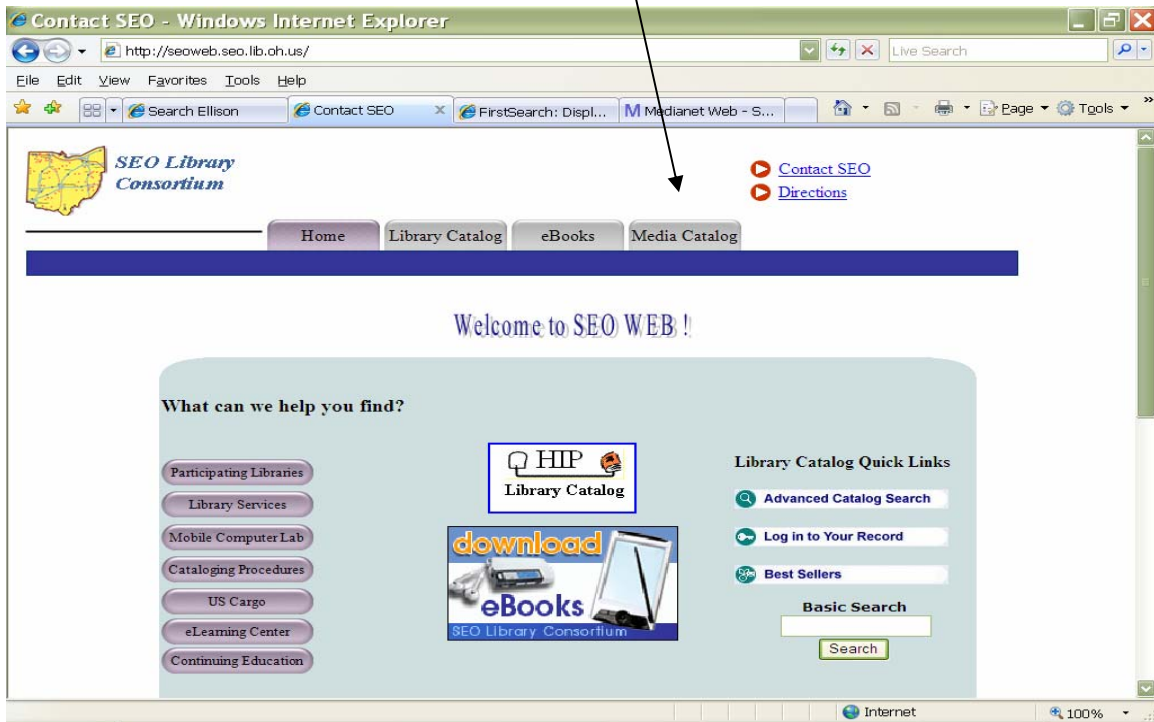


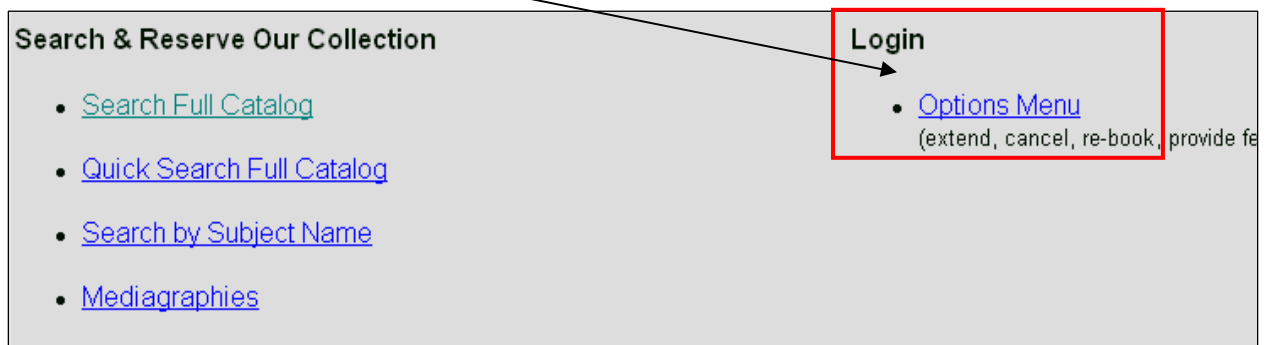
SEO Media Catalog Options Menu Instructions

These instructions will show you how to log in and use the features of the Options Menu. These features include, Display Menu, Update Menu and the General Menu.

