

# MHLS ***ACTION MEMO***

***#08-01***

**TO: Library Directors**

FROM: Laurie Shedrick

DATE: 02/04/08

RE: **Millennium Passwords**

## **Background:**

Your library has a responsibility to the shared database of the system that only authorized users are able to access Millennium applications (MilCat, MilCirc and Telnet) and the data stored on them. The cost of replacing lost information or the consequences resulting from access to confidential or sensitive data could be devastating. For the security of our database, MHLS recommends that you change all your Millennium Passwords every 6 months or when a staff member leaves your employ.

Millennium uses a two-step login process to identify users.

1. The first login box asks for Username and Password. This tells Millennium which library is logging in to the software and is the same for all who login from your library.
2. The second login box asks for Initials and Password. Your library can have one master level of passwords here, or you can have MHLS set various levels of passwords in order to restrict access to specific functions.

## **Issue:**

Since it has been more than 1 year since your library has changed Millennium passwords, this needs to be done now. The DA has approved a 3 level set of initials to help safeguard certain processes from taking place. If you wish to alter the definitions for these levels, contact Laurie Shedrick (845) 471-6060 X 21

## **Action:**

Complete the forms on the next pages. Be sure to include your library name. Keep a copy of the page for your own records. Return to MHLS via delivery or by FAX to 845-454-5940  
Attn: Laurie Shedrick

## **Deadline:**

February 15, 2008

**To: Laurie Shedrick, Automated Systems Manager**  
*Due: February 15, 2008*

**Name of Library:** \_\_\_\_\_

**Date you wish to begin using your new passwords** \_\_\_\_\_

First Entry box in Millennium login



← Tells Millennium which library you are.

Username = abccirc , abccat, abccat, abctel (this cannot be changed)

Old Password \_\_\_\_\_ New Password \_\_\_\_\_

Second entry box [3 sets]



← Identifies the user within the library. Each set of initials can have its own level of access within Millennium.

Please supply any initials that have been created for your library. These will have to be deleted from the system. The initials that you provide in the next pages will replace all of your current initials.

Current initials \_\_\_\_\_

Current initials \_\_\_\_\_

Current initials \_\_\_\_\_

Level1-Lowest Level-minimal access. Used for trainees, volunteers, &/or pages.

#	Name	Function
29	Free records in use by system	Free "in use" (or busy) records.
121	View item records	View, but not edit, item records.
131	View order records	View, but not edit, order records.
151	View summary list	Retrieve a bib record and the summary of all attached records in view-only mode.
161	View patron records	View, but not edit, patron records.
167	View items checked out to a patron	View items checked out to a patron.
179	Session stats	View session statistics for other users.
389	View Teleforms History <sup>5</sup>	View the Teleforms History table.

Initials \_\_\_\_\_ Password \_\_\_\_\_

Level 2-Medium level (most staff)-includes all functions for levels 1 plus the following:

#	Name	Function
53	Lost books	Mark an item as lost.
56	Examine fines paid file	View history of fines paid by a patron.
61	Authorized to chkin billed items	Check in a billed item.
70	Add orders to selection records	Modify copy, fund, or location information for orders under consideration (STATUS 1).
72	Send orders electronically	Send Electronic Orders in "Print" mode. You must also have authorization for function 075.
75	Prt/Send PO	Print or send purchase orders in "Print" mode.
76	Rapid Updating (ACQ)	Access "Rapid Update" mode.
78	Process invoices	Enter and maintain invoices in "Invoice" mode. This authorization also is needed for performing a fiscal closing.
79	Cancel upon vendor notification	Cancel an order when a vendor notifies you that the item will not be available.
80	Update records (ACQ)	Update records when performing a Method 2 fiscal closing.
82	Vendor file maintenance	Maintain vendor statistics and vendor SAN records.
84	Process Electronic Invoices	Process electronic invoices in "Import Invoices" mode.
85	Fund file maintenance	Maintain the table of fund codes in Funds mode and create groups of funds and vendors.
86	Fund Reports	Manage Fund Reports.
87	Vendor Activity Reports	Access the Vendor Activity Reports in Web Management Reports.
91	Edit patron in check-out	Create patron record on-the-fly.
94	View patron record in check-out	View tabs and/or messages for a patron record.
95	Collect fines	Collect fines during check-in or from the Fines tab.
101	View bibliographic records	View, but not edit, bibliographic records.
102	Create bibliographic records	Create bibliographic records.

