



Genesis G4 Library Program

On-line Digital Information User Guide

G4 Help Guides

This Digital Document does require Internet connectivity.



Library System Guide – Getting Started

Introduction:

Flexibility:

Genesis G4 (a Windows program) is able to provide a program version as an Online Hosted version or as a locally hosted version to operate on a single computer or internal network. The use of the program is similar, G4 features requiring internet linking would not work in a restricted environment.

- + G4 Online provides Workstation access to Windows 10 PC's, Apple iOS systems and Android systems, while the locally hosted version supports only Windows workstations.
- + The Hosted on-line Version of G4 provides “Advanced functionality” to Computing Devices using Remote Desktop Connections any Windows 10 workstations, Apple devices like a MacBook or MacBook Air, certain iPads and Android Smart devices with Remote Desktop Connectivity. On-line libraries wanting a home computer volunteer can be optionally setup a connection to access the library program. Need more Security, ask about our VPN option.
- + The Stand-alone Network version is a locally hosted software that can be used with a single Windows PC or Windows Server. This Network version of G4 allows for a single PC or multiple PC's in a networked environment to distribute the library program for use, adding the ability of an Internet connection provides G4's Advanced functionality and an OPAC.

Simplicity:

G4's program screen displays are intentionally simple easy to learn and use, LRMS purposely created the program to be of a Non-ridged design. Don't be fooled by its simplistic look as it's what is needed to provide every level of library experience the ability to master G4's powerful features. Functionality is key within G4 and is accomplished through the Main Menu/Back Office menu and sub-menu options. Using a Point and Click approach for management, each Sub-menu controls everything that has to do with that menu description, there is no hunting around within the program, control begins when you open that specific menu.

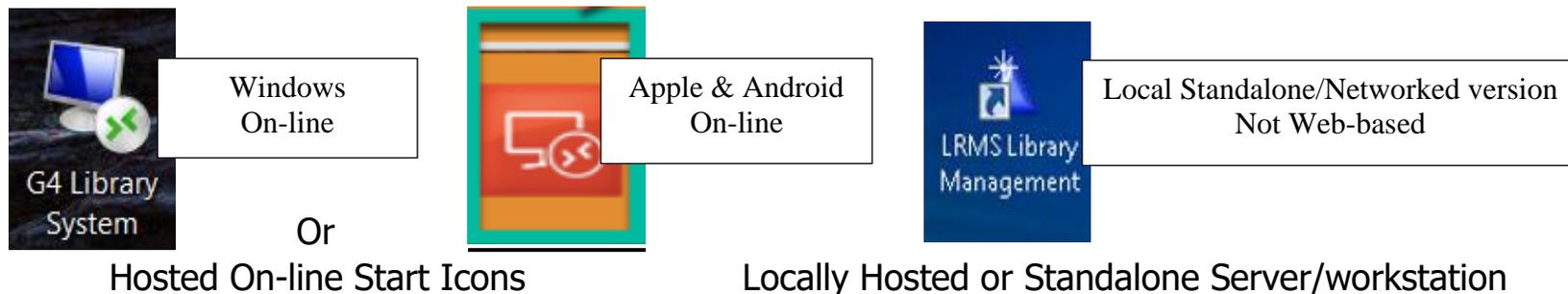


Library System Guide – Getting Started

Let's Get Started:

The LRMS Support team (given permission to do so) will setup your computer workstations to provide full functionality and use of the program.

Located on your computing device desktop will be an Icon to gain access to G4. For most computers the icon looks like the following examples.



Let's begin; by clicking upon your Desktop Icon will launch your connection and provide access to the LRMS Genesis G4 program. Once either version of the G4 program opens, the functionality and menu displays are completely similar, which includes three Primary Start options: "**Circulate, Main Menu/Back Office and Self-Circulation**".



Library System Guide – Getting Started

The On-line Login display looks like this:



Open either G4 Library System icon; and when started will open the User Login, it is here where G4 User Name and Password” is to be applied.

