# Library OPAC Setup

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2 DOCUMENT HISTORY

2.1 DOCUMENT LOCATION

This document can be accessed from the following location:

http://www.its.ex.ac.uk/secure/ds-intranet/documents/DS009-OPACsetup-v1.0.pdf

2.2 REVISION HISTORY

The latest revision can be found at the top of the list:

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Author</th>
<th>Version</th>
<th>Summary of Changes</th>
</tr>
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<tbody>
<tr>
<td>16-Jun-2008</td>
<td>K Hardiman</td>
<td>1.0</td>
<td>First Live Version</td>
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2.3 APPROVALS

This document requires the following approvals:

<table>
<thead>
<tr>
<th>Name</th>
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<th>Version</th>
<th>Date of approval</th>
</tr>
</thead>
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<tr>
<td>Paul Grogan</td>
<td>Desktop Support Team Leader</td>
<td>1.0</td>
<td>20-Jun-2008</td>
</tr>
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3  INTRODUCTION TO THE BUILD TYPES

OPAC stands for ‘Online Public Access Catalog’

There are 4 types of OPAC setup.

1. Standard Student build Quick Access Terminal
2. Standard Student build Catalogue only
3. Standard Student build for Special Collections
4. External Public Access build

All 4 builds need to be able to access the University network and connect to the Server PCSERVER2\lib_cd

In the lib_cd folder there are 2 further folders that the OPACs access – ‘QUICKTERM’ and ‘PBOPAC’. The Quick Access, Cataloguing and Special Collection builds access the ‘Quickterm’ folder, whereas the External Public build uses the ‘pbopac’ folder.

Both these folders hold near identical files. For the purposes of this document, the relevant editable files for each build are:

1. Quick Access build: pwb.ini
2. Catalogue build: redtxtpwb.ini
3. Special Collections: scpwb.ini
4. External Public: wupwb.ini

The windows image used is based on a Dell OEM install, NOT the usual University Site licence version. This is relevant if there is a need to prepare a sysprep image as there will be a requirement to preserve OEM pre-activation. If this is not done, the Windows activation prompt will occur.

All Builds use a VB Script (created by Neil Brooks) which runs on start up from the registry for the local user account. The script maps a local drive (G) to PCServer2\lib_cd and provides auto logon to the server. Once connected, a browser client (PWB.exe) is run connecting the system to the library catalogue interface and providing instruction on how the interface behaves.

The local user account used by all the Standard builds is ‘pbopac’.

The local user account used by the External Public Access build is ‘catalogue’.

The standard IT support Administrator password is used on these PC’s for our admin access as required.
The Quick Access, Catalogue & Special Collections builds are setup the same way with the exception of one instruction held within a StartPWB.vbs script on the root of the local ‘C’ drive. (shown below)

The script used is called “StartPWB.vbs” and is as follows:

```vbscript
Set g_oNetwork = CreateObject("Wscript.Network")
Set g_oShell = CreateObject("Wscript.Shell")

on error resume next
sDrive="G:"
sUNCPath = "\pcserver2\apps1\lib_cd"
sUserID = "guest"
sUserPswd = "guest"
g_oNetwork.MapNetworkDrive sDrive, sUNCPath, False, sUserID, sUserPswd
g_oShell.CurrentDirectory = "g:\quickterm"
g_oShell.Run "G:\quickterm\PWB.EXE /ini="G:\quickterm\PWB.INI"",3
```

The Special Collections version has one change to the final line:
```
g_oShell.Run "G:\quickterm\PWB.EXE /ini="G:\quickterm\SCPWB.INI"",3
```

The Catalogue Only version has the following final line:
```
g_oShell.Run "G:\quickterm\PWB.EXE /ini="G:\quickterm\REDTXTPWB.INI"",3
```

The script used by the External Public build, also called ‘StartPWB.vbs’ is as follows:

```vbscript
Set g_oNetwork = CreateObject("Wscript.Network")
Set g_oShell = CreateObject("Wscript.Shell")

on error resume next
sDrive="G:"
sUNCPath = "\pcserver2\apps1\lib_cd"
sUserID = "guest"
sUserPswd = "guest"
g_oNetwork.MapNetworkDrive sDrive, sUNCPath, False, sUserID, sUserPswd
g_oShell.CurrentDirectory = "g:\pbobac"
g_oShell.Run "G:\pbobac\PWB.EXE /ini="G:\pbobac\WUPWB.INI"
```

Notice the differences in the last line. The G: directory looks to the folder ‘pbobac’ and the ‘WUPWB.ini’ file.

The Quick Access, Catalogue and Special Collections build’s have a local user account called ‘pbobac’ (see Kevin Hardiman, Nac Datta or Paul Grogan if Password is required)

This account is set via TweakUI to automatically login on boot up. This in turn triggers the registry to run the ‘StartPWB.vbs’ script, which then kicks off the Catalogue or Quick Access Terminal interface that allows connections to the Library Catalogue and / or OWA (Outlook Web Access) as appropriate (fig 1 on next page).
Once started, the interface will constantly run and if interrupted will automatically restart itself. Local group policies are in effect that lock the user environment down (e.g. restrictive right clicking, no items in the start menu other than log off or shutdown etc) The usual Ctrl, Alt, Delete sequence will allow shutdown only. See Appendix 6.1 for Local Group Policy settings.

There is an additional key sequence that will allow very limited access for IT support. Press the following keys together: **Shift, Ctrl, Alt & Insert**.

This will present an access window where the following commands can be entered:

- **logoff** – to allow logoff if wishing to log in as administrator
- **shutdown** – to switch PC off
- **exit** – this will close the browser interface and immediately restart it.

Note: To log back in as pbopac, reboot the PC.

