + 25 recs Last

Click to pick	Title	New	Search for keywords	1 of 21740
<input type="checkbox"/>	MAKE IT SIMPLE: EASY TO MAKE EQUIPMENT FOR	<input type="button" value="Details"/>	Special Aids - Teacher Developed	Available
<input type="checkbox"/>	MAKE IT SIMPLE: EASY TO MAKE EQUIPMENT FOR	<input type="button" value="Details"/>	Special Aids - Teacher Developed	Available
<input type="checkbox"/>	SHARING AND CARING	<input type="button" value="Details"/>	Developmental - Early childhood - Early	Available
<input type="checkbox"/>	ONE WOBBLY WHEELBARROW	<input type="button" value="Details"/>	Index terms still to be done	Available
<input type="checkbox"/>	ENORMOUS WATERMELON THE	<input type="button" value="Details"/>	Index terms still to be done	Available
<input type="checkbox"/>	MITTEN PUPPET STORYTIME - HUMPTY DUMPTY	<input type="button" value="Details"/>	Storytelling - Creativity - - - - -	Available
<input type="checkbox"/>	MITTEN PUPPET STORYTIME - THIS LITTLE PIGGY	<input type="button" value="Details"/>	Storytelling - Creativity - - - - -	Available
<input type="checkbox"/>	MITTEN PUPPET STORYTIME - GOLDILOCKS	<input type="button" value="Details"/>	Storytelling - Creativity - - - - -	Available
<input type="checkbox"/>	WHO'S IN THE SHED?	<input type="button" value="Details"/>		Available
<input type="checkbox"/>	NEVER SNAP AT A BUBBLE	<input type="button" value="Details"/>		On Loan
<input type="checkbox"/>	I SPY	<input type="button" value="Details"/>	Pre-School - Lower Primary School -	Available
<input type="checkbox"/>	ANGUS THOUGHT HE WAS BIG	<input type="button" value="Details"/>	Pre-School - Lower Primary School -	On Loan
<input type="checkbox"/>	HELP!	<input type="button" value="Details"/>	Lower Primary School - Year 1 - Year 2 -	Available
<input type="checkbox"/>	PLAY MONEY COINS NOTES AND STAMPS	<input type="button" value="Details"/>	Money Cocepts - - - - -	On Loan
<input type="checkbox"/>	MONEY MANAGEMENT ONE	<input type="button" value="Details"/>	Lower Secondary School - Year 9 - Adult	Available
<input type="checkbox"/>	MONEY MANAGEMENT TWO	<input type="button" value="Details"/>	Lower Secondary School - Year 8 - Adult	Available
<input type="checkbox"/>	MONEY MANAGEMENT THREE	<input type="button" value="Details"/>	Lower Secondary School - Year 8 - Adult	Available
<input type="checkbox"/>	TIME ONE	<input type="button" value="Details"/>	Middle Primary School - Year 4 - Year 5 -	Available
<input type="checkbox"/>	SAMABLE SPACE & MEASUREMENT FOR MORE ABLE	<input type="button" value="Details"/>	Middle Primary School - Year 5 - Upper	Available
<input type="checkbox"/>	SAMABLE SPACE & MEASUREMENT FOR MORE ABLE	<input type="button" value="Details"/>	Middle Primary School - Year 5 - Upper	Available
<input type="checkbox"/>	CONSUMER POWER	<input type="button" value="Details"/>	Middle Primary School - Year 4 - Year 5 -	Available
<input type="checkbox"/>	CONSUMER POWER	<input type="button" value="Details"/>	Middle Primary School - Year 4 - Year 5 -	Available

If you click in the Blue box to the left of the record, you can pick that record:

A_Copies

http://web.seru.sa.edu.au:80/fmi/iwp/cgi?-db=A_Copies&-loadframes

The SA Chess...ciation Inc The Austral...ampionships The South A... League Inc Adelaide Bank Knights & Bytes FileMaker In... Publishing