Note: Do not confused your Local networked assigned User name or Password from your IT Department with the G4 assigned User Name and Password, these are completely different.

A screenshot of the G4 Library System login interface. It features a dark blue background with a light blue border. At the top, it says "Public Library" and "Your Account Number:" followed by a text input field. Below that are two more text input fields labeled "Enter your user name" and "Enter your password". There are two buttons: a green "Continue" button and a grey "Exit" button. At the bottom, a light blue box contains the text: "LRMS hopes you stay safe. Please call if we can assist."

How to Login

- ✓ Enter your assigned user name
- ✓ Enter your assigned password
- ✓ Clicking "Continue" will open the G4 Program Launcher and provide multiple Menu options.
- ✓ Select Exit to end the login effort

About this document:

Many of these Next pages will contain Internet hyper-links to additional Help documentation. Addition Help Guides providing more detailed information are also available at our [LRMS Inc. website](#)

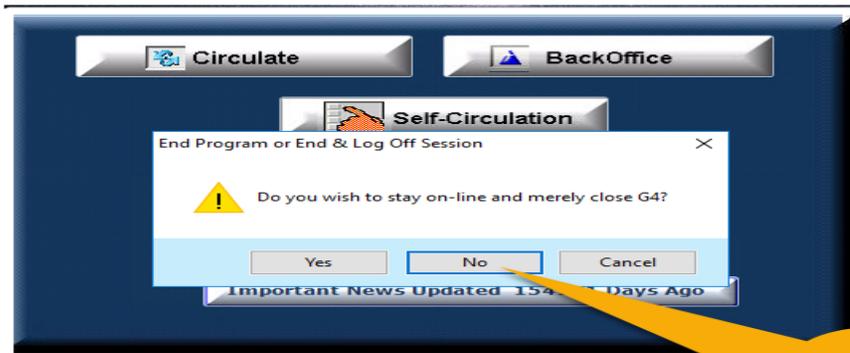


Library System Guide – Getting Started



How to Exit G4

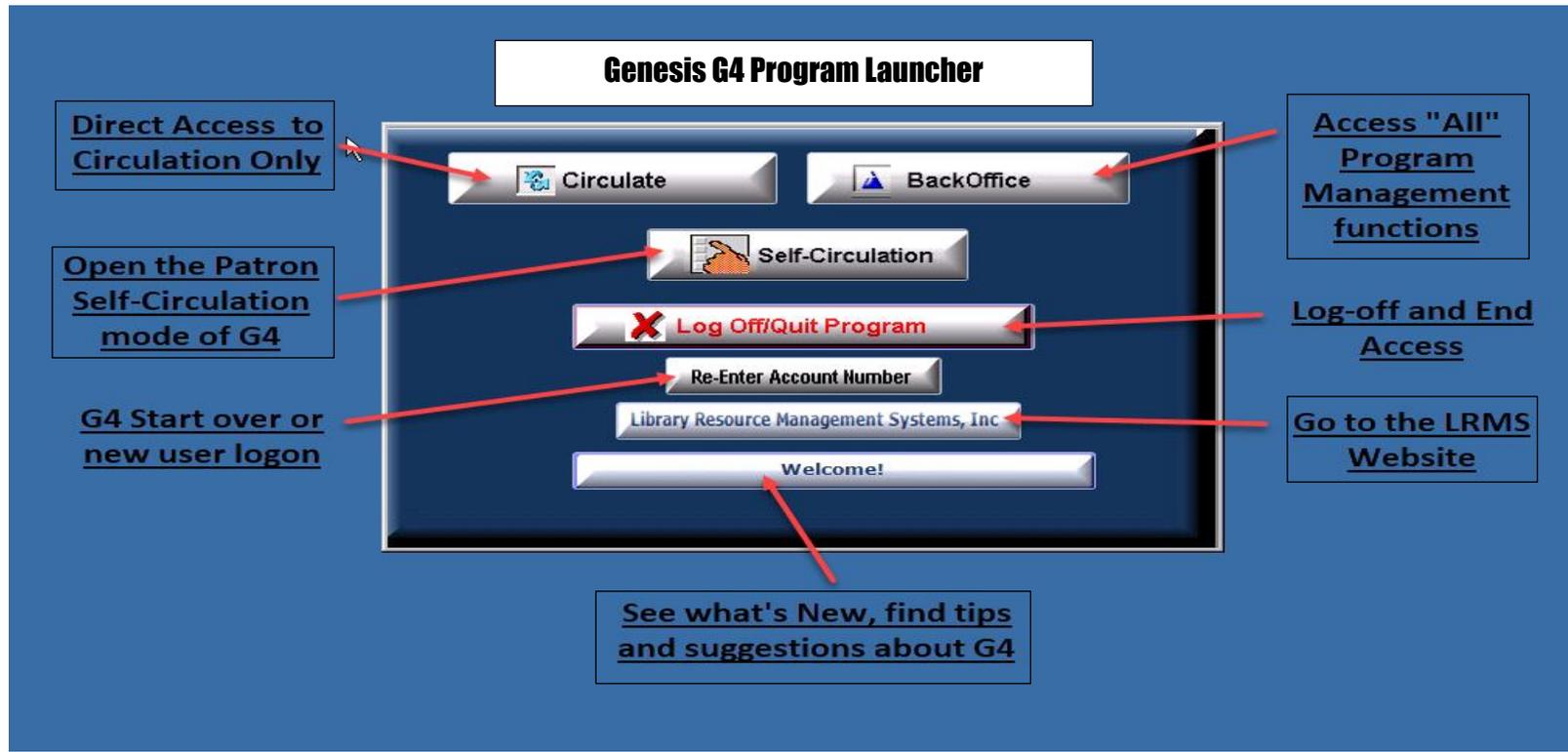
To Exit and Shutdown the Library Program choose Log Off/Quit Program



Pick "No" to exit and shutdown the Program



Library System Guide – Getting Started



