Library : Back to School Reminders and Updates

Below are a few tasks and information for the upcoming 2026-2027 school year.

1. **Help Desk Tickets** - All library questions should be emailed to helplibrary@mveca.org. When you email helplibrary@mveca.org, it will create the ticket in Salesforce, our helpdesk software. All responses are done by email from the ticket so keep an eye on your email.

2. **New or reassigned library staff** – If you haven't already, please notify helplibrary@mveca.org of any staff changes in your library. Please be sure to email the following : name, email address, building and phone number. This way they will receive the proper email communications that are sent throughout the year.

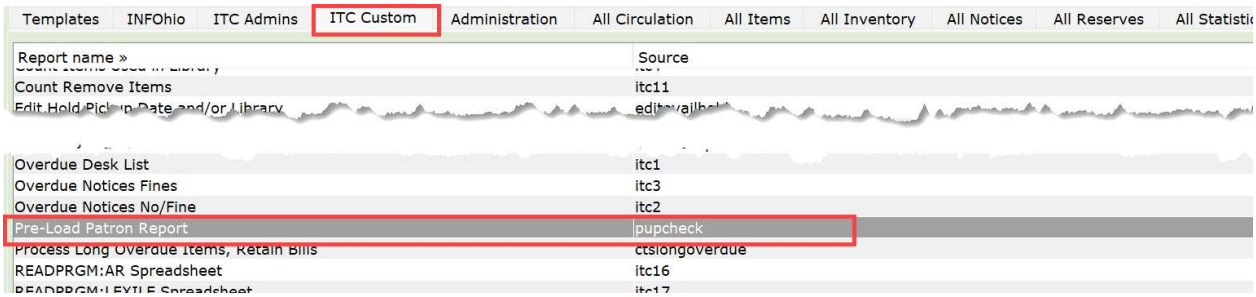
3. **Merging or closing libraries?** If so, please email helplibrary@mveca.org with this information. We will need to make changes to several files or patrons may not load and things will not work correctly.

4. **Printing Student/Staff Barcodes** – You can run the PAT: User Labels report and print out the barcodes on paper and put in a binder by your checkout. This makes it very easy to scan user ID, then scan the item.

   - Click here for instructions for printing student labels
   - Click here for instructions for printing faculty labels

   Make sure you have the correct barcode font installed!

5. **Patron Update emails discontinued** - The daily emails that you are used to receiving will no longer be sent. This is to help protect Personally Identifiable Information (PII). If you need/want this information, it can be found in WorkFlows by running the report called "Pre-Load Patron Report" under the ITC Custom tab. If this report is something you need on a daily basis, we can help you schedule the report to run daily, and it will be in your "finished reports". If you need assistance, please put in a ticket to helplibrary@mveca.org.

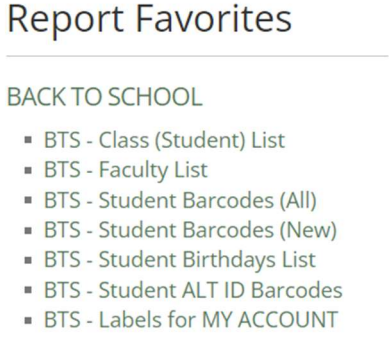


6. **Follett/Vendor Book Loads** – If you are having a vendor provide MVECA with the marc records for us to upload to your catalog, please do **not** manually add them. Books are currently being delivered before or same time as we get the Marc records. We have requested that MVECA receive the Marc record file prior to the books being shipped.

7. **Scheduled Overdue Notices** – Did you suspend your overdue notices over the summer and need to re-schedule them?
    - Be sure to check your "scheduled reports" screen. If the report is in bold type, it has been suspended, and you will need to reschedule it by clicking on the report, then click on advanced in the bottom tabs, then click un-suspend.

