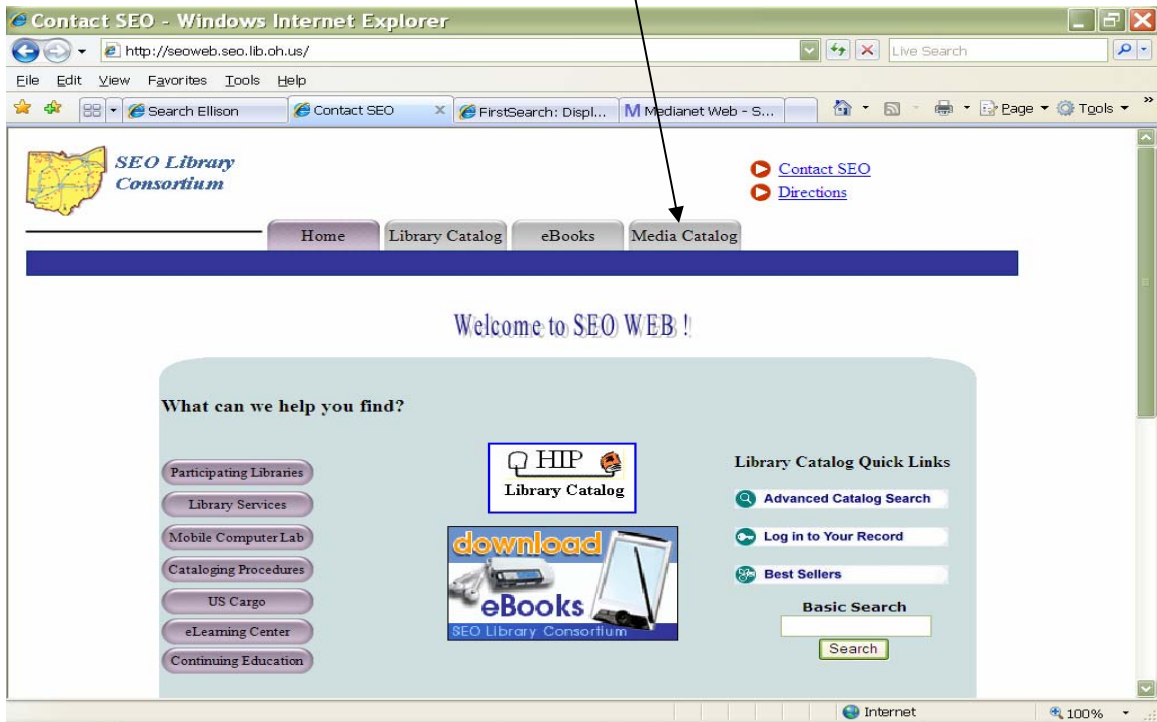


## SEO Media Catalog Booking Instructions

These instructions will show you how to log in and book Ellison Dies and Public Performance Films, Videos and DVD's for your library through the SEO Media catalog.