This Program Launcher opens after the G4 Username and Password has been entered and login occurs, select the option menu that you want to open. The following pages of this document will provide helpful documents and explanation of the three "Primary" menus.

Circulate, Back Office and Self-Circulation



Library System Guide – Getting Started

Program view of the Circulate Launcher option.

LRMS Express Circulation(Build 3.6.16) : DEMO ((Server: lion.lrms.local) - [Circulation]

View Exit Circulation

Check Out Check In Renew Hold (0 - 0)

Check Out

Check Out Date: 02/13/2020 Auto Due Date Determination Include Textbooks / Equipment
 Default Due Date: TURN-OFF OverDue Warnings Suppress Photo ID Only Textbooks / Equipment

Borrower ID or Name: Szerlong, Allen R / 12 Expires: 12/31/2020 Add Edit Add a Note Print Notes Clear Notes
 Accelerated Reader: Not Set Reading Counts: Not Set g3eszerlong@gmail.com Calendar: DEFAULT

Circulation 1 thru 3 of 3 Page 1 of 1

Item	Out	Due	CallNo/Title	Est	Cost	Date	Amount	Description
216000568	09/24/19	10/15/19	597.89 HAM / Frog rescue (MAIN COLLECTION)	7.20	14.80	07/18/17	25.00	Library Service Fee
38417000256329	09/24/19	10/15/19	823.914 DAH / The enormous crocodile (MAIN COLLECTION)	7.20	9.80	07/18/17	-21.00	Refund on Library Service Fee
216012205	02/13/20	03/05/20	652 / The Cat's elbow and other secret languages (MAIN COLLECTION)	.00	7.50	08/25/17	-4.00	Payment on Library Service Fee
	02/19/18						7.20	#216002410 Due:10/18/2017 In:2/19/2018 Frogs /
	05/07/18						-7.00	Payment on Balance
	05/07/18						-.20	Payment on Balance
							.00	Balance

