

## **VOYAGER Start Up Checklist (Location of Voyager Files)**

**\*\*When there is an update to Voyager, the files for templates & links may need to be copied or set again, as well as your defaults & preferences in the Cataloguing & Acquisitions modules. It is recommended that you follow this checklist & reset all of these after an update. If you get a new pc, all of this will have to be redone.**

- **Spine label/marketing slip file:**  
Go to **g:\acq\voyager**. Copy & paste **spinelabel.cfg** file to **c:\voyager\misc**
- **Voucher template:**  
Go to **g:\acq\voyager\reports & notices templates**. Copy & paste **acqnotes.mdb** file to **c:\voyager\reporter**
- **Purchase order template:**  
Go to **g:\acq\voyager\reports & notices templates**. Copy & paste **acqprts.mdb** file to **c:\voyager\reporter**
- **Reporter (for staff who approve purchase orders &/or invoices):**  
After an update, Reporter may prompt you to reset the **printing path** for vouchers & purchase orders. **\*\*printing path - c:\program files\microsoft office\office 10**

Open **Reporter** & click on **file** & then **preferences**. Set these preferences on the following tabs:

**Global -**

**\*check save setup selections as initialization defaults**

**\*file archive options = always**

**\*forms control = all notices/reports print on same paper**

**\*processing location = this should be set to match the kind of invoice voucher being printed, eg. acq/firm orders, acq/continuations, acq/approval. Reset before printing each specific group**

**Email -**

**\*email reply to address - enter your address**

**Notices -**

**\*notice archive processing options = print**

**Reports -**

**\*p.o. style = portrait**

**\*check = sort by vendor**

**Address format -**

**\*position of postal code relative to city = select after** for all options

- **Email address in Prod.ini (for work in Reporter):**

To avoid error messages for email & server location when signing on to Reporter, go to **c:\voyager\prod** & scroll to the end of the document. Enter this information & **save**:

**[E-MAIL]**

**Server=email.uga.edu**

**Port=25**

- **Tag tables:**

**\*\*CLOSE CATALOGUING MODULE.** Go to **g:\ugalibs\voyager** & doubleclick on the **tagtable** icon (**NOT THE TAGTABLE FOLDER**).

A window will appear and update all MARC tags used in the Cataloguing module. When complete, close this window

- **All cataloguing templates:**

The bib & holdings templates are found in **g:\acq\voyager\templates**

Choose the correct folder for the material you are processing.

It is recommended that you copy & paste these templates to

**c:\voyager\catalog\templates** & set your cataloguing path here when processing these materials

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