Go to: <http://seoweb.seo.lib.oh.us> and click on Media Catalog.



Click on the Options Menu.



Log in using your Client Number and Password.

Client Number:	<input type="text" value="900000"/>
Password:	<input type="password" value="••••••••"/>
	<input type="button" value="OK"/>

If you don't know your Client Number and Password, call SEO for assistance

Once you have successfully logged in you should see your library's name as the active client.

THE INFORMATION NETWORK FOR OHIO SCHOOLS

Options Menu

Active client: **MASSILLON PUBLIC LIBRARY, (330)832-9831**

Change client: enter name or code

Display

- Bookings
 - [Current & Future](#)
 - [Past](#)
 - [Filtered](#)
 - [Help/Tutorials](#)
 - [Recent Improvements!](#)

Update

- Order
 - [Extend/Renew](#)
 - [Cancel](#)
 - [E-mail Inquiry](#)
 - [Re-Book](#)
- Client
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 - [Profile](#)

General

- [Feedback](#)
- [Purchasing Recommendations](#)

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From this screen, you can use the **Display menu** to view your current and future bookings and your past bookings. You can use this information to update your records or to check the status of an order.

To display your library's current and future bookings, click on "Current & Future."

Options Menu

Active client: **MASSILLON PUBLIC LIBRARY, (330)832-9831**

Change client: enter name or code

Display

- Bookings
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Update

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General

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A list of all bookings that are either out to your library or booked for the future are displayed. Their showdates and endshow dates are displayed.

Display Bookings
Active client: MASSILLON PUBLIC LIBRARY, (330)832-9831

Show	End	Title	Title#,fmt	Via	Status	Order
May 19	Jun 02	Worms and how they live	002206,VH	U.S. Cargo	Out	000352
May 23	May 27	Hearts and minds	000351,VH	U.S. Cargo	Out	000354
Jun 23	Jul 07	The Legend of Firefly Marsh	004056,16	U.S. Cargo	In	000355
Aug 10	Aug 23	Frontier fisherman	002540,VH	U.S. Cargo	In	000353

Click the search button to list matching bookings.

Action: Status Filter:

Optionally Filtered By:

Bookings on-site for:

[SEO Library Home](#) | [Options Menu](#) | [Mediagraphies](#) | [Search Full Catalog](#) | [Order Form](#) | [Logout](#)

The status of your order and its order number is listed here.

Status Definitions:

- 1) "Out" means that the item is out to your library.
- 2) "In" means that the item has not left the SEO Media Center yet.
- 3) "To Ship" means that the item is being shipped that day.
- 4) "Overdue" means that the item has been out longer than the "End" date in the second column.
- 5) "Returned" means that you have successfully returned the item to the SEO Center.

To return to the options menu click on "Options Menu."

Display Bookings
Active client: MASSILLON PUBLIC LIBRARY, (330)832-9831

Show	End	Title	Title#,fmt	Via	Status	Order
May 19	Jun 02	Worms and how they live	002206,VH	U.S. Cargo	Out	000352
May 23	May 27	Hearts and minds	000351,VH	U.S. Cargo	Out	000354
Jun 23	Jul 07	The Legend of Firefly Marsh	004056,16	U.S. Cargo	In	000355
Aug 10	Aug 23	Frontier fisherman	002540,VH	U.S. Cargo	In	000353

Click the search button to list matching bookings.

