

# Anthology Private Cloud Basics

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## Launching Anthology Private Cloud

Anthology Private Cloud uses a special icon called an “RDP” file to access your Visual Anthology on the Private Cloud Server. These files require you to provide a “user name” and “password” to connect to the server. In most cases the user name will be provided but you will always need to enter the password.

- All user names follow this convention: Station1, Station2, etc.
- All passwords follow this convention: Station\_1, Station\_2, etc.

### *To access the Private Cloud Server*

1. Locate the Icon (RDP) associated with your station.
2. Double click
3. When prompted enter the user name (if not supplied) and password
4. Click Ok

Your session should launch with Visual Anthology open and ready to use.

## Logging off your Anthology Private Cloud session

In most cases your Anthology Private Cloud session opens directly into Visual Anthology - in this case you have two options for logging off.

1. Choose File → Exit from the Visual Anthology menu.
2. Click the Red X in the upper right corner of the Visual Anthology screen.

In some cases there may be an additional option bar located at the top of the screen (shown below). This should not be used to log off your Anthology Private Cloud session. Choosing one of the two methods described above is always the proper way to log off.



In rare cases it is necessary to expose this option bar when local desktop access cannot be accomplished any other way. Using the “X” on the blue bar will not properly log off your Anthology Private Cloud session and can result in a “hung session”. If this should happen, you will need to contact Anthology Support to have the session terminated.

## Accessing your local desktop

Many times you may need to access files your local desktop or other open programs on the computer. This can be accomplished using one of three methods.

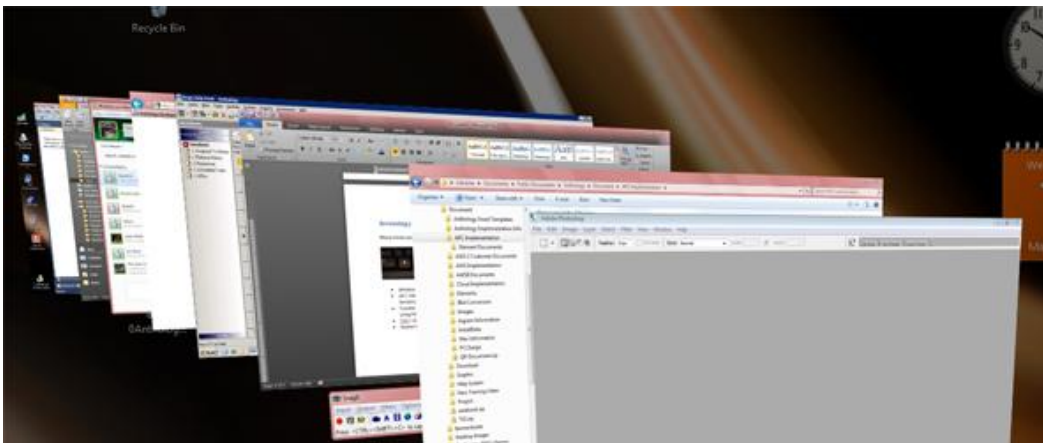
1. **WinKey + D** - Hold down the Windows Key on your keyboard and press the letter “D”. You will be taken directly to the desktop of your local computer.



2. **AltKey + TAB** - Hold down the “Alt” key and press the TAB key once. You are shown a list of open windows running on your local computer. Continue to hold the Alt key down and press the TAB key a second time. The highlighted window changes. Select the window you want to view and release the Alt key - that window opens.