Pressing the PC’s power button once, will initiate a shutdown.

Most OPAC PC’s are Dell Optiplex GX60 models. There are very few exceptions. At the time of writing the following PC’s are known to be different:

- Main Library Rolling Stack 1595H0J: GX260
- St. Lukes Library External Public Access: GX260
- NHS Wonford: External Public build is different – see Paul Field, Schools Desktop Support

Whilst running, there is a 3 minute non-activity timeout that will put the screen back to the main interface. For example, If the user has accessed and then logged out of the OWA client on a Quick Access Terminal, the screen will remain on the OWA login screen for 3 minutes and then return to the Quick Access Terminal interface for the next user (fig 1).
4 EXTERNAL PUBLIC ACCESS OPAC

**Note: This does not apply to the Public OPAC at NHS Wonford**
This setup works using the same looking interface as the Catalogue Only build, but allows wider access (e.g. use of ‘metafind’ data searches). The wupwb.ini used is held in the ‘pboac’ folder on PCSERVER2\lib_cd.

One of the main differences to this build is the initial user interface. The screen is shown to inform users that the PC is for External Public use only, and to allow potential users the chance to agree to the Service Policy. On boot up, the following screen is shown (fig 2).

The text for this message is held in the Local security policy settings > ‘Interactive logon – message title for users’ & ‘Interactive logon – message text for users’

Once ‘OK’ is clicked, the user is asked to logon as the user ‘Catalogue’ (the user will have gotten the password from the issue desk on arrival) (fig 3)

Once logged in, the PC automatically runs the ‘StartPWB.vbs’ script as per the other builds and the standard Catalogue interface opens.

Note: To logon as Administrator, press Ctrl, Alt & Del twice at the Catalogue login screen (fig 3). This will allow you to enter the user name (Administrator) and password as normal.
5 IMAGING INFORMATION

There are 3 Ghost 2003 Images used in this process. These are found in the following folders:

1. CATOPAC – A sysprep’d image for the Catalogue Only build.
2. QIKOPAC – A sysprep’d image for the Quick Access & Special Collections Terminals.
3. PUBLIC – *(Not sysprep’d)* For the External Public Access build *(Not NHS Wonford)*.

The images are used by first booting from the Ghost boot disk – either on CD or Floppy drive, and then navigating to the relevant image file (held separately from the boot disc).

Note: None of the current PC’s are capable of reading DVD’s as they only have standard CD drives. The images are on held in storage on DVD’s due to their size. At the time of roll out, the images were applied via USB external hard drive (which the boot discs detect).

Those images that are sysprep’d will require 2 points of user interaction. **Firstly,** you will be asked to enter the serial number of the PC during the imaging process. **Secondly,** the user ‘pbopac’ will need to be set to logon automatically. This is done after the imaging process is complete:

1. Logon as the *Administrator*.
2. There is an icon for *‘Tweak UI’* on the desktop (fig. 4). Run it, and click on the plus sign beside *‘Logon’* from the left hand side menu. This will expand the list.
3. Select *‘Autologon’*
4. Place a tick in the box *‘Log on Automatically at system startup’*
5. Enter the user name *‘pbopac’*
6. Select *‘Set Password’*
7. Enter the password and confirm it in the relevant boxes. (See Kevin Hardiman, Nac Datta or Paul Grogan if you do not know this).
8. Click *‘Apply’*
9. Click *‘OK’*
10. Reboot the PC.

Fig. 4
Tweak UI Settings

After the restart, the PC should now automatically login and start the relevant Catalogue interface.

There are copies of these images and the boot CD / floppy disc in the Professional Services CD storage wallet, Room 59 Laver Building, and on

\mcrfs04\dst\1Backup\Images&ISOs\Library_OPACs
6 APPENDIX

6.1 LOCAL GROUP POLICY SETTINGS

There are local policies in place, enabled via the Group Policy Editor* (gpedit.msc)

* based on Windows XP

These are listed as follows and are all found under the 'User Configuration > Administrative Templates' section within the policy editor:

<table>
<thead>
<tr>
<th>Policy Name:</th>
<th>Policy Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools Menu: Disable Internet options... menu option</td>
<td>&gt; Windows Components&gt;Internet Explorer&gt; Browser menus</td>
</tr>
<tr>
<td>Remove Windows Explorer's default context menu</td>
<td>&gt; Windows Components&gt;Windows Explorer&gt;</td>
</tr>
<tr>
<td>Prevent changes to Taskbar and Start Menu Settings</td>
<td>&gt; Start Menu and Taskbar</td>
</tr>
<tr>
<td>Remove access to the context menus for the taskbar</td>
<td>&gt; Start Menu and Taskbar</td>
</tr>
<tr>
<td>Lock the Taskbar</td>
<td>&gt; Start Menu and Taskbar</td>
</tr>
<tr>
<td>Remove All Programs List from the Start menu</td>
<td>&gt; Start Menu and Taskbar</td>
</tr>
<tr>
<td>Do not display any custom toolbars in the taskbar</td>
<td>&gt; Start Menu and Taskbar</td>
</tr>
<tr>
<td>Prohibit access to the Control Panel</td>
<td>&gt; Control Panel</td>
</tr>
<tr>
<td>Remove Task Manager</td>
<td>&gt; System&gt;Ctrl+Alt+Del options</td>
</tr>
<tr>
<td>Remove Lock Computer</td>
<td>&gt; System&gt;Ctrl+Alt+Del options</td>
</tr>
<tr>
<td>Remove Change Password</td>
<td>&gt; System&gt;Ctrl+Alt+Del options</td>
</tr>
<tr>
<td>Remove Logoff</td>
<td>&gt; System&gt;Ctrl+Alt+Del options</td>
</tr>
</tbody>
</table>