Action: Status Filter:

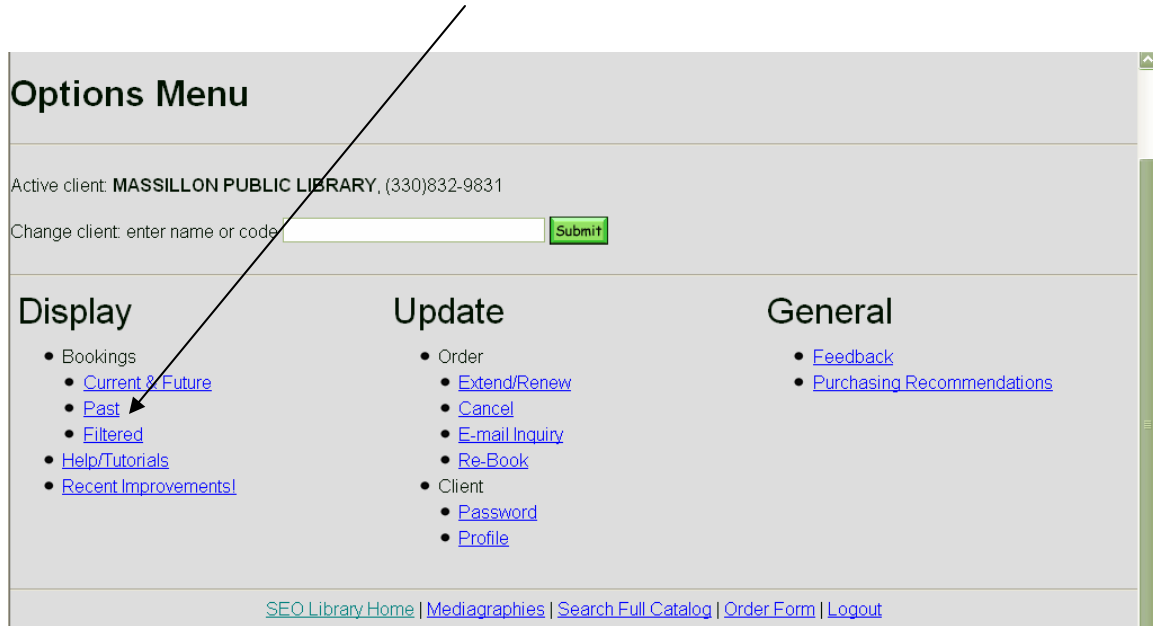
Optionally Filtered By:

Bookings on-site for:

[SEO Library Home](#) | [Options Menu](#) | [Mediagraphies](#) | [Search Full Catalog](#) | [Order Form](#) | [Logout](#)

Some libraries like to book items that they have booked in the past. You can use the **Display Menu** to view your past bookings. This will eliminate searching for items that you want to book again.

To view your past bookings click on "Past."



Options Menu

Active client: **MASSILLON PUBLIC LIBRARY**, (330)832-9831

Change client: enter name or code

Display

- Bookings
 - [Current & Future](#)
 - [Past](#)
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 - [Recent Improvements!](#)

