

Quick Tip:
Do You Trust Your Instructors?

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Do You Trust Your Instructors?

Topics

- User Permissions
 - Instructor
 - Trusted
- Document Types
 - Force Review

User Permissions

- Instructor Privileges
 - Allows the user to have access to the Instructor Tools menu
 - Create courses
 - Add and delete reserve items
 - Designate proxy users

User Permissions

- Instructor Privileges
 - Manually
 - Ares Client

The screenshot displays the 'atlas - User' interface. At the top, there is a navigation bar with 'Home' and 'Miscellaneous' tabs. Below this is a toolbar with various icons and labels: 'Change Password', 'Logon To Web', 'Delete User', 'Email', 'Instructor' (highlighted with a red box and an arrow), 'Trusted', 'Cleared', 'Not Cleared', 'Blocked', 'Disavowed', and 'New Course'. The main content area is divided into several sections: 'Details', 'Address', 'Notes', 'Additional Information', and 'Contact Information'. The 'Details' section contains fields for Username (atlas), First Name (Atlas), Last Name (Systems), Library ID (atlas), External User ID (atlas), Authentication Method (Ares), Department (Libraries), Status (Faculty), Last Changed Date (5/28/2014 10:22 AM), Last Login Date (8/23/2017 8:08 AM), and Expiration Date (8/30/2014). The 'Address' section contains fields for Address (5712 Cleveland Street, Ste. 200), City (Virginia Beach), State (VA), and Zip (23462). The 'Contact Information' section contains fields for Email (jcella@atlas-sys.com), Phone (8005677401x220), and Phone 2. The 'Notes' section is currently empty.

Details		Additional Information	
Username	atlas	Authentication Method	Ares
First Name	Atlas	Department	Libraries
Last Name	Systems	Status	Faculty
Library ID	atlas	Last Changed Date	5/28/2014 10:22 AM
External User ID	atlas	Last Login Date	8/23/2017 8:08 AM
		Expiration Date	8/30/2014

Address		Contact Information	
Address	5712 Cleveland Street Ste. 200	Email	jcella@atlas-sys.com
City	Virginia Beach	Phone	8005677401x220
State	VA	Phone 2	
Zip	23462	<input type="checkbox"/> Autosubscribe All Courses	

Notes		
Username	Note Date	Note

User Permissions

- Instructor Privileges
 - Automatically
 - Customization Manager
 - ClearCustomersInstructorStatuses

The screenshot displays the 'Customization - Ares Customization Manager' window. The interface includes a top navigation bar with a 'Home' tab and a search bar containing 'ClearCustomersInstructorStatuses'. Below the search bar are several toolbars: 'Location' (with a 'DEFAULT' dropdown), 'Maintenance' (with 'Show Change History'), 'Table Options' (with 'New Record' and 'Copy Record' buttons), 'Editing Options' (with 'Save', 'Delete', and 'Cancel' buttons), and 'Setup Wizards' (with a 'Setup' button). The main workspace shows a tree view on the left with 'ClearCustomersInstructorStatuses' selected. The right pane displays the configuration for this item, titled 'ClearCustomersInstructorStatuses' in red. Under the 'Settings' section, the 'Key Value' is set to 'Faculty' and the 'Description' is 'Comma separated list of statuses that default to having instructor privileges.'

Do you trust your Instructors?

No, never!

Well, maybe....

User Permissions

- Instructors - Not Trusted
 - Instructors may upload electronic files or web links via the web
 - Items go to **Awaiting Review by Staff**
 - Staff intervention is required to make the items available

User Permissions

- Trusted button
 - Located on the User record

The screenshot displays the 'atlas - User' web application interface. At the top, there is a navigation bar with 'Home' and 'Miscellaneous' tabs. Below this is a toolbar with various icons and buttons: 'Change Password', 'Logon To Web', 'Delete User', 'Email', 'Instructor', 'Trusted' (highlighted with a red box), 'Cleared', 'Not Cleared', 'Blocked', 'Disavowed', and 'New Course'. The main content area is divided into several sections: 'Details', 'Address', 'Notes', 'Additional Information', and 'Contact Information'. The 'Details' section contains fields for Username (atlas), First Name (Atlas), Last Name (Systems), Library ID (atlas), External User ID (atlas), Authentication Method (Ares), Department (Libraries), Status (Faculty), Last Changed Date (5/28/2014 10:22 AM), Last Login Date (8/23/2017 8:08 AM), and Expiration Date (8/30/2014). The 'Address' section contains fields for Address (5712 Cleveland Street, Ste. 200), City (Virginia Beach), State (VA), and Zip (23462). The 'Contact Information' section contains fields for Email (jcella@atlas-sys.com), Phone (8005677401x220), and Phone 2. The 'Notes' section is currently empty.