Go to: <http://seoweb.seo.lib.oh.us> and click on Media Catalog



Click on the Options Menu

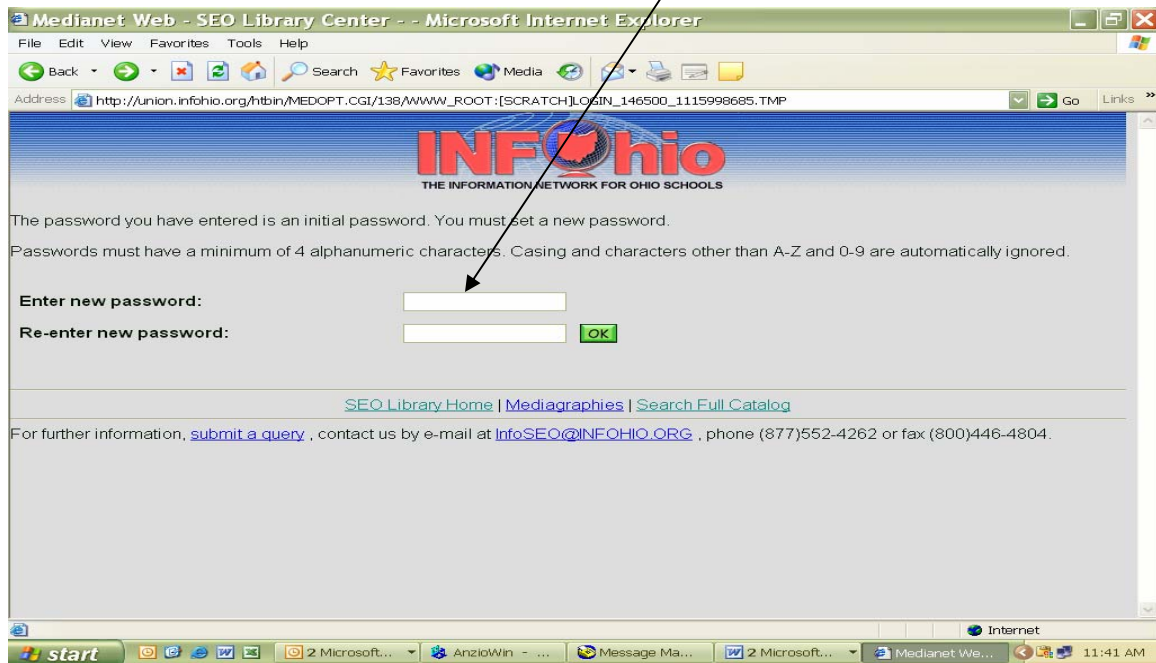


Log in using your Client Number and Password

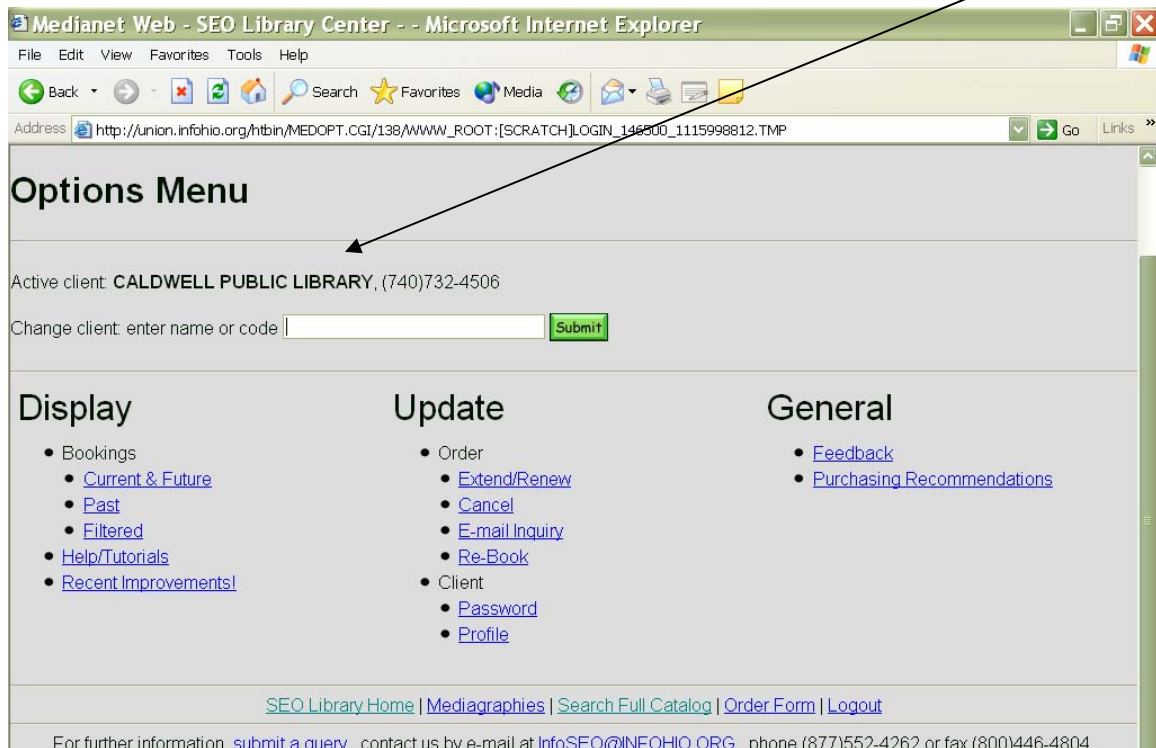
Client Number:	<input type="text" value="900000"/>
Password:	<input type="password" value="••••••••"/>
	<input type="button" value="OK"/>

If you don't know your Client Number and Password, call SEO for assistance

The first time you login you will be asked to enter a new password. You can choose a new password or reenter the initial password in the open fields and click “OK.”



Once you have successfully logged in you should see your library’s name as the active client.



From this screen you can display your current and past bookings, update orders and maintain your client profile and password.

To search the catalog of Public Performance Films, Videos, DVD'S and Ellison Dies, click **Search Full Catalog**.

**Options Menu**

Active client: **CALDWELL PUBLIC LIBRARY**, (740)732-4506

Change client: enter name or code

**Display**

- Bookings
  - [Current & Future](#)
  - [Past](#)
  - [Filtered](#)
- [Help/Tutorials](#)
- [Recent Improvements!](#)

**Update**

- Order
  - [Extend/Renew](#)
  - [Cancel](#)
  - [E-mail Inquiry](#)
  - [Re-Book](#)
- Client
  - [Password](#)
  - [Profile](#)

**General**

- [Feedback](#)
- [Purchasing Recommendations](#)

[SEO Library Home](#) | [Mediagraphies](#) | [Search Full Catalog](#) | [Order Form](#) | [Logout](#)

For further information, [submit a query](#) , contact us by e-mail at [InfoSEO@INFOHIO.ORG](mailto:InfoSEO@INFOHIO.ORG) , phone (877)552-4262 or fax (800)446-4804.

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You can search for the title by typing part of the title, searching by keyword, subject, etc... Click on "Submit" to search.