Update

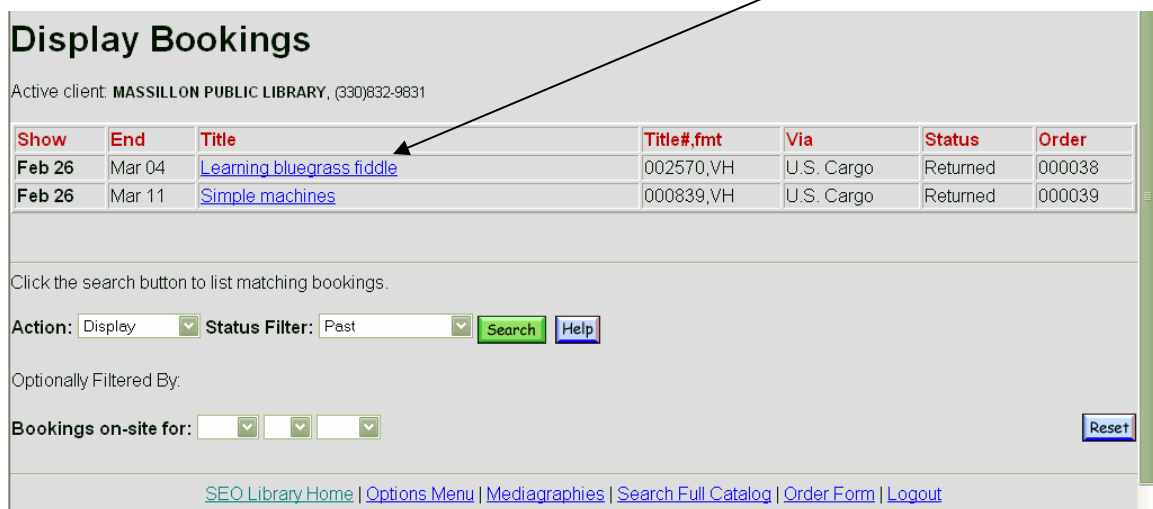
- Order
 - [Extend/Renew](#)
 - [Cancel](#)
 - [E-mail Inquiry](#)
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This is a list of your past bookings. To book an item again, click on its title. Notice the status of "Returned" in the status field.



Display Bookings

Active client: **MASSILLON PUBLIC LIBRARY**, (330)832-9831

Show	End	Title	Title#,fmt	Via	Status	Order
Feb 26	Mar 04	Learning bluegrass fiddle	002570,VH	U.S. Cargo	Returned	000038
Feb 26	Mar 11	Simple machines	000839,VH	U.S. Cargo	Returned	000039

Click the search button to list matching bookings.

Action: Status Filter:

Optionally Filtered By:

Bookings on-site for:

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The item's Bibliographic record is then displayed. To book this item, click the green "Pick" button. Then, follow the standard booking instructions to book the item.

INFOhio
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Title **Learning bluegrass fiddle (002570)**
 Physical Color; Sound; 90 min
 Produced 1984
 Distributor Homespun Video (0273)
 Series [Music instruction \(0362\)](#)
 Synopsis Kenny Kosek demonstrates how to hold the fiddle, use of the bow, fingering and other techniques used in playing bluegrass fiddle.
 PubLoc Woodstock, N.Y.
 Guide Guide Included
 Subjects [Violin—Instruction and study](#); [Bluegrass music—Instruction and study](#)
 Holdings [Pick](#) VHS Head Office, 1 copy

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To look at more features of the **Display Menu**, click on "Options Menu."
 The Display Menu has some helpful tutorials that are available to you. To view the Tutorials, click on **Help/Tutorials**.

Options Menu

Active client: **MASSILLON PUBLIC LIBRARY**, (330)832-9831
 Change client: enter name or code [Submit](#)

<h3>Display</h3> <ul style="list-style-type: none"> • Bookings <ul style="list-style-type: none"> • Current & Future • Past • Filtered • Help/Tutorials • Recent Improvements! 	<h3>Update</h3> <ul style="list-style-type: none"> • Order <ul style="list-style-type: none"> • Extend/Renew • Cancel • E-mail Inquiry • Re-Book • Client <ul style="list-style-type: none"> • Password • Profile 	<h3>General</h3> <ul style="list-style-type: none"> • Feedback • Purchasing Recommendations
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[SEO Library Home](#) | [Mediagraphies](#) | [Search Full Catalog](#) | [Order Form](#) | [Logout](#)

A list of the available Tutorials and Help Pages include:

- **Tutorials**
 - [Multi-pick](#)
 - [Personalized Catalogs](#)
- **Help Pages**
 - [Media Catalog Search](#)
 - [Order Form](#)
 - [Booking Filter](#)
- **What's New**
 - [Recent Improvements](#)

From this screen, you can use the **Update Menu** to modify or cancel your existing orders, inquire about your existing orders and re-book items you have used in the past.