SERU Library Resources

then press

First - 25 + 25 recs Last

Click to pick	Title	New	Search for keywords	7 of 21740
<input checked="" type="checkbox"/>	MITTEN PUPPET STORYTIME - THIS LITTLE PIGGY	<input type="button" value="Details"/>	Storytelling - Creativity -----	Booked
<input type="checkbox"/>	MITTEN PUPPET STORYTIME - GOLDILOCKS	<input type="button" value="Details"/>	Storytelling - Creativity -----	Available
<input type="checkbox"/>	WHO'S IN THE SHED?	<input type="button" value="Details"/>		Available
<input type="checkbox"/>	NEVER SNAP AT A BUBBLE	<input type="button" value="Details"/>		On Loan
<input type="checkbox"/>	I SPY	<input type="button" value="Details"/>	Pre-School - Lower Primary School -	Available
<input type="checkbox"/>	ANGUS THOUGHT HE WAS BIG	<input type="button" value="Details"/>	Pre-School - Lower Primary School -	On Loan
<input type="checkbox"/>	HELP!	<input type="button" value="Details"/>	Lower Primary School - Year 1 - Year 2 -	Available
<input type="checkbox"/>	PLAY MONEY COINS NOTES AND STAMPS	<input type="button" value="Details"/>	Money Cocepts -----	On Loan
<input type="checkbox"/>	MONEY MANAGEMENT ONE	<input type="button" value="Details"/>	Lower Secondary School - Year 9 - Adult	Available
<input type="checkbox"/>	MONEY MANAGEMENT TWO	<input type="button" value="Details"/>	Lower Secondary School - Year 8 - Adult	Available
<input type="checkbox"/>	MONEY MANAGEMENT THREE	<input type="button" value="Details"/>	Lower Secondary School - Year 8 - Adult	Available
<input type="checkbox"/>	TIME ONE	<input type="button" value="Details"/>	Middle Primary School - Year 4 - Year 5 -	Available
<input type="checkbox"/>	SAMABLE SPACE & MEASUREMENT FOR MORE ABLE	<input type="button" value="Details"/>	Middle Primary School - Year 5 - Upper	Available
<input type="checkbox"/>	SAMABLE SPACE & MEASUREMENT FOR MORE ABLE	<input type="button" value="Details"/>	Middle Primary School - Year 5 - Upper	Available
<input type="checkbox"/>	CONSUMER POWER	<input type="button" value="Details"/>	Middle Primary School - Year 4 - Year 5 -	Available
<input type="checkbox"/>	CONSUMER POWER	<input type="button" value="Details"/>	Middle Primary School - Year 4 - Year 5 -	Available
<input type="checkbox"/>	VIDEO CONSUMER POWER	<input type="button" value="Details"/>	Middle Primary School - Year 4 - Year 5 -	Available
<input type="checkbox"/>	BASIC BIOLOGY (4 TITLES)	<input type="button" value="Details"/>	Science - Biology -----	Available
<input type="checkbox"/>	SIMPLE SCIENCE EXPERIMENTS (4 TITLES)	<input type="button" value="Details"/>	Science - Experiments -----	Available
<input type="checkbox"/>	NATURE STUDY DISCOVERY CARDS (2 TITLES)	<input type="button" value="Details"/>	Science - Botany -----	Available
<input type="checkbox"/>	THE SOLAR SYSTEM	<input type="button" value="Details"/>	Middle Primary School - Year 5 - Upper	Available
<input type="checkbox"/>	PROCESS WAY TO SCIENCE (2 BOOKS)	<input type="button" value="Details"/>	Index terms still to be done	Available

The record you pick will have a Y placed in the picked box and will be put at the top of the screen. If the item was Available, it will be marked a Booked, while if it was marked a On Loan, it will become Reserved - please note that the status of your booking may not be accurate – but you will receive a confirmation email shortly after finishing the session telling you whether your booking has been successful.

You will naturally want to search the database for items you want and to do this, you need to use the <Set Search>, <Extend Search> and <Perform Search> buttons.

