

# Manage Models Screen

The first time you successfully log in from the LIBRIS Design Login Screen, you will see the "**Manage Models Screen**" and it will look like the following:


**Select an Expert Model**


Choose a Model:

Enter a name for your Library Model:   
*Example: Anytown 30,000 Sq Ft Main Library*

**I'm Ready**

There are no User Models present in Libris DESIGN at this time. Create a Model from Expert Templates using the "Select an Expert Model" section above  
OR  
Click the large button below to import or recover models from another copy of Libris DESIGN.

**Import Models From Another Copy of Libris DESIGN** 

**Recover Models From a Backup Copy of Libris DESIGN** 

**Close Screen**

## Lower Part of the Screen:

The lower part of the "**Manage Models**" screen can be ignored at this time. It will be utilized when transferring user data from one version of Libris Design to another version or recovering a backup copy. For more in-depth step-by-step instructions on the data transfer process see the "**Import Models**" or "**Backing Up and Recovery**" user help document on the Libris Design website.

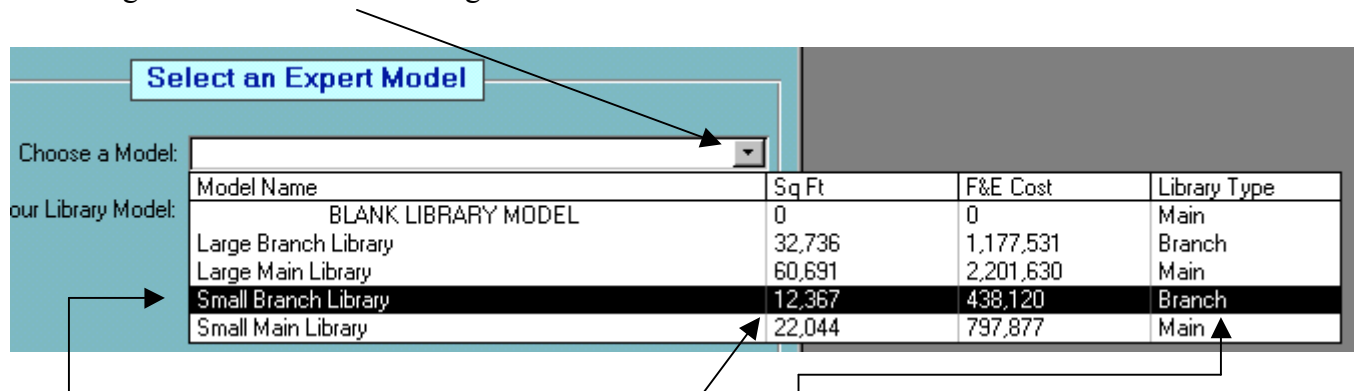
## Select an Expert Model:

When you open Libris Design to start work, you must first select a generic library model that has previously been created by an expert.

Expert library models are found in the top part of the **"Manage Models"** screen in the **"Select an Expert Model"** box.

### Selecting an Expert Model

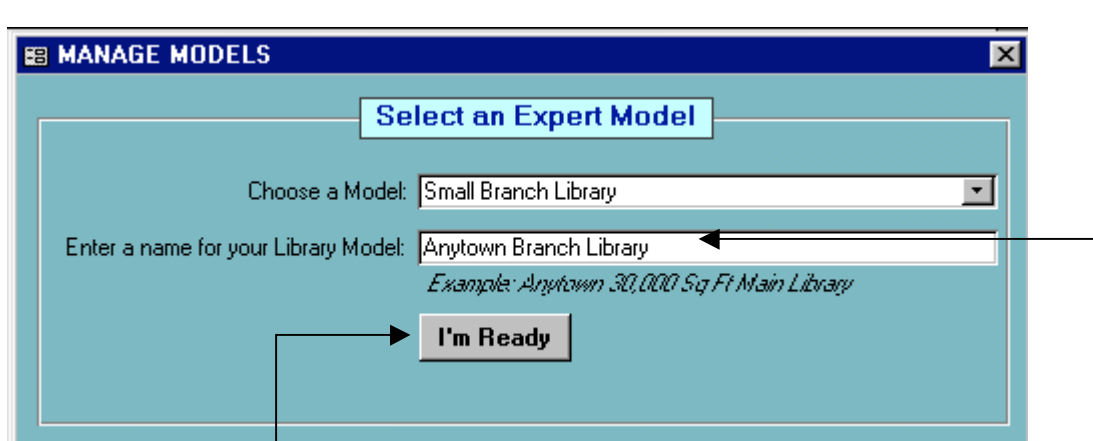
In order to start using Libris Design, select an Expert Model by clicking on the down facing arrow in the box to the right of the **"Choose a Model"** box:



Then select the library model that is as close in size and type as the library you wish to create a building program and cost estimate for (don't worry about the "F&E Cost" column, that will be changed later as you work on the model).

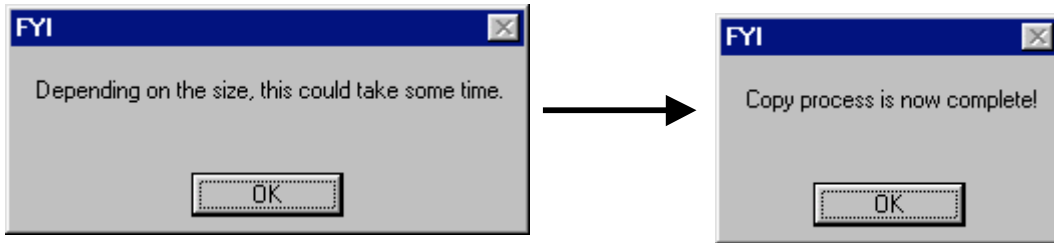
### Naming your Library Model:

Type in the name of the library you are working on in the **"Enter a name for your Library Model"** box:



Then Click on the **"I'm Ready"** box or press the <Enter> key.

You will see a series of status boxes (below) for which you should either keep Clicking "OK" or pressing the <Enter> key.



### Library Model Screen:

The result is the "Library Model" screen that displays the name you have given to the library model (In this case "Anytown Branch Library").

FURNITURE & EQUIPMENT:		COST	SQFT
Physical:		\$363,460	6,295
Collection Shelving:		\$74,900	2,980
Non-Assignable:			3,092
Totals:		\$438,360	12,367

Divisions	Cost	Sq Ft
Audio-Visual Library	\$15,930	214
Browsing	\$500	15
Children's Library	\$32,110	874
Circulation Services	\$154,985	2,120
Fiction Collection	\$13,040	376
Library Entrance	\$3,085	0
Non-Fiction Collection	\$30,940	620
Periodicals Collection	\$9,500	264

See the "Library Model Screen" user help document on the website for in-depth instructions on how to work with your newly created user library model using this screen.

If you click on the "Manage Models" button, you will be returned to the "Manage Models Screen."

When a you log in after having created one library model, you will be taken directly to that "**Library Model**" screen skipping over the "**Manage Models**" screen.

However, if you have more than one library model under development, you will automatically be taken to the "**Manage Models**" screen so that you may select the model you wish to work on from the various user library models they have available.

## Lower Part of the Screen Changes:

As soon as there is one or more user library models present, the lower part of the "**Manage Models**" screen changes:

The screenshot shows a window titled "MANAGE MODELS" with a close button in the top right corner. The window is divided into two main sections. The top section is titled "Select an Expert Model" and contains a "Choose a Model:" dropdown menu, a text input field for "Enter a name for your Library Model:" with an example "Anytown 30,000 Sq Ft Main Library", and an "I'm Ready" button. The bottom section is titled "Select, Copy or Delete a User Model" and contains a "Show Models for User:" dropdown menu with "Your Name" selected, a "User Models:" dropdown menu, and another "Enter a name for your Library Model:" text input field. Below these fields are three buttons: "Open", "Copy", and "Delete", which are highlighted with a red rectangular box. A "Close Screen" button is located in the bottom right corner of the window. A line with arrows points from the text below to the "Open", "Copy", and "Delete" buttons.

