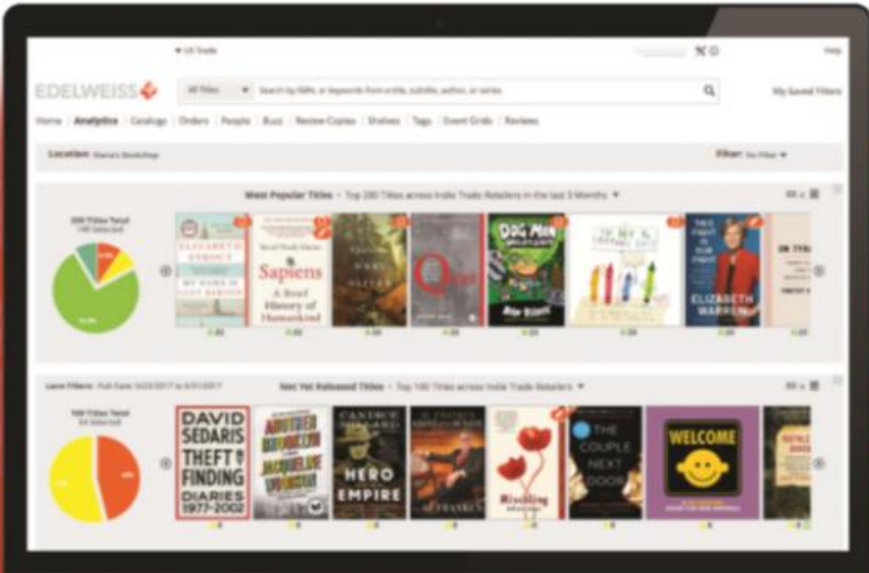


EDELWEISS ANALYTICS

ONBOARDING GUIDE



SIMPLIFY COLLECTION MANAGEMENT | BENCHMARK PERFORMANCE

YOUR JOURNEY TO SIMPLER COLLECTION MANAGEMENT



Connect your ILS to Edelweiss+Analytics

Edelweiss+ will need to integrate with your ILS. On the following pages are step-by-step instructions for a one-time setup that will keep Edelweiss+ connected to your ILS to ensure you're always looking at the most current information about your collection.



Verify that we understand your codes

ILSs use codes to identify everything from branches, to item statuses, to transaction types. After your ILS is connected with Edelweiss+Analytics, we'll verify with you that we are interpreting your codes correctly and make any adjustments necessary.



Reviewing and fine-tuning

Because of the unique complexity of each library, we may need to work with you to make some adjustments in the first few weeks. Don't worry! Our experts are on standby and ready to assist.



DATA CLEAN-UP

Before you begin loading your complete item and circulation data into your shiny new (and blank) Edelweiss+Analytics system, we suggest spending a little time cleaning up your data. Below are a few specific suggestions:

- If you haven't done an inventory lately, now would be a great time to do so. Eliminating titles from your catalog that you don't have any more, as well as finding titles that are on the shelf but not in the catalog, will make your analytics more accurate and efficient.
- Clean up your authority control, which is an area that can get muddled over time. Errors in your data will only translate to errors in analyzing it. If you need help with this, contact your ILS provider for instructions.
- Decide ahead of time which collections to upload into Edelweiss+Analytics. There may be a few that would not benefit from analytics at this time, such as in-house collections, e.g. iPads or e-readers.

Depending on the extent of clean-up you do beforehand, when you receive your first State of the Collection report, you may realize that the ILS data isn't perfect and it's impacting what you see. That's good news, because this represents very low hanging fruit to tackle prior to the next quarterly report! Above the Treeline will provide subscribing libraries with actionable reports to aid in simple data cleanup that can be done. Let us know if you have any questions!

Support @ Above the Treeline



We look forward to working with you and your team!

We're here as you need us to walk through the onboarding process, discuss any unique issues or concerns for your library, and answer any questions.

If you have questions at any time, we're never more than an email or phone call away!

You can reach us on the Edelweiss+ Help site, email support@abovethetreeline.com, or call 1-(734) 996-2730.

TLC ONBOARDING STEPS

Connecting your TLC ILS to Edelweiss+Analytics is easy!

Simply submit a support ticket at <http://ww2.tlcdelivers.com/helpdesk/> .

- Ask to be provided with the “Edelweiss+ Extract Service”.
- Include the FTP credentials we provided you in your welcome email.
- Ask for a notification to be sent to your email address on completion of the setup as well as support@abovethetreeline.com.

That’s it! We’ll send you an email asking you to verify your account’s configuration shortly thereafter, and you’ll be off to the races!

If you have any questions or trouble with the step-by-step instructions below, remember you can contact us at support@abovethetreeline.com anytime for assistance.