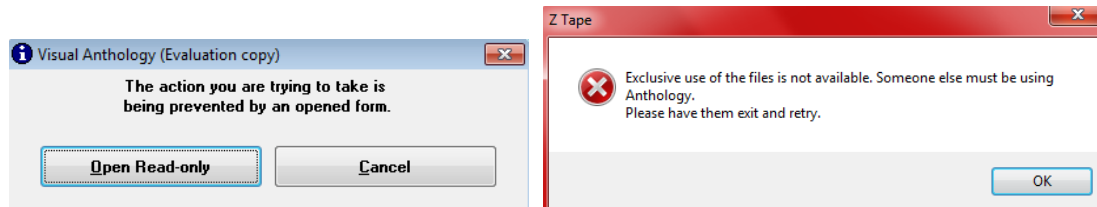


3. **WinKey + TAB** - Hold down the Windows key and press the TAB key once. You are shown a list of open windows running on your local computer. Continue to hold the Windows key down and press the TAB key a second time. The highlighted window changes. Select the window you want to view and release the Windows key - that window opens.



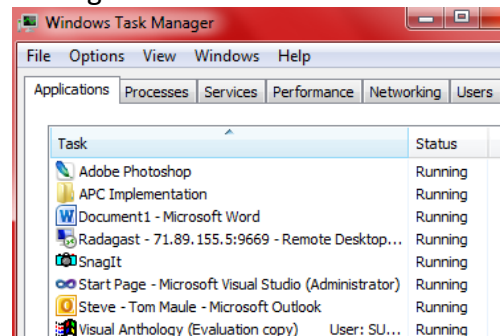
## Troubleshooting an Open Session

One of the most common issues with Anthology Private Cloud or Anthology RDS is that the session is not closed out properly; resulting in access to certain parts of Visual Anthology being restricted. This typically happens when you attempt to run ZTape, Reindex your files, or try to open the Options screen. Typically a message like those shown below will be displayed.

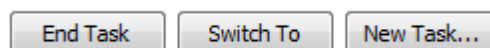


There are several steps you can take to see where the issue may be.

1. Go to each station and log in.
  - a. Check to see if Visual Anthology is still open.
  - b. Close it
2. If Visual Anthology is in a bad state and you cannot use File → Exit or the Red X to close - you may to shut Visual Anthology down using Task Manager.
  - a. To launch Task Manager in an Anthology Private Cloud session
    - i. Hold down Ctrl + Alt + End keys.
    - ii. Locate Visual Anthology program in the Applications tab of the Task Manager.



- iii. Click on Visual Anthology to select
- iv. Click End Task at the bottom of the screen.



- v. After a few seconds you will see a message asking you to “End Now”. You will choose this.

## Working with local drives & desktops

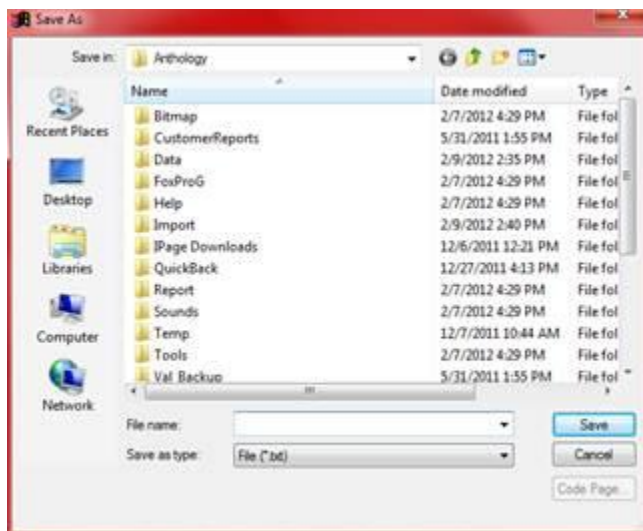
### Overview:

Anthology Private Cloud® and Anthology RDS® use the RDP (Remote Desktop Protocol) to provide a fast seamless connection to your local server. This connection means that your workstations are actually running Visual Anthology on the server in what is called a RDP session. Your workstations don't load or transfer files to the local computer by default. Because of this, actions like saving files such as reports saved as XLS or PDF files or importing files such as IPage downloads are slightly different than in a Visual Anthology Classic installation.

### The Classic way:

When you have Visual Anthology running on your workstation and want to save a report to your hard drive - you would

- Print the report
- Choose "Output to" (say PDF)
- Pick a folder on your workstation's hard drive
- Next choose Print to export the file to that folder.