**INFOhio**  
THE INFORMATION NETWORK FOR OHIO SCHOOLS

**Media Catalog Search**

Enter one or more words (Examples: forest, solar system, computer\*) and/or one or more menus and click **Submit**. Detailed [HELP](#) available.

BIRDS OF THE EVERGLADES   50 items  Simple search  Title  Brief display  Format

Audience level  Language  Sound type  Year  Acquisition date  Mediagraphy

[SEO Library Home](#) | [Options Menu](#) | [Mediagraphies](#) | [Order Form](#)

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Click on the empty box to checkmark the item you want to book.

The screenshot shows the INFOhio website interface. At the top is the logo "INFOhio THE INFORMATION NETWORK FOR OHIO SCHOOLS". Below it is the search title "Media Catalog Search: 'birds of the everglades'". A message states "1 item(s) were found (hint: search may be revised at [bottom of page](#)):". A list of results shows "1. **NEW** [Birds of the Everglades \(001741\) 1995](#)  VH". Below the list is a green button "Pick items on page". Further down are "Check All" and "Uncheck All" buttons. A search filter section includes a text input with "BIRDS OF THE EVERGLADES", "Submit" and "Reset" buttons, and dropdown menus for "100 items", "Simple search", "Keyword", "Brief multi-pick", "Format", "Audience level", "Language", "Sound type", "Year", "Acquisition date", and "Mediagraphy". An "Expand" button is also present. At the bottom are navigation links: "SEO Library Home", "Options Menu", "Mediagraphies", "Quick Search Catalog", "Search Subjects", "Order Form", and "Logout".

"VH" stands for VHS.

"16" stands for 16mm film

"DV" stands for DVD

"EQ" stands for Equipment; Ellison Dies

Next, click the green button, "Pick Items on Page"

This is your Media Shopping Cart. To add another item to the Media Shopping cart, click on "New Search." By clicking "New Search," the items currently in the cart will remain there so you can add to them.

The screenshot shows the INFOhio Media Shopping Cart page. At the top is the logo "INFOhio THE INFORMATION NETWORK FOR OHIO SCHOOLS". Below it is a shopping cart icon and the title "Media Shopping Cart". A message says "Click **Test Availability** to check availability of untested titles." Below this is a table with the following data:

Title#.fmt	Title	Showdate	#Days	Avail	Remove
001741,VH	Birds of the Everglades	2005 Jun <input type="button" value="i"/>	Standard		<input type="checkbox"/>

Below the table is a message: "If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form." At the bottom are buttons: "Test Availability", "Save Changes", "Change Client", "Resume Search", "New Search", "Mediagraphies", "Options Menu", "Help", "Clear All", and "Logout".

To book this item you must do 4 things:

- 1) Choose a Showdate
- 2) Choose # of days. "Standard" is a 5 day showing time. "Double" is a 10 day showing time.
- 3) Test Availability of your item for the Showdate you chose.
- 4) Submit

Click **Test Availability** to check availability of untested titles.

Title #,fmt	Title	Showdate	#Days	Avail	Remove
001741,VH	Birds of the Everglades	First Any ⓘ	Standard		<input type="checkbox"/>

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

**Test Availability** **Save Changes** **Change Client** **Clear All** **Logout**

**Resume Search** **New Search** **Mediagraphies** **Options Menu** **Help**

Once you click "Test Availability" you will get a screen that looks like this. A green "✓" in the "Available" column means you will receive your items for the dates listed below the checkmark.

✓ means title is available. Click **Submit** to place your order.

Title #,fmt	Title	Showdate	#Days	Avail	Remove
001741,VH	Birds of the Everglades	2005 May 23 ⓘ	Standard	✓ 05/23 - 05/27	<input type="checkbox"/>

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

**Submit** **Test Availability** **Save Changes** **Change Client** **Clear All** **Logout**

**Resume Search** **New Search** **Mediagraphies** **Options Menu** **Help**

A red "X" means that the item is not available for the showdate you selected. You should try another showdate and test the availability again.

At this point you should click the "Submit" button to finalize your order.



Media Shopping Cart

✓ means title is available. Click **Submit** to place your order.

Title#,fmt	Title	Showdate	#Days	Avail	Remove
001741,VH	Birds of the Everglades	2005 May 23 1	Standard	✓ 05/23 - 05/27	<input type="checkbox"/>

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

**Submit** **Test Availability** **Save Changes** **Change Client** **Clear All** **Logout**

**Resume Search** **New Search** **Mediagraphies** **Options Menu** **Help**

This screen lets you know which items you have successfully booked. You should print this screen for your records.



Media Shopping Cart

**Thank you** for your order. The following items have been successfully booked:

Title#, fmt	Title	Show Period
001741, VH	Birds of the Everglades	05/23 - 05/27

**Change Client** **Logout**

**Resume Search** **New Search** **Mediagraphies** **Options Menu** **Help**

To get back to the Media catalog options menu click on the "Options Menu" Button.

For further assistance please feel free to contact SEO at (740)783-5705 or 1(800)282-2779 and ask for the Film Department.

Thank You and Good Luck booking!