If you click the <Set Search> button you will see a screen like this:

A_Copies

http://web.seru.sa.edu.au:80/fmi/iwp/cgi?-db=A_Copies&-loadframes

The SA Chess...ciation Inc The Austral...ampionships The South A... League Inc Adelaide Bank Knights & Bytes FileMaker In... Publishing

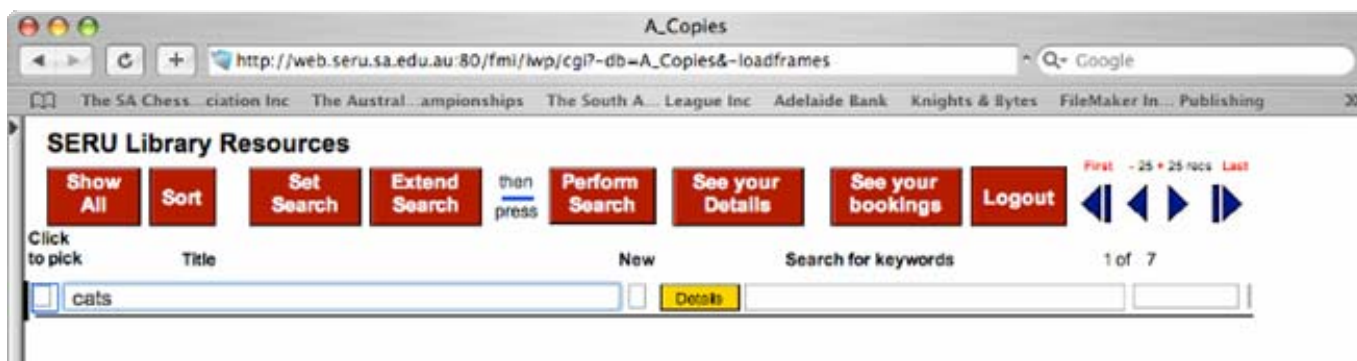
SERU Library Resources

then press

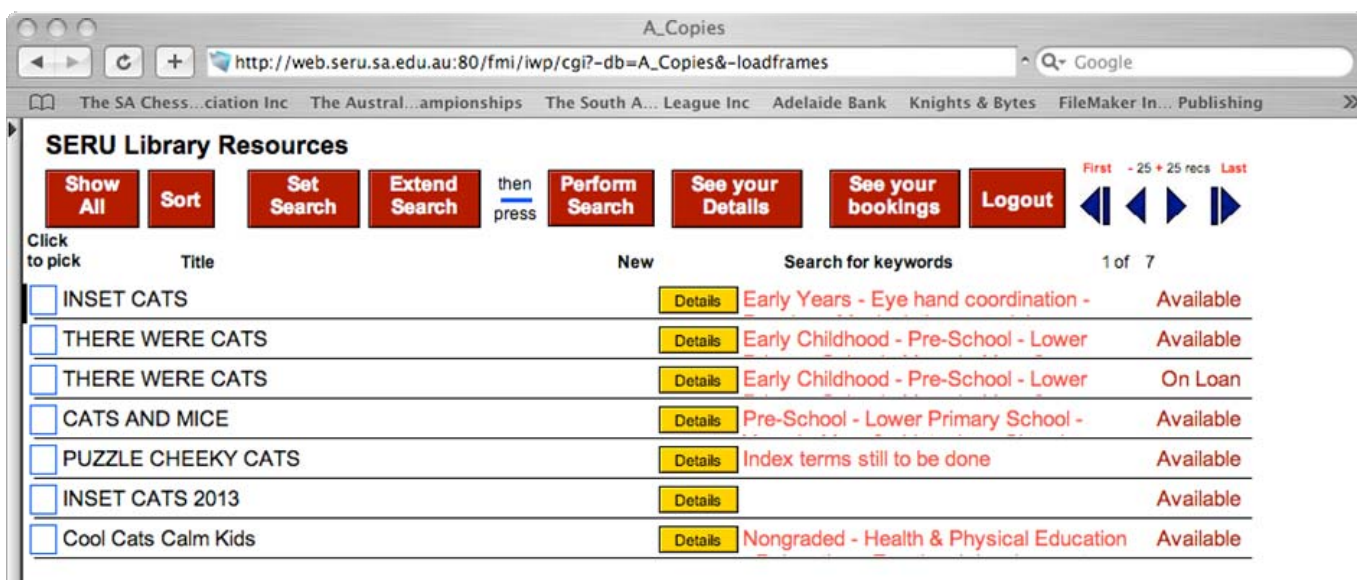
First - 25 + 25 recs Last

Click to pick	Title	New	Search for keywords	1 of 21740
<input type="checkbox"/>		<input type="button" value="Details"/>		