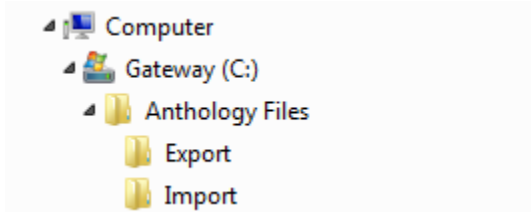


Visual Anthology defaults to the C:\Program Files (x86)\Anthology directory to save these files. The issue here is that in an Anthology Private Cloud or Anthology RDS session you don't have access to that directory as if it is on your local drive - it isn't.

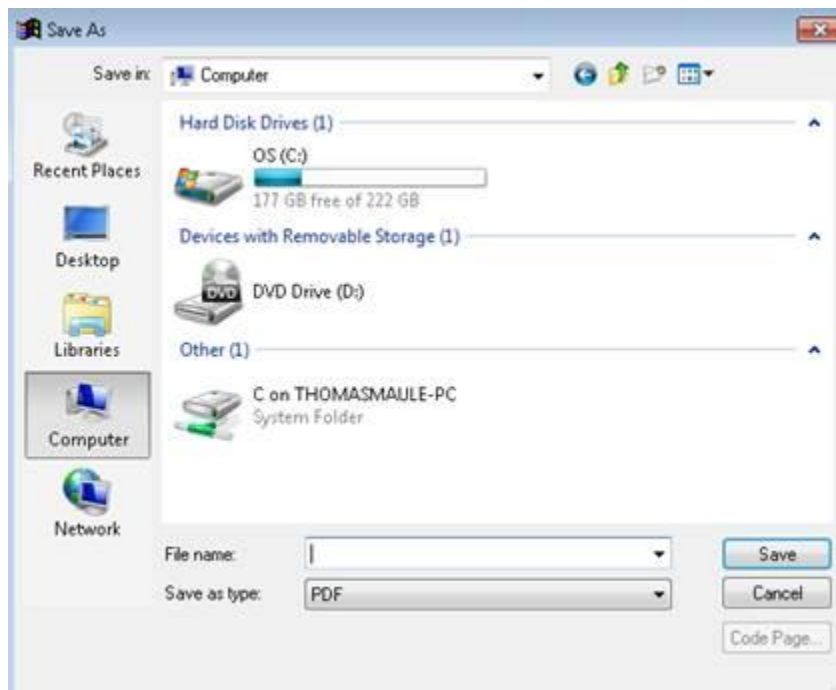
This is also true for files you want to import. If you save them to your local drive on the workstation - how do you find them when you're on a RDS or APC session?

## Here's an easy way to do this

I create a folder on my [c drive] C:\ called *Anthology Files* and save all files having to do with Visual Anthology in there. If needed, I also separate them into two sub-folders called Import and Export. Import would contain files I will be “importing” into Visual Anthology and Export would contain file that I have “exported” from Visual Anthology.