Item Barcode: F3-Type Partial Title for Lookup

Check Out Date: 02/13/2020 Check Out Print Today's Checkouts Renew all 3 items
 Due Date: 03/05/2020 Print Active Circulation
 Quick Catalog Search Email Active Circulation

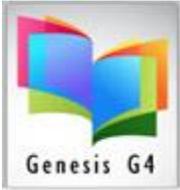
When Item Checkout is completed, Press the Ctrl key once to return to the Borrower ID or Name field. Simply Type or scan the new Borrower ID to begin the next Checkout.

652
The Cat's elbow and other secret languages / MAIN COL
Checked Out:02/13/2020
Due Date:03/05/2020

Please visit www.lrms.com for support Past week and today's transaction counts: Wed: 1

Start LRMS Express Circula... LRMS(Build 3.6.15) : DE...

Library Staff Circulation:



Library System Guide – Getting Started

Program view of the Self-Circulation Launcher option.

G4 - Self Circulation Ver= 3.7.1 | Server= | Account=

CHECK-IN **Active CHECKOUT** **RENEW**

Borrower 8910
Jaci Adams

Scan your items to check-out

View Library Catalog

Jaci Adams's Activity
Scan or enter barcode number

Scan or Enter **Continue**

1 2 3
4 5 6
7 8 9
CLEAR 0 ←BACK

Scan or enter your ID to begin check-out

READY TO CHECK-OUT

CLEAR **E-Mail Receipt**

Please press or click the CLEAR button before leaving this KIOSK

Patron Self-Service Circulation Kiosk View

[Self-Circulation Help Document](#)



Library System Guide – Getting Started

Program view of the Main Menu/Back Office Launcher option.

LRMS(Build 3.6.15) : lrms (Server: lion.lrms.local)

Logout Logon Previous Menu Main Menu [Clifton Elementary School Library]

LRMS 1-877-700-5767 **Main Menu/Back Office**

Circulation Management
Circulate, Manage Circulation Periods & Calendars

Create Labels
Print Barcode, Spine Labels & ID Cards

Borrower Management
Add/Edit/Delete, Import & Manage Patron Groups

Advanced Settings
Manage Master settings, Printers, & Program Users

Catalog Management
Add, Manage or Import cataloged records, create Multiple Collections
Quickly add MARC records - Easy ISBN Cataloging & Pick & Pull Cataloging
Add Book Cover Images and Hyper-links
Perform Physical Inventory of Holdings

Contact Customer Support
Send Real-time support ideas and requests

Reports Management
Utilize existing or create custom Circulation, Catalog, Borrower, & Analysis Reports

Help
Redirect to Web based help documentation

Library Resources Management Systems, Inc.
Copyright 1991 - Present
1-877-700-5767

**Library Staff
Main Menu/Back Office:**

Please visit www.lrms.com for support

Holdings Info at logon ==> A: 12708 D: 11 L: 191 M: 2157 O: 33 W: 10 Overdue: 49 OD 60+ days: 38

Start LRMS(Build 3.6.15) : C... LRMS Express Circulation...

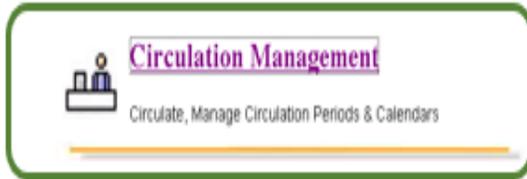
Let's start by reviewing this Main Menu

Library Resource Management Systems, Inc.
1-877-700-5767 & support@lrms.com Copyrighted material, all rights reserved.

