



# ODYSSEY

*Currently the Odyssey software will only interact with other Odyssey standalone sites. Version 7.1 of the OCLC ILLiad software will release the matching functionality to allow OCLC ILLiad sites to talk with the Odyssey standalone.*

Version 1.0

June 28, 2005

## Odyssey Operating Instructions

### Odyssey Installation

- Download Odyssey install files at <http://www.atlas-sys.com/OdysseyDownload.html>
- Follow the Odyssey Download Instructions sent via email to obtain OdysseyInstallerPackage.exe
- Run OdysseyInstallerPackage.exe to unzip the install files and accept default target unzip location folder
- Odyssey installer will launch
- Choose Step 1 to install Odyssey
- Accept defaults
- If prompted to re-start, choose to re-start later
- Choose Step 2 to prepare database
- Accept defaults
- Exit installer
- Restart your computer

### Initial Odyssey Configuration

- Launch Odyssey by double-clicking desktop shortcut or choosing *Start – Programs – Odyssey – Odyssey*
- From menu bar at the top of the screen choose Maintenance | Customization, then expand the System category on the left and choose System | Server | SystemIP
- Enter the IP address for the Odyssey machine (this is your local machine's static IP address or DNS name) and click Update the Key value to save changes
- Choose Maintenance Menu | Address Book | Local tab and enter your own local library contact information and click Save Changes
- Choose Maintenance Menu and click Server Enabled
- Close the Odyssey client
- Re-open the Odyssey client (Server Disabled message should be gone from title bar)

### **OCLC changes (suggested)**

- Edit OCLC Constant data to include your Odyssey Server IP address so that lenders will know you are an Odyssey library
- Edit OCLC Policies Directory information to include your Odyssey Information

### Managing the Odyssey Address Book

- From the menu bar at the top of the screen choose Maintenance | Customization, then expand the Addresses category and General category and confirm that your AutoUpdateAddressBook key is set to yes (this is the suggested setup).
- From the top toolbar choose Maintenance | Address Book, this will open your address book where you can add addresses manually. When other Odyssey sites send you documents Odyssey will capture their library address information for you. The system will not set a library symbol—it will use UNASSIGNED. Simply search for the library in the search box, select it (by single clicking on it in the box on the right), and overwrite the UNASSIGNED value in the Symbol field with the library's OCLC symbol or any symbol you would like to assign and save changes.

## Pricing and Availability:

The Odyssey™ software is available via **FREE** download at [www.atlas-sys.com](http://www.atlas-sys.com)

## Hardware and Software Requirements:

- Windows 2000, Windows XP or Windows 2003
- 128MB RAM
- TWAIN compatible scanner

For more information about other Atlas Systems software, including our Automated Electronic Reserve System **ares**™, check out our web site at [www.atlas-sys.com/products/](http://www.atlas-sys.com/products/)

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## Odyssey Sending

- Click Send Document icon on toolbar at left
- Enter borrower information (You can use the pull down box to select from addresses in your database or the icon next to the pull down box will allow you to add a new address).
- Enter the information for the item you are scanning. All of these fields are optional, however by filling in the information you will greatly assist the receiving library.
- Import or scan an image. If you scan the image make sure to check your resolution and color settings. You can scan pages with different resolution and color options within the same document. (If you want to send a color image in a document it is recommended that you do not scan the whole document in color, simply the page(s) with the color images). If you import an image it must be in an image format (.tif, .jpg)
- Press the Send button to send the document.

## Odyssey Receiving

- New documents will display in the Main tab under the Awaiting Review queue
- Double click the entry to open the document and review it
  - Use the scanning tools to make any necessary changes and process the document. You may choose to print the document, convert the document to pdf, move the document (as a .tif) to another folder, or delete the document.
  - If you receive a partial, incorrect, or illegible document, you can send a message to the lender concerning the document by clicking the Send Message button. Fill in the information in the notes field and press send. This will move the document to the Hold queue awaiting completion. When the new document arrives, it will show up in the Awaiting Review queue. Open the new document and press the Attach button. This will open the Hold queue so that you can choose the document to insert the new pages. At this point complete the process by printing, converting, moving, or deleting.

## Odyssey Messaging

- The Odyssey software contains a messaging service which you can use to contact other Odyssey sites.
- Click Messages icon on toolbar at left
- Choose New Message button
- Enter recipient address or symbol and message text
- Send message

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## About Atlas Systems

Atlas Systems was founded in July of 1995 primarily to work with computerized parking systems. While the company continues to do special projects in this area, after the launch of ILLiad in 1999, Atlas has been primarily focused on the development and support of the ILLiad Interlibrary Loan System. In October of 2000, OCLC licensed the ILLiad software from Atlas and Virginia Tech (where it was originally designed). Atlas continues to be the authorized service, support, and development arm of OCLC ILLiad.

Atlas Systems also does specialty database development projects, mainly related to workflow automation. Atlas's development background of utilizing pre-design operational flowcharting and analysis, as well as our common sense approach to programming produce easy to understand and maintain applications.