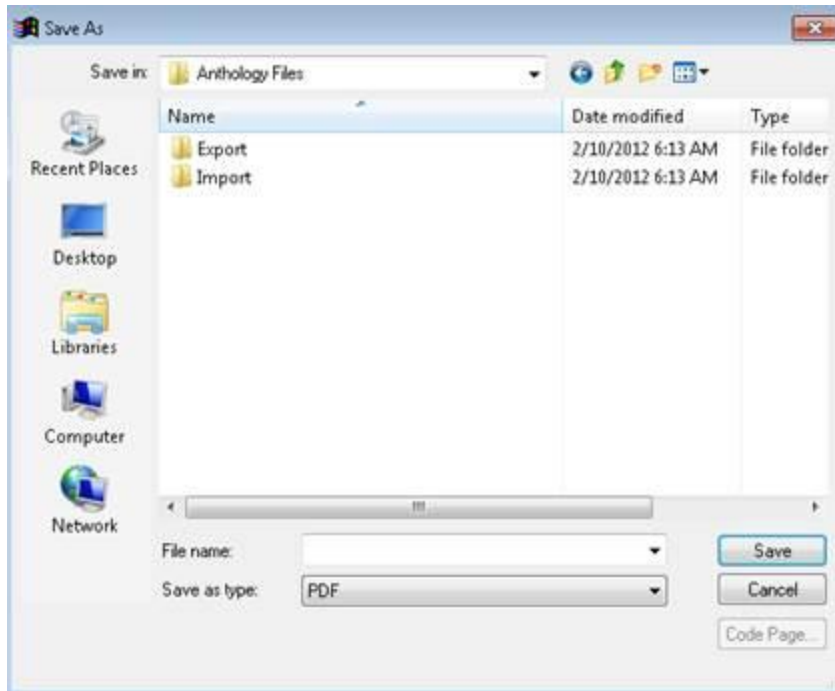


Now when I want to save a report to my local drive - I follow the same procedure as I did in the Classic installation except that now when I click the [...] ellipsis button and the “Save As” screen displays, I choose *Computer*. Next I double click the icon that refers to my local hard drive on the workstation. In this example it is “C on THOMASMAULE-PC” (your drive name will be different).



Next I double click on the folder called “Anthology Files” - If I have created the sub-folders (import & export) I would also double click the appropriate sub-folder.

Next I add the file name for the file being exported and click Save. My report will be exported to the folder I selected above - for example, *C:\Anthology Files\Export\DailySales.PDF*.



The same procedure would be followed for importing files with a slight variation.

- When you create the file to be imported you would save it to [C:\Anthology Files\Import\myFileName.csv](#). On the local workstation.
- Now when Visual Anthology asks you for the file to be imported you would choose *Computer* → *Anthology Files* → *Import* → *and the file name*.

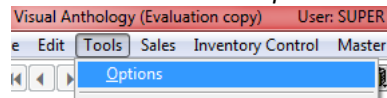
## End of Day closing procedures

At the end of the day there are a few things you'll want to do as part of what Anthology refers to as the closing procedures. These include running a ZTape to clear your sales for the day, calculating turns, indexing files, etc.

Many of these functions may be set to run automatically when you run the ZTape and the end of the day via settings in the Tools → Options screen and have been set for you as Visual Anthology's default behavior. Before we begin the ending procedures let's take a brief look at the settings in the Tools → Options screen to be sure they are where we want them.

## Setting options for automatic closing procedures

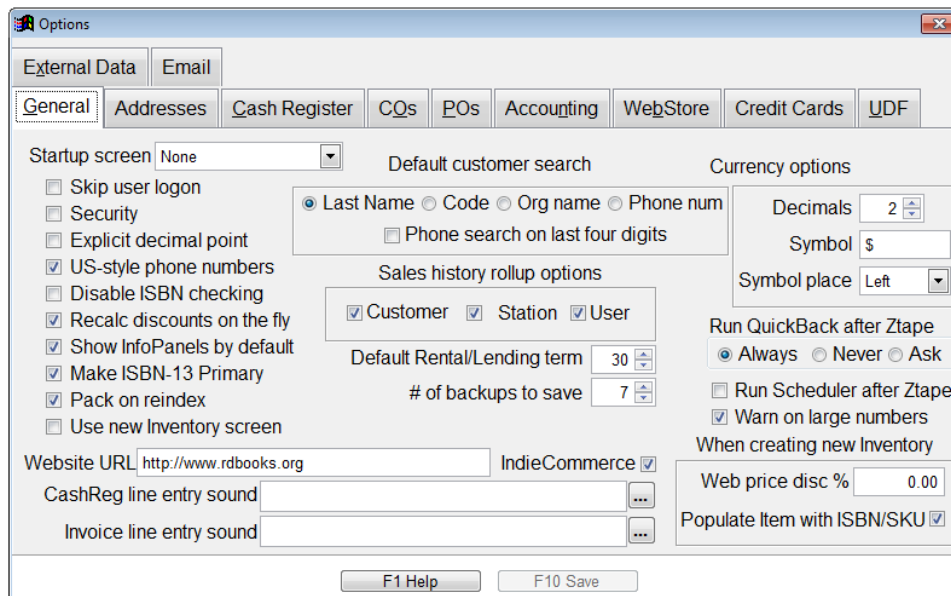
To access the Options screen you must first have everyone out of Visual Anthology except your station. Then choose *Tools - Options* from the Visual Anthology menu.