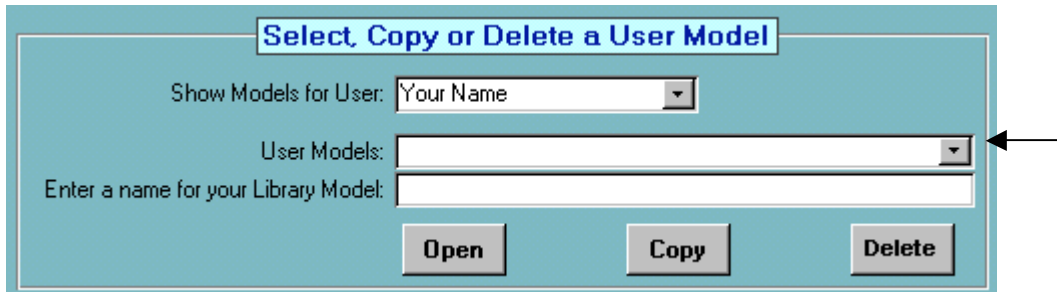
### Select, Copy or Delete a User Model:

This is where you manage your own models, i.e., the library models you create under your own name and password.

You may open, copy or delete your own user models by selecting a model and then taking whatever action you desire by clicking on the appropriate buttons.

## Select a Model:

You may select the user library model you wish to work with from the list of user models in this portion of the screen, by clicking on the down facing arrow at the end of the "User Models" box:



**Select, Copy or Delete a User Model**

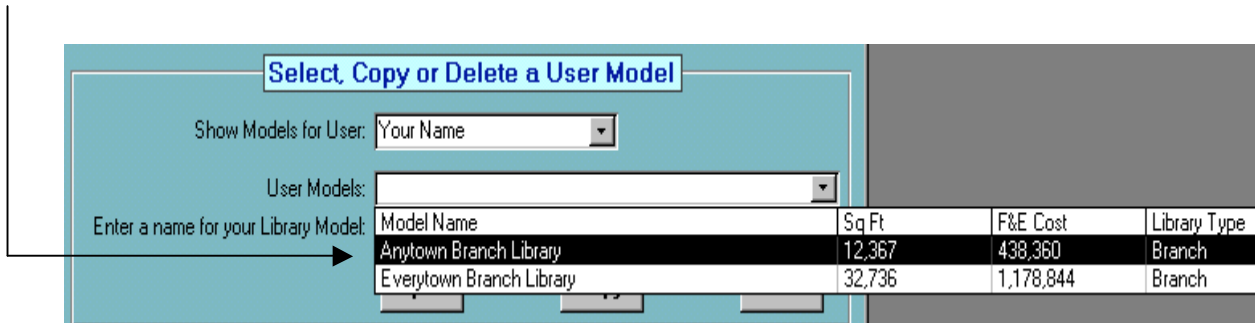
Show Models for User: Your Name

User Models: [Dropdown Menu]

Enter a name for your Library Model: [Text Box]

Open Copy Delete

Once the desired model on the list has been highlighted, you may click on the name of the model to select it:



**Select, Copy or Delete a User Model**

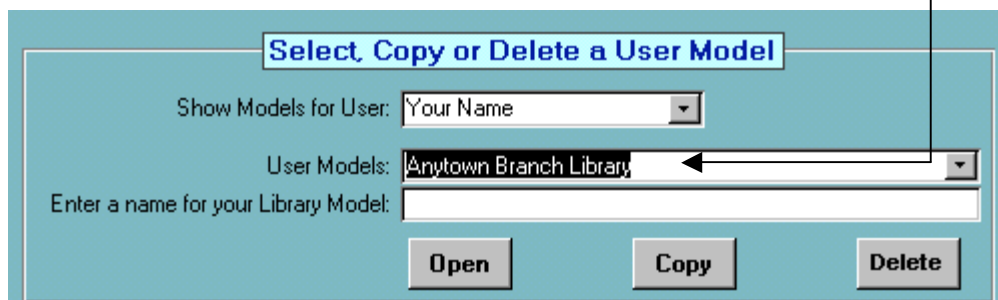
Show Models for User: Your