G4 Help Guides



Library System Guide – Getting Started



Circulation Management options

The screenshot shows a web browser window with the following elements:

- Browser Tab:** LRM5(Build 3.6.15) ES (User: lrms) (Server: lion.lrms.local) g4library.com
- Navigation Bar:** Logout Logon Previous Menu Main Menu Elementary School Library
- Circulation Menu:**
 - Circulate:** Opens the Circulation option
 - Define Circulation Periods & Limits:** Create Circulation Rules for each Group of patrons served, Checkout length of time.
 - Define Circulation Calendars:** Every Library has OPEN days the Calendar requires marking the number of days the Library is closed.
 - Labels & Cards:** These two items are Shortcut links to these functions.
 - Reports:** These two items are Shortcut links to these functions.
- Copyright Notice:** © Copyright 1991 - Present Library Resource Management Systems, Inc. www.lrms.com Unauthorized reproduction or distribution is prohibited.
- Callout Box:** Active document Hyper-Links are present.



Library System Guide – Getting Started

Active Circulation View

LRMS Express Circulation (Build 3.6.16) (User: lrms) (Server: lion.lrms.local) - [Circulation]

View Exit Circulation

Check Out Check In Renew Hold (0 - 0)

Check Out Check Out Date: 08/08/2019 Auto Due Date Determination Include Textbooks / Equipment
 Default Due Date: TURN-OFF OverDue Warnings Suppress Photo ID Only Textbooks / Equipment

Borrower ID or Name: 401581
 F3-Last Name Partial Add Edit Patron ID Number or Look-up -Type first 3 letters of Patron Lastname use F3 Function key to View Results
 Colton / 03 Add a Note

Enforce Reading Levels OverDue Item Reading Counts: Not Set

Circulation 1 thru 2 of 2 Page 1 of 1

Item	Out	Due	CallNo/Title	Est	Cost	Date	Amount	Description
101100778	05/01/19	05/20/19	E FIC BUT / King & Kayla and the case of the secret code (MAIN COLLECTION)	5.30	14.80	11/28/18	18.04	VOIDED:Lost Book #101034548 [Title]: Wombats / [Due Date]: 10/11/2018
101020550	08/08/19	08/22/19	636.8 FRO / Cats (MAIN COLLECTION)	.00	9.95	01/30/19	1.70	VOIDED:#101052136 Due:12/26/2018 In:1/30/2019 Funny Farm /
						02/13/19	-18.04	VOIDING:Lost Book #101034548 [Title]: Wombats / [Due Date]: 10/11/2018[greena]
						02/13/19	-1.70	VOIDING:#101052136 Due:12/26/2018 In:1/30/2019 Funny Farm /[greena]
						Balance	.00	

Account

Item Barcode: F3-Type Partial Title for Lookup

Check Out Date: 08/08/2019 Check Out Print Today's Checkouts Renew all 2 items
 Due Date: 08/22/2019 Print Active Circulation
 Quick Catalog Search Email Active Circulation

When Item Checkout is completed, Press the Ctrl key once to return to the Borrower ID or Name field. Simply Type or scan the new Borrower ID to begin the next Checkout.

636.8 FRO
 Cats / MAIN COLLECTION
 Frost, Helen.
 Checked Out:08/08/2019
 Due Date:08/22/2019

Just Checked out item

Just Checked out item ledger

Active document Hyper-Link Is present.

Please visit www.lrms.com for support Past week and today's transaction counts: Thu: 2552 Mon: 3549 Tue: 23 Wed: 2

Start LRMS (Build 3.6.15) : CLI... LRMS Express Circula...



Library System Guide – Getting Started



Borrower Management

Add/Edit/Delete, Import & Manage Patron Groups

Borrower Management Options

LRMS(Build 3.6.15) : WHITE_ROCK (User: lrms) (Server: local)
 Logout Logon Previous Menu Main Menu [White Rock Montessori]

Borrower Menu

- Search/Edit Borrowers
- Search/Edit/Promote Groups
- Borrower Import
- Borrower Associations and Programs
- Borrower Mass Update
- Labels & Cards
- Reports
- Reset Acceptable Use Policy
- Online Reservations Configuration Center

© Copyright 1991- Present
 Library Resource Management Systems Inc.
 www.lrms.com
 Unauthorized reproduction or distribution is prohibited.