THE INFORMATION NETWORK FOR OHIO SCHOOLS

Options Menu

Active client: **MASSILLON PUBLIC LIBRARY**, (330)832-9831

Change client: enter name or code

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General

- [Feedback](#)
- [Purchasing Recommendations](#)

[SEO Library Home](#) | [Mediographies](#) | [Search Full Catalog](#) | [Order Form](#) | [Logout](#)

- If you wish to extend the length of any booking, click on “Extend/Renew.”
- To cancel any order that has not already been shipped, click on “Cancel.”
- If you wish to inquire about an order for any reason, click on “Email Inquiry.” An email will be sent to the SEO Media email account and someone will respond promptly.
- To book items that you have used in the past, or to simply view your past bookings, click on “Re-Book.”
 - You can pick as many items as you want to re-book. To select them, click on the empty box, and then click the green “Submit” button. You will then need to follow standard booking instructions to reserve the items.

Re-Book

Active client: **MASSILLON PUBLIC LIBRARY**, (330)832-9831

MASSILLON PUBLIC LIBRARY, (330)832-9831

Hint: Click on any column header to sort contents (once ascending, twice descending)

	Show	End	Title	Title#	Cpy	Via	Status	Order
<input checked="" type="checkbox"/>	Feb 26 2005	Mar 04	Learning bluegrass fiddle	002570,VH		U.S. Cargo	Returned	000038
<input checked="" type="checkbox"/>	Feb 26 2005	Mar 11	Simple machines	000839,VH		U.S. Cargo	Returned	000039
<input type="checkbox"/>	May 19 2005	Jun 02	Worms and how they live	002206,VH		U.S. Cargo	Returned	000352
<input type="checkbox"/>	May 23 2005	May 27	Hearts and minds	000351,VH		U.S. Cargo	Returned	000354
<input type="checkbox"/>	Jun 23 2005	Jul 07	The Legend of Firefly Marsh	004056,16		U.S. Cargo	Returned	000355
<input type="checkbox"/>	Feb 24	Mar 09	Mid Atlantic	001052,VH		U.S. Cargo	Returned	000951
<input type="checkbox"/>	Feb 24	Mar 09	50 states, 50 capitals, North Eastern United State	000184,VH		U.S. Cargo	Returned	000952
<input type="checkbox"/>	Mar 23	Apr 05	Malcolm and the baby	002827,VH		U.S. Cargo	Returned	000998
<input type="checkbox"/>	Mar 23	Apr 05	Aunt Abigail's beau	002826,VH		U.S. Cargo	Returned	000999
<input type="checkbox"/>	Aug 11	Aug 24	The Prize : the epic quest for oil, money and powe	001115,VH		U.S. Cargo	Returned	001177

You can also change your password by clicking on "Password." You can enter an email address if you wish to receive confirmations via email. To enter an email address for your library's account, click on "Profile."

THE INFORMATION NETWORK FOR OHIO SCHOOLS

Options Menu

Active client: **MASSILLON PUBLIC LIBRARY**, (330)832-9831

Change client: enter name or code

<h3>Display</h3> <ul style="list-style-type: none">• Bookings<ul style="list-style-type: none">• Current & Future• Past• Filtered• Help/Tutorials• Recent Improvements!	<h3>Update</h3> <ul style="list-style-type: none">• Order<ul style="list-style-type: none">• Extend/Renew• Cancel• E-mail Inquiry• Re-Book• Client<ul style="list-style-type: none">• Password• Profile	<h3>General</h3> <ul style="list-style-type: none">• Feedback• Purchasing Recommendations
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The **General Menu** allows you to give us feedback on our services and the website. You can also make purchasing recommendations here. We welcome any input you may have.

For further assistance please feel free to contact SEO at (740)783-5705 or 1(800)282-2779 and ask for the Film Department.