8. **Teacher Email Updates** - Do you have Overdue Notices on your Scheduled Reports screen that were emailed to Homeroom Teachers last year? Will those need updated with new teacher emails?
    - Click on Scheduled reports then
    - Click on the report line you need to change
    - Click Modify
    - On the Basic tab change the name to the correct homeroom name/teacher.
    - On the options tab change the homeroom name to be the correct homeroom name (correct upper/lower case is important – Use the Display User screen to search by homeroom for the room number to see the correct homeroom name)
    - Click on Schedule at the bottom
    - Change the email address of the teacher to the correct email address
    - Click "Schedule" to save the changes
    - On the options tab change the homeroom name to be the correct homeroom name (correct upper/lower case is important – Use the Display User screen to search by homeroom for the room number to see the correct homeroom name)
    - Click on Schedule at the bottom
    - Change the email address of the teacher to the correct email address
    - Click "Schedule" to save the changes.
    - For more detailed instructions or help, enter a help desk ticket and we will assist you.

9. Check the "Back to School Reports" in the Workflows Handbook for tips on creating class lists, barcodes for students, etc. https://www.infohio.org/library/workflows-handbook/category/favorite-reports



10. Bookmark the INFOhio website – www.infohio.org
    - This is where you find the Workflows Handbook
    - This is where you find the FREE Electronic Resources from INFOhio

11. Bookmark the Workflows Handbook!
    - You will use this FREQUENTLY.
    - https://www.infohio.org/library/workflows-handbook

12. Educator Tools – INFOhio website
    - There are bookmarks, handouts, and all kinds of resources for INFOhio information that you can pass out to your students. Information can be found at https://www.infohio.org/educators

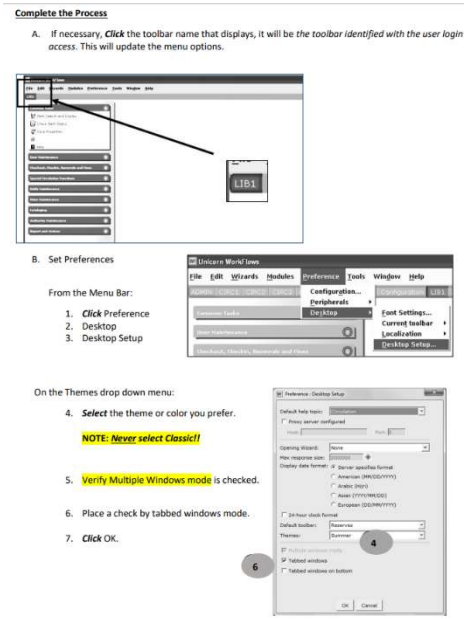
13. Printing - if you get the ERROR "The specified path was not found" you or your tech department will need to reset the Printer Pathway.

You will find the documents on MVECA's website: www.mveca.org/infohio.aspx under the Back to School Documents.

- For the PC: Setting the Print Path for a PC or MAC: Setting the Print Path for a MAC

14. COMPLETING THE INSTALLATION PROCESS
    - Many times, these steps are missed during the installation process or update process by the tech department. Missing these steps will cause barcodes not to print, the error "The specified path was not found", and a few other issues. If you find these things happening, please make sure the following steps have been taken by you or your tech department. These steps may be found in the Installation Guides on the Setup Page of the Workflows Handbook. (SEE NEXT PAGE)
    - For the MAC on pages 8 and 9, for the PC on pages 6 and 7.

15. If you received a new computer or a fresh install of Workflows
    - Check your Preferences>Desktop>Desktop Setup and be sure the Multiple Windows Mode and Tabbed Windows is checked at the bottom of the pop-up screen (scroll to bottom of screen to find these two boxes that need checked) (show on prior page in completing the installation process screen shots)



16. Bookmark the MVECA INFOhio page: https://www.mveca.org/INFOhio.aspx
    - This document will be posted on the webpage so you will have access to it at any time.
    - All documents from meetings are posted on this page.

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miami valley educational computer association