Manage Individual Borrower Accounts

Manage Borrower Groups

G4 Import option add new or update Borrowers

G4's global updating of Borrower information

Borrower Acceptable use Policy management

Turn-on this service for Borrower capabilities using the On-line Library Catalog

Active document Hyper-Links are present.



Library System Guide – Getting Started

Catalog Management



Add, Manage or Import cataloged records, create Multiple Collections
Quickly add MARC records - Easy ISBN Cataloging & Pick & Pull
Cataloging
Add Book Cover Images and Hyper-links
Perform Physical Inventory of Holdings

Catalog Management Options

Catalog Menu

Basic Functions

- Search/Edit Catalog
- Import/Export
- Easy ISBN Cataloging
Instantly Search & Catalog MARC records
Using LRMS and numerous
Z39.50 data bases by ISBN number
- Inventory
- Labels & Cards
- Pick and Pull
Alternate MARC Record Search & Cataloging
by Title, Author, Subject, Keyword & Number
Limited Data Base Search

Manage adding, modifying and deleting library items.
Create Holdings add find book cover images.

Import MARC vendor purchased Data records
into Database Collections also Import records
created in a spreadsheet format.

Z39.50 Database MARC Record
Cataloging, access various public
databases to retrieve Full record information
using ISBN searches.

Perform a Physical Inventory of
the library cataloged records.

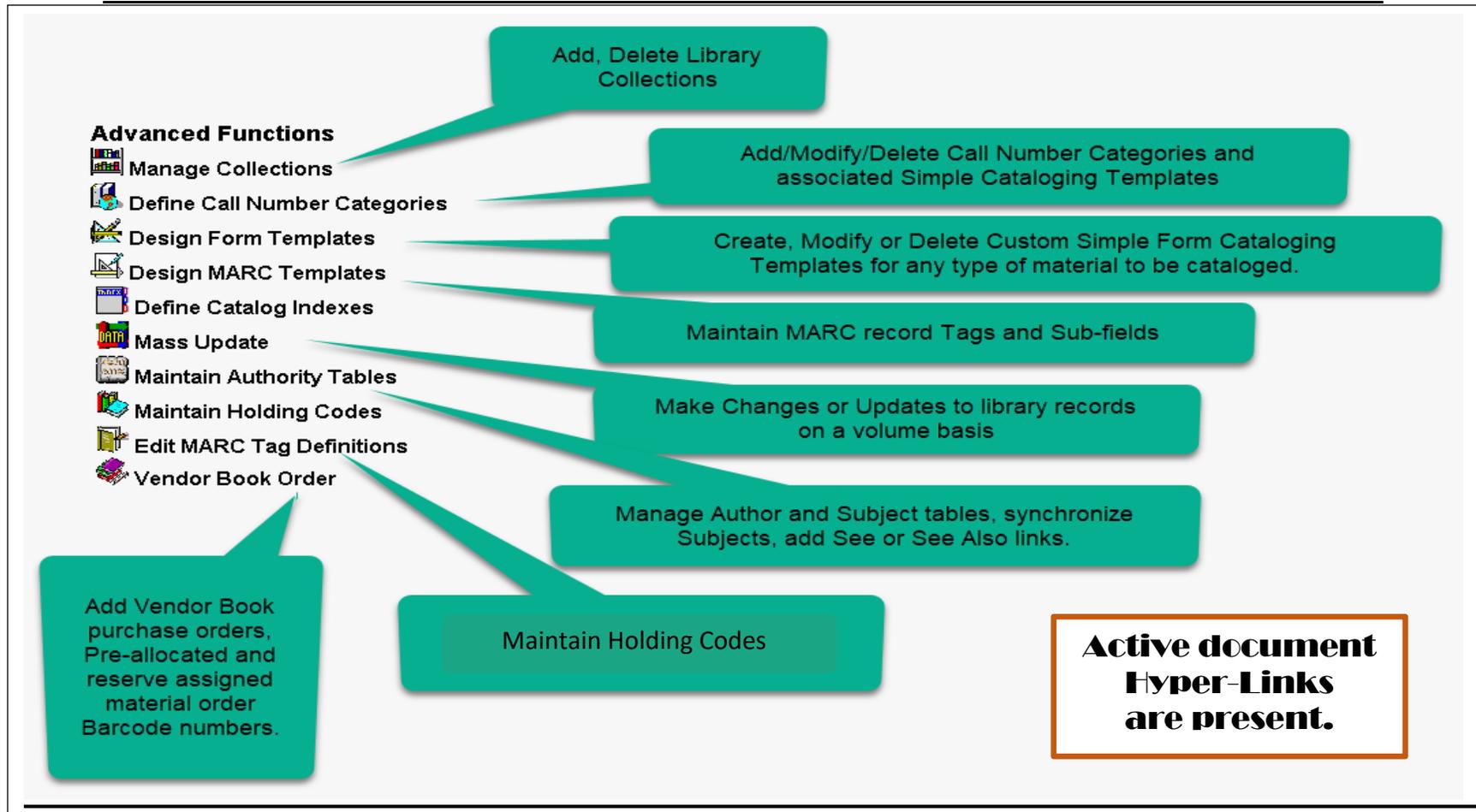
Secondary MARC record retrieval and record
enhancement method, Search Multiple sites
(Ex: Library of Congress) by Title, Author,
ISBN, ISSN, Keyword and more.