122	Create item records	Create item records.
124	Update item records	Edit item records.
125	Delete item records	Delete item records.
127	Receive/Add Item	Access the "Receive and Add Items" submode.
132	Create order records	Create order records.
134	Update order records	Edit order records.
135	Delete order records	Delete order records.
148	Claim/cancel orders	Claim and cancel orders.
149	Send claims	Print claims and cancellation letters.
162	Create patron records	Create patron records.
164	Update patron records	Edit patron records.
165	Delete patron records	Delete patron records.
177	Invoice Administrator	Resume suspended invoices for which you are not the owner.
178	Post Invoices	Post an invoice processing session.
180	Print batch of item labels	Print a batch of item labels.
191	Create Bib & Order records	Create a bibliographic or order record with a Status of "1"
198	Access web-based manuals	Access the Web-based documentation
291	Send email	Send email to a patron.
310	Add Message at Checkout	Add MESSAGE variable-length field to an item at checkout.
314	Reinstate Fine	Reinstate a fine already marked as paid.
315	View Fines Paid	Access Fines Paid mode.
316	View Cancelled Holds	View information on cancelled holds.
351	Overdue	Print overdue notices in Millennium Circulation.
354	Hold pickup	Print hold pickup notices in Millennium Circulation.
355	Hold cancellations	Print hold cancellation notices in Millennium Circulation.
356	Page slips	Print paging slips in Millennium Circulation.
358	Item Paging Lists	Print item page lists in Millennium Circulation.
359	Manual fines	Print manual fine notices in Millennium Circulation.
360	Fines	Print fine notices in Millennium Circulation.
361	Bills	Print bills in Millennium Circulation.
362	Adjustments	Print fine/bill adjustments in Millennium Circulation.
371	Held Item Delivery - Receive	Access the Receive Items submenu in Delivery mode.
372	Held Item Delivery - Manage	Access the Manage Items In-Transit submenu in Delivery mode.
373	View Circulation Parameters	View circulation parameter tables.
394	Title Paging Lists	Print title page lists in Millennium.
405	Fiscal Close	Access Fiscal Close mode.
407	Output Vouchers	Access Output Vouchers mode and output vouchers to disk or via FTP.
408	Print Vouchers	Access Print Vouchers mode.
411	View vendor records	View, but not edit, vendor records.
412	Create vendor records	Create vendor records.

414	Update vendor records	Edit vendor records.
415	Delete vendor records	Delete vendor records.
418	View invoice records	View, but not edit, invoice records.
421	Status Reports	Process EDIFACT order response files.
667	View Special Field Codes	View the special field codes.
673	Edit Patron Type	Edit the Patron Type table.
682	Edit Vendor Messages	Edit the Vendor Messages table.
44	Circulation financial functions	Add a fine (Manual Charge).
45	Holds management	Place, cancel, modify, transfer, or change priority of holds.

Initials \_\_\_\_\_ Password \_\_\_\_\_

Level 3-Highest level (Administrators)-includes all functions for levels 1 & 2 plus the following:

#	Name	Function
15	Analyze patron searches	View patron statistics and User Functions reports
17	Circulation statistics	View circulation statistics and Forwarding Service reports.
18	Create lists of records	Create lists for all record types. See also authorization 186
19	Create statistical reports	Create statistical reports in Millennium Statistics
36	Merge patron records	Combine information from two patron records into one record.
46	Claims returned	Claim an item was returned.
92	Override hold blocks	Override a MAX HOLDS block when placing multiple title-level holds for one patron.
93	Waive or adjust fines	Waive or adjust fines during check-in or from the Fines tab.
96	Override check-in date	Backdate checked in items.
97	Override due date	Override the calculated due date for items.
98	Override patron blocks	Override patron blocks.
99	Override recall date	Change the due date for a recalled item.
168	Override manual blocks	Override manual block when retrieving a patron record.
176	Save Settings	Save settings options.
189	Maintain selectors list	Add or modify selector records.
364	Overdues Report	Access Overdues Report mode.
395	Statements of Charges	Print statements of charges in Millennium.
396	Organization Charges	Print organization charges in Millennium.
397	Statements of Checked Out Items	Print statements of checked out items in Millennium.
651	View System Parameters	View, the system files Forward Table, Verified Patron Table, Unverified Patron Table, Vendor SAN File, Claim Cycle Values, External Funds Codes, Web Links, Use Tax Rates, Foreign Currency Codes and Rates, Maintaining RLOC-BLOC Addresses, List of Identifiers, Agency File, Branches File, Country Codes File, Item Types File, Language Codes File, Fixed-length Codes File, and Special Field Codes

Initials \_\_\_\_\_ Password \_\_\_\_\_