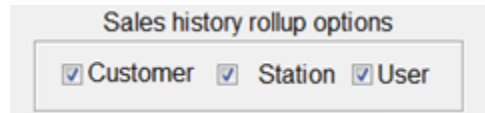
Note: When the screen opens you will see various "Tabbed Pages" - these tabs are module specific. This means that if you have the "Used Books" module you will have a tab for used books settings. So screen displays will vary slightly.

The tab we are using is the "General" tab - this is common to all Visual Anthology installations and contains the settings we're interested in. You will need to locate and select the following options from this screen.

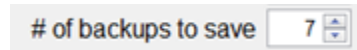
*Note: to access this screen only one copy of Visual Anthology may be running and no other screens may be open.*

A screenshot of the "Options" dialog box in Visual Anthology, with the "General" tab selected. The dialog has several sections: "Startup screen" (None), "Default customer search" (Last Name selected), "Currency options" (Decimals: 2, Symbol: \$, Symbol place: Left), "Sales history rollup options" (Customer, Station, and User checked), "Run QuickBack after Ztape" (Always selected), "Run Scheduler after Ztape" (Warn on large numbers checked), "When creating new Inventory" (Web price disc %: 0.00, Populate Item with ISBN/SKU checked), "Website URL" (http://www.rdbooks.org), "IndieCommerce" (checked), "CashReg line entry sound", and "Invoice line entry sound". At the bottom are "F1 Help" and "F10 Save" buttons.

- Sales history rollup options
  - Select all three Customer, Station, User



- # of backups to save should be 7 to 10



- Run Scheduler after ZTape
  - Run Scheduler after Ztape

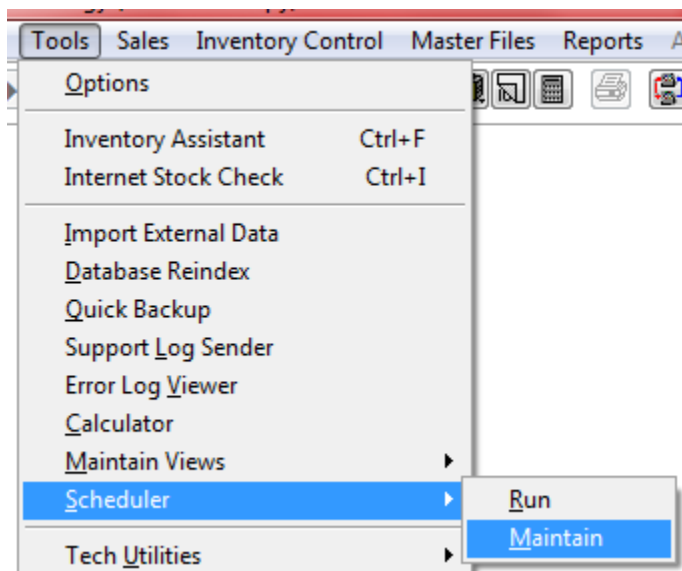
These items are the basic settings for the closing procedures. There are others that may be turned on our off to meet your needs. Your Visual Anthology Help system has a complete discussion on how each is used.

Please notice that the last item in our list is “Run Scheduler after ZTape” - this is a function that launches several of Visual Anthology’s maintenance functions from a single screen called “Scheduler”.

