

Chapter 8 LARS Quick Start for Quick Results

This chapter provides you with a brief overview of the necessary steps to process a binding job. Processing a binding job is the main function in LARS - Library and is where most of the time is spent in LARS - Library.

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Job Processing Cycle

The Job Processing Cycle is the sequence of processing steps you repeat to process each job being sent to the bindery. The Job Processing Cycle as explained in this chapter is an outline of the processing steps. For more detail, see the corresponding chapters.

The Job Processing Cycle is as follows:

1. Start the LARS program and go to the LARS - Library Job Status Database Window.
 - ⇒ To start LARS, choose the LARS icon and enter your User Id and password if applicable.
 - ⇒ To go to the LARS - Library Job Status Database window, choose the **J**obs button from the LARS - Library Main Menu
 - ⇒ Either select an existing job and choose the **U**ppdate button to add more pieces to the job or to create a new job to add pieces to, choose the **N**ew button.

2. Add pieces to the existing Job or the newly created Job.
 - ⇒ Choose the **T**it Search button to use the title search dialog box to locate the required title and **A**ccept the title.
 - ⇒ When and if the Keyword Dialog box opens, enter the variables and choose **OK** when complete.
 - ⇒ Verify and enter any required information in the LARS - Library Job window. If you have omitted required information, LARS will prompt you for this information by not saving the piece and putting the cursor in the field requiring information.

3. Print a Binding Ticket and insert with piece. Put piece and box and proceed to the next piece.
 - ⇒ Upon saving a piece in the job, LARS will print a binding ticket for that piece if your LARS was setup to automatically print binding tickets. If not, print your tickets in a batch by choosing the **R**eports button from the LARS - Library Main Menu.

4. When completed entering pieces, Close the Job.
 - ⇒ After entering the last piece, Close the Title Search Dialog box and Exit from the LARS - Library Job window.
 - ⇒ From the LARS - Library Job Status Database window, select the job(s) that need to be closed. To select more than one job, click and drag the mouse. To select more than one job that do not follow each other on the list, while holding down the <Ctrl> key, select the appropriate jobs by clicking the mouse.
 - ⇒ With the jobs selected, choose the **C**lose button.
5. After Closing the Job, Send the Job to the bindery.
 - ⇒ From the LARS - Library Job Status Database window, select the job(s) that need to be sent. To select more than one job, click and drag the mouse. To select more than one job that do not follow each other on the list, while holding down the <Ctrl> key, select the appropriate jobs by clicking the mouse.
 - ⇒ With the closed jobs selected, choose the **S**end button and follow prompts to complete the send.
6. Print any required reports of the Sent Job.
 - ⇒ From the LARS - Library Main Menu, choose the **R**eports button.
 - ⇒ From the LARS - Library Reports Menu, choose the required report and follow the prompts to complete the report.
7. When the Job has returned from the bindery, receive the shipment diskette or FTP file.
 - ⇒ From the LARS - Library Main Menu, choose the **S**hipments button.
 - ⇒ To receive a diskette, insert the diskette into the appropriate disk drive and choose the **R**ecieve button. Follow prompts to complete the receive.
 - ⇒ To receive an FTP file,
8. Merge the Lot into your Titles Database.
 - ⇒ From the LARS - Library Lot Status Database window, select the lot(s) that need to be merged. To select more than one lot, click and drag the mouse. To select more than one lot that do not follow each other on the list, while holding down the <Ctrl> key, select the appropriate lots by clicking the mouse.
 - ⇒ With the returned lots selected, choose the **M**erge button and follow prompts to complete the merge.

9. Delete the Merged Lot.
 - ⇒ From the LARS - Library Lot Status Database window, select the lot(s) that need to be deleted. To select more than one lot, click and drag the mouse. To select more than one lot that do not follow each other on the list, while holding down the <Ctrl> key, select the appropriate lots by clicking the mouse.
 - ⇒ With the merged lots selected, choose the **Delete** button and follow prompts to complete the delete.
10. All is complete. Repeat steps 1 through 9 to process another Job.

Creating / Entering a New Title in the Job

If the title search was unsuccessful because the title is not in the Titles Database or it is a new serials title, you will need to create and enter the serials title. With the use of title styles this is simple to do.