**Active document
Hyper-Links
are present.**



Library System Guide – Getting Started

Catalog Management – Advanced Functions Options





Library System Guide – Getting Started

Reports Management



Utilize existing or create custom Circulation, Catalog, Borrower, & Analysis Reports

Reports Management Options

Reports Menu

Circulation Reporting
Catalog Reporting
Borrower/Patron Reporting
Analysis Reporting
My Custom Reports

Create Circulation Reports, Over Due Notices and a Dozen Pre-created Custom Reports

Create Cataloged Inventory and Analysis Reporting

Create Borrower Reports

Create Cost Analysis, Circulation Analysis Reports

Create any type of Custom Reporting



Library System Guide – Getting Started

 **Create Labels**
Print Barcode, Spine Labels & ID Cards

Create Labels Menu Options

Logout Logon Previous Menu Main Menu

Label & Cards Menu

-  **Collection Labels** Easily produce specifically Tagged library Item Barcode and Spine labels.
-  **Shelf List Cards** Produce Four-up Standard Shelf list cards.
-  **Borrower Labels** Create Barcode labels for Borrower using G4's data.
-  **Borrower ID Cards** Create Low Cost Borrower ID Cards.
-  **Combo Book Labels** Create two Barcode Labels and one Spine labels using standard Demco label stock.
-  **Dummy Labels** Create Generic Barcode Labels and Spine Labels.

© Copyright 1991 - Present
Library Resource Management Systems Inc.
www.lrms.com
Unauthorized reproduction or distribution is prohibited.



Library System Guide – Getting Started



Advanced Settings

Manage Master settings, Printers, & Program Users

Advanced Menu Options

Advanced Menu

System



Manage Users



Printer Settings



System-wide Settings

Utilities



Skin Templates

Add System Users and User Permissions.

Assign and Manage up to four G4 printers

Extensive Set-up G4 Management Controls

Specialize Program Templates for different applications.

© Copyright 1991 - Present
Library Resource Management Systems Inc.
www.lrms.com
Unauthorized reproduction or distribution is prohibited.