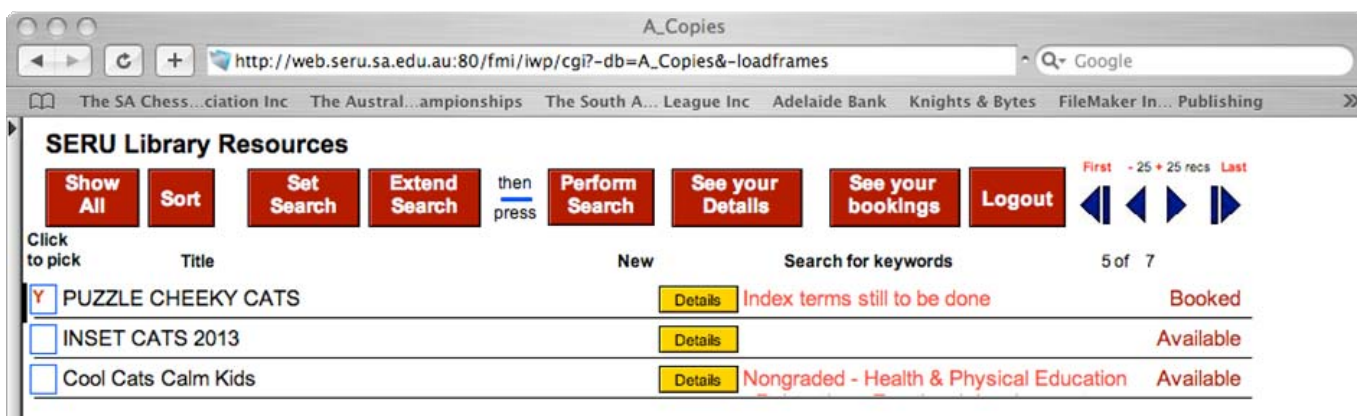
This is where you type in your search criteria. The best field to search in is the **Search for keywords** field since it will then check the entire record for what you want, but suppose you want to find only those records with the word “cats” in their title:



When you ask the database to find any records with ‘cats’ in the title by pressing the <Perform Search> button, you will see something like this:

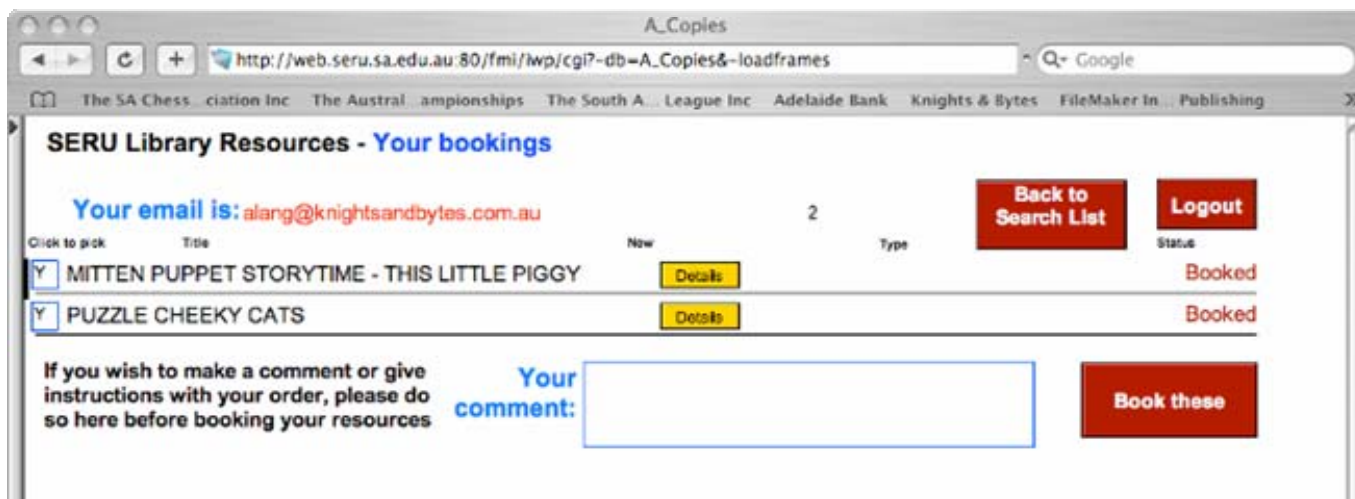


You can pick items from this much shorter list if you like:

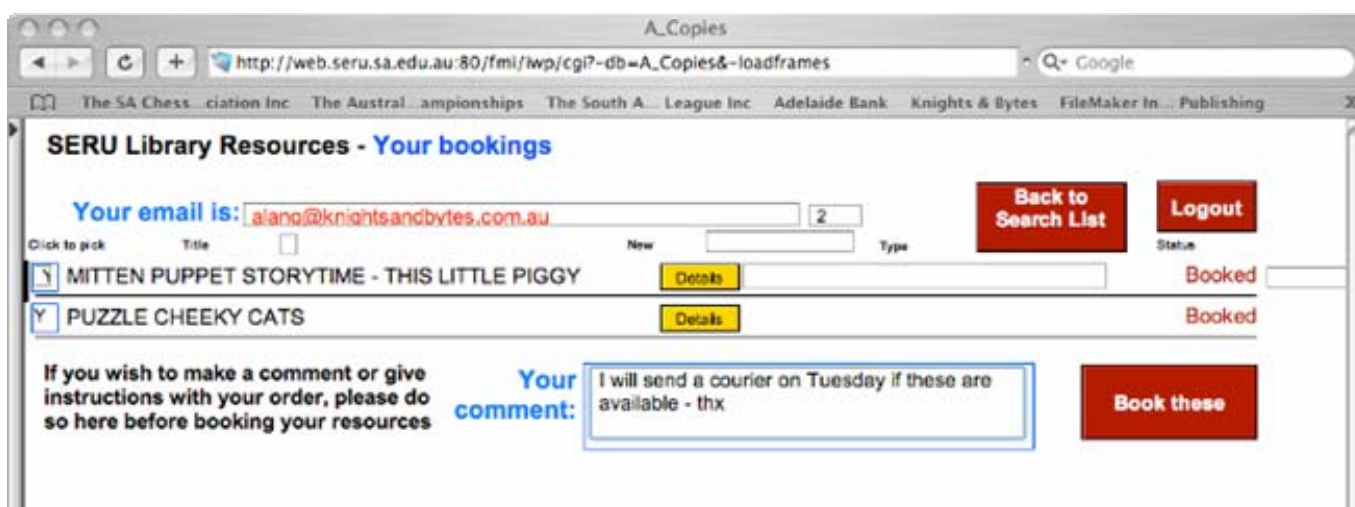


You have picked “Puzzle Cheeky Cats” and so it has gone to the top of the list. Notice that you still have 7 found records but it has placed record 5 at the top of the screen – to see the first record, use the left-most button on the right of the screen.