## Setting up the Scheduler

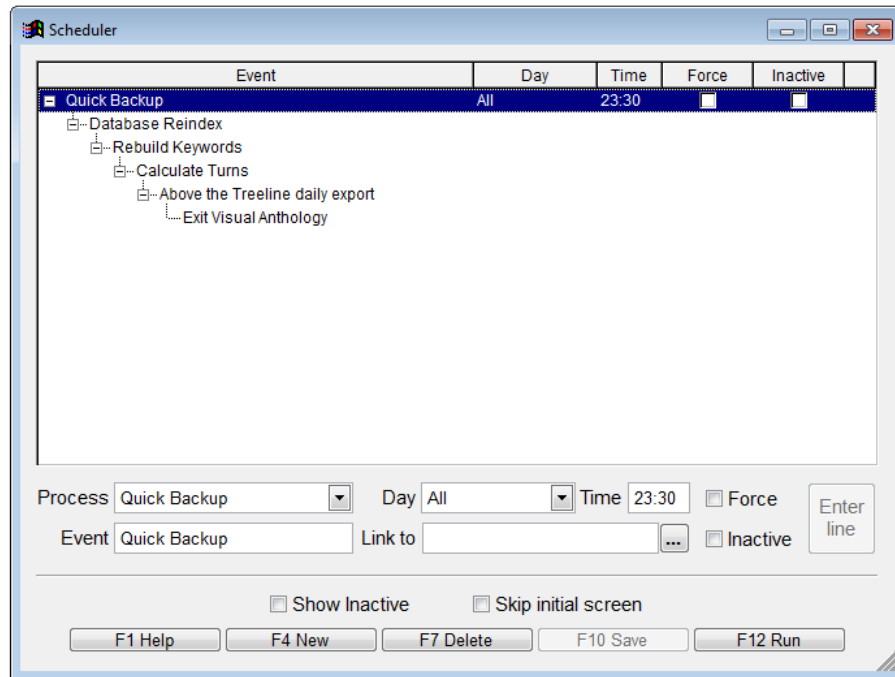
The Visual Anthology Help system covers the use of the Scheduler more completely and is outside the scope of this document. Our purpose here is to introduce you to the utility and show you the system default settings.

- Go to *Tools* → *Scheduler* → *Maintain* to view the scheduler





- The screen displays five (5) separate functions, the number of days per week and the time it should run.



- The first item is the Quick Backup
  - This is exactly what it says - a simple compressed (zipped) copy of all you Visual Anthology data files is made to a location in your Visual Anthology file structure (C:\Program Files\Anthology\Quick Backup).
  - This is not intended to replace a system or off-site backup to either tape or DVD drive.
- Database Reindex
  - This is a maintenance procedure that keeps your Visual Anthology system running smoothly and efficiently - it should not be ignored.
- Rebuild Keywords
  - Like Reindex this builds the keyword file for inventory and speeds searches within the system.
- Calculate Turns
  - Turns are used to calculate the GMROI.
- Exit Visual Anthology
  - This shuts down Visual Anthology after all of the above functions have completed.
- Select the first item in the list (Quick Backup)
  - Set the Day field to All
    - Set the time to an hour of the day when your system will not be in use. This field uses military time -- e.g. 23:30 is 11:30pm.
    - If you choose the force option then immediately after the ZTape runs the scheduler will begin.

Force

## Running the ZTape

Now that you are step up to have Visual Anthology do some maintenance for you “automatically” all that is left is to run the Z tape function to clear out your sales for the day and make your system ready for the next day.

- Go to *Sales* → *Z tape*
- On the Z tape dialog box choose
  - Print Itemized tender recap to see the full report
  - Uncheck this option to show a less detailed report of the day.
- If for some reason you have not cleared your sales and you have several days combined choose the “Day by Day” option. This will break your ZTape out into as many calendar days as needed.
- Next choose F12 Run

Your ZTape will print on your receipt printer and then the Scheduler will either run (force checked) or it will be queued up and ready to run at the appointed time.

*Note: It should be noted that these procedures can take many minutes to complete. You should either allot enough time to compete or let them run over night. **DO NOT** interrupt them once started.*

*If you have questions or concerns please contact us.*