1. If the Title Search Dialog box is open in the LARS - Library Job window and you have to create a new title, then close the Title Search Dialog box.
 2. On the LARS - Library Job window, in the Type field, enter the type of title you are creating. i.e. P for periodical or M for monograph. See *Appendix H* in the manual for available title types and styles or visit www.wbmbindery.com/resources/Lars-software
 3. In the Title Style field, enter the title style of the title you are creating. Then goto the Foil field. Once the cursor leaves the title style box, LARS quickly creates a set of title text groups and appropriate keywords. For available title types and styles see www.wbmbindery.com/resources/Lars-software
- Utilizing the Title Style is like using a template and is giving you a head start in setting up your new title.
4. In the Foil field, verify that the defaulted print color is correct. If it is not, modify accordingly. For print colours see www.wbmbindery.com/resources/Colour Chart
 5. In the Material field, enter the material color for the title you are creating. For available material colours see www.wbmbindery.com/resources/Colour Chart
 6. In the Title group as illustrated below, enter the new title. Use your judgement when putting line breaks between the words. The line break indicates a new line and the text following the line break will be printed on the next line.

Your library may be using the backslash or asterisk to indicate a line break. If uncertain, view another title in your titles database.

i.e. JOURNAL\OF THE\AMERICAN will be printed as

JOURNAL
OF THE
AMERICAN

Title Text	
Title	JOURNAL\OF THE\AMERICAN

To see a visual layout of the information to be printed on the spine, choose the **V**iew button. When completed viewing, choose the **V**iew button again to close the view window.

7. If you press ENTER after leaving the title group, LARS will open the Keyword dialog box. Otherwise, choose the **K**eyword button to enter the variables in the keyword dialog box. If the keywords do not appear as needed and requires modification, *See Keyword Dialog Box* earlier in this chapter.
8. If there are any additional groups that appear in the title text area, eg. Call Number, enter the information accordingly.
9. Enter instructions to your binder (if any) by choosing the **B**inding button to open the Binding Options dialog box. *See Binding Options Dialog Box* earlier in this chapter.
10. Enter any notes to yourself in regards to the current title by choosing the **N**otes button. *See Notes Dialog Box* earlier in this chapter.
11. If **M**ore details has been toggled on, then more fields will be displayed on your window for entering in. Some of the fields will already have defaulted information in them. Enter in these fields as necessary. Not all of the fields require information, depending on your library. If you have omitted entering in a field that does require information, LARS will indicate this in the status bar before you will be permitted to complete a save.

After verifying the information for the new title displayed on the LARS - Library Job window, choose the **S**ave button.

Tip: Depending on how your LARS - Library was setup, if you are not immediately saving into the titles database as well as into a job, you may want to goto Options on the menu bar and choose the command to **A**dd **T**itle **R**ecord to the titles database.

12. Upon **S**ave, if a binding ticket was produced, insert the binding ticket with the volume and put in a box. Proceed to the next piece.

Creating / Entering a Non Serials Title in the Job

Most commonly serials titles are saved in the titles database and non-serials titles such as monographs, thesis etc.. are not. Non-serials titles will have to be created and entered into the job. This is simple to do with the use of title styles.

1. On the LARS - Library Job window, in the Type field, enter the type of title you are creating. i.e. M for monograph. See *Appendix H* in the manual for available title types and styles or visit www.wbmbindery.com/resources/Lars-software
2. In the Title Style field, enter the title style of the title you are creating. Then goto the Foil field. Once the cursor leaves the title style box, LARS quickly creates a set of title text groups and appropriate keywords. See *Appendix H* in the manual for available title types and styles or visit www.wbmbindery.com/resources/Lars-software

Utilizing the Title Style is like using a template and is giving you a head start in setting up your new title.

3. In the Foil field, verify that the defaulted print color is correct. If it is not, modify accordingly. For print colours see www.wbmbindery.com/resources/Colour Chart
4. In the Material field, enter the material color for the title you are creating. For available material colours see www.wbmbindery.com/resources/Colour Chart
5. In the Title group as illustrated below, enter the new title. Use your judgement when putting line breaks between the words. The line break indicates a new line and the text following the line break will be printed on the next line.

i.e.. HEALTHY\HOMESTYLE\COOKING\Tribole will be printed as

HEALTHY
HOMESTYLE
COOKING

Tribole

Title Text	
Title	HEALTHY\HOMESTYL\COOKING\Tribole
<input type="text"/>	

To see a visual layout of the information to be printed on the spine, choose the **V**iew button. When completed viewing, choose the **V**iew button again to close the view window.

6. Enter instructions to your binder (if any) by choosing the **B**inding button to open the Binding Options dialog box. See *Binding Options Dialog Box* earlier in this chapter.
7. After verifying the information for the nonserials title displayed on the LARS - Library Job window, choose the **S**ave button.

If **M**ore details has been toggled on, then more fields will be displayed on your window for entering in. Entering in these fields is not necessary for nonserials titles that are not saved into the titles database.

8. Upon **S**ave, if a binding ticket was produced, insert the binding ticket with the volume and put in a box. Proceed to the next piece.