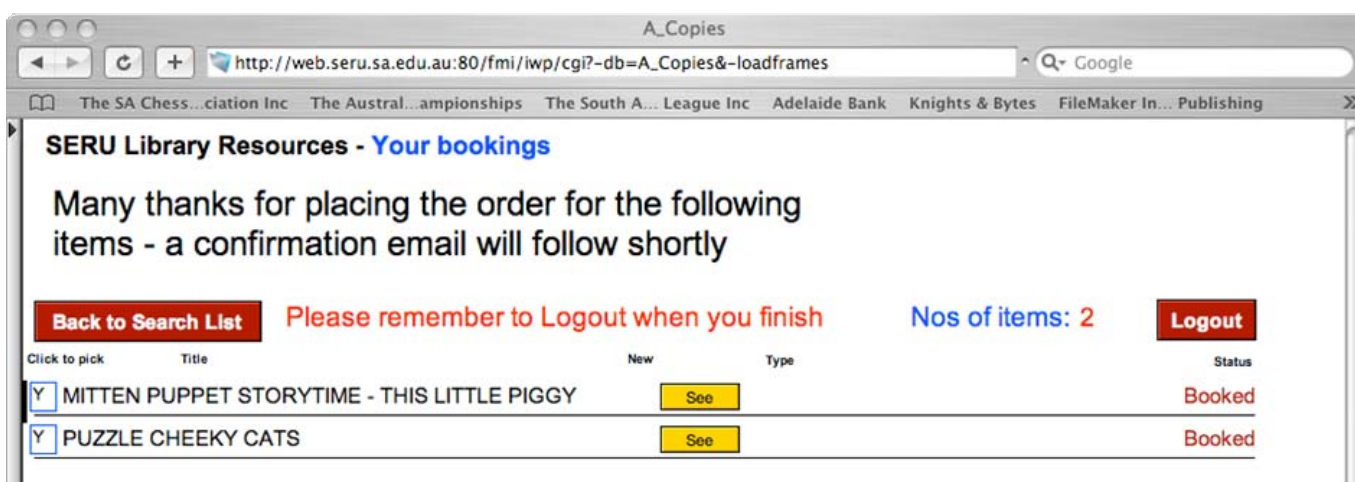
Once you have picked your selections, click <See your bookings>:



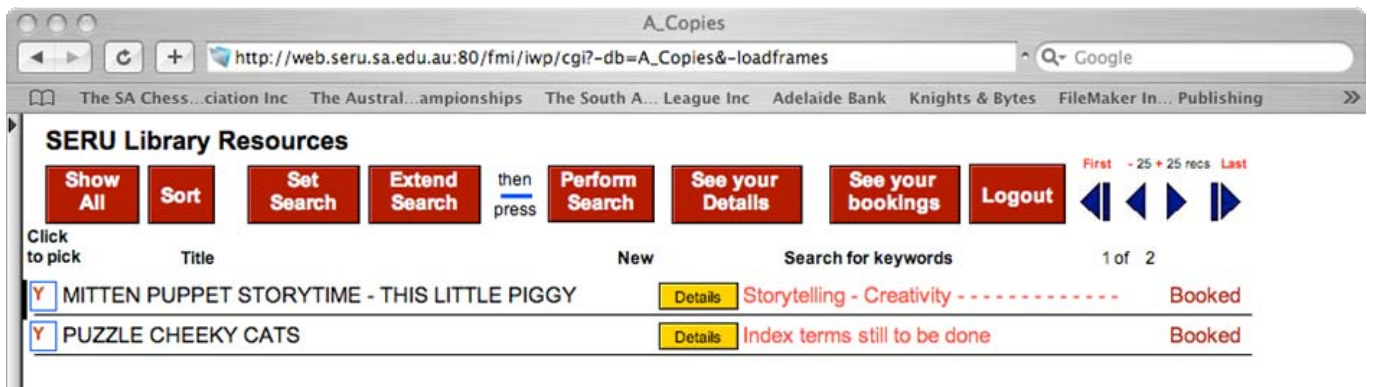
It is important here to check that your email is correct otherwise you will not receive the confirmation letter and that the items you have picked are all present and correct. If you want you can give some special instructions with the order, before you submit it:



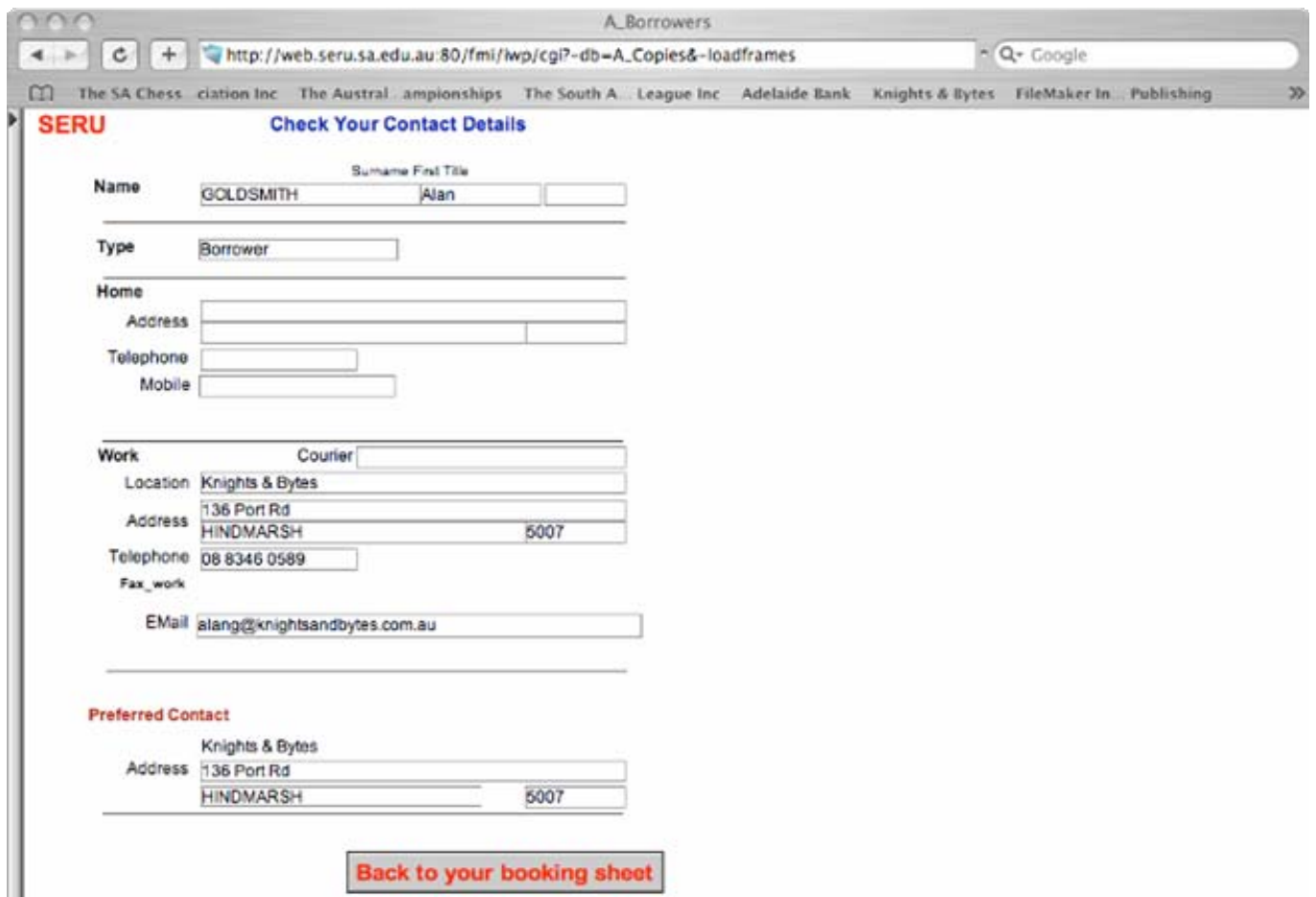
And then to make the booking, simply click <Book these>



The key item to note on this screen is that we want you to <Logout> when you finish – simply click the button. You can of course go back to the search screen and perform more searches if necessary.



You may also use this screen to check your contact details and email address. If you click <See your details>, you will see a screen like this:



If you need to make a change to the details, do so and then click the <Back to your booking sheet button> - it is important to use the button to ensure the changes are submitted.

When you do Logout from the database, you will be taken back to the list of databases and you can simply close the window if you wish or choose to explore another of our databases. If you have booked any items, we will send an email to you shortly confirming the status of your bookings.

If you have any difficulties using the databases, please let us know – your feedback will help make the process easier for everyone.