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Username	atlas	Authentication Method	Ares
First Name	Atlas	Department	Libraries
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Library ID	atlas	Last Changed Date	5/28/2014 10:22 AM
External User ID	atlas	Last Login Date	8/23/2017 8:08 AM
		Expiration Date	8/30/2014

Address		Contact Information	
Address	5712 Cleveland Street Ste. 200	Email	jcella@atlas-sys.com
City	Virginia Beach	Phone	8005677401x220
State	VA	Phone 2	
Zip	23462	<input type="checkbox"/> Autosubscribe All Courses	

Notes		
Username	Note Date	Note

User Permissions

- Trusted Instructors
 - Upload electronic files without having them reviewed by the reserves staff
 - Reserve items go directly to ***Item Available on Electronic Reserve*** without staff intervention
 - Reserve items may also go to ***Item Activation Pending*** if the course has not started yet

User Permissions

- Trusted
 - Disclaimer
 - Trusted permissions apply to all uploads unless there are restrictions specified for the Document Type

Document Types

- DocumentTypes table
 - Located in the Customization Manager
 - Contains acceptable file formats that can be uploaded into Ares
 - Items with a file format not listed will be routed to ***Awaiting File Type Resolution***

DocumentTypes Table

Customization - Ares Customization Manager

Home

(DEFAULT) Show Change History

Location Maintenance

Search All Tables and Keys

Search

Favorites

New Record Copy Record

Table Options

Save Delete Cancel

Editing Options

Setup Wizards Setup

Customization Semester Maintenance Z39.50 Email Templates Server Addns

Course and User Loads

Email

General

AnonymousUsageStatistics

CancellationReasons

CustomDropDown

Customization

CustomQueues

DocumentTypes

LoanPeriods

Routing

SystemManagerAddonInterval

DocumentTypes

DocumentTypes

Document Type Name	Document Type Value	Extension	Icon	Content Type	Force Review	Force Review On Clone
Create a document now	Create		images/webpageicon.gif		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excel	Excel	xls	images/excelicon.gif	application/vnd.ms-excel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excel .xlsx	Excel	xlsx	images/excelicon.gif	application/vnd.ms-excel	<input type="checkbox"/>	<input type="checkbox"/>
Excel 2007	Excel 2007	xlsx	images/excelicon.gif	application/vnd.ms-excel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hard Copy Reserve Item	HardCopy		images/hardcopyicon.gif		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HTML Document-htm	htm	HTM	images/webpageicon.gif	text/html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HTML Document-html	HTML	html	images/webpageicon.gif	text/html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-gif	Image-gif	gif	images/image_16.gif	image/gif	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-jpeg	Image-jpeg	jpeg	images/image_16.gif	image/jpeg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-jpg	Image-jpg	jpg	images/image_16.gif	image/jpeg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-png	Image-png	png	images/image_16.gif	image/png	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-tif	Image-tif	tif	images/image_16.gif	image/tif	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-tiff	Image-tiff	tiff	images/image_16.gif	image/tif	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Macromedia Flash-swf	Macromedia Flash-swf	swf	images/icon-swf.gif	application/x-shockwave-flash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Microsoft PowerPoint-pps	Microsoft PowerPoint-pps	pps	images/ptticon.gif	application/vnd.ms-powerpoint	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MP3	MP3	mp3	images/music_16.gif	audio/mp3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MP4	MP4	mp4	images/video_16.gif	video/mp4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multimedia-asf	Multimedia-asf	asf	images/music_16.gif	audio/asf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multimedia-mov	Multimedia-mov	mov	images/qt_icon.gif	video/quicktime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PDF	PDF	pdf	images/pdf.gif	application/pdf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

DocumentTypes Table

- Force Review and Force Review On Clone
 - Override **Trusted** permissions
 - If checked, all items of that type automatically go to Awaiting Review by Staff

The screenshot shows the 'Customization - Ares Customization Manager' window. The interface includes a top navigation bar with 'Home', 'Search All Tables and Keys', and various tool icons. A left sidebar displays a tree view of customization categories, with 'DocumentTypes' selected. The main area displays a table titled 'DocumentTypes' with the following data:

Document Type Name	Document Type Value	Extension	Icon	Content Type	Force Review	Force Review On Clone
Create a document now	Create		images/webpageicon.gif		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excel	Excel	xls	images/excelicon.gif	application/vnd.ms-excel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excel .xlsx	Excel	xlsx	images/excelicon.gif	application/vnd.ms-excel	<input type="checkbox"/>	<input type="checkbox"/>
Excel 2007	Excel 2007	xlsx	images/excelicon.gif	application/vnd.ms-excel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hard Copy Reserve Item	HardCopy		images/hardcopyicon.gif		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HTML Document-htm	htm	HTM	images/webpageicon.gif	text/html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HTML Document-html	HTML	html	images/webpageicon.gif	text/html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-gif	Image-gif	gif	images/image_16.gif	image/gif	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Image-jpeg	Image-jpeg	jpeg	images/image_16.gif	image/jpeg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Two red arrows point to the 'Force Review' and 'Force Review On Clone' columns in the table.

Document Types

- File Upload Items
 - Items are controlled by **Trusted** and/or **Document Type** restrictions
- Free Text Items and Web Link Items
 - Items are not controlled by **Trusted** permissions
 - Automatically routed to ***Item Available on Electronic Reserves***

Summary

- Trusted permissions
 - May help save staff processing time by bypassing the review of file uploads from your more reliable instructors
 - Allows staff more time for providing educational outreach to new or less reliable instructors

Questions? Comments?

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800-567-7401 ext. 1

Product Ideas: <https://uservoice.atlas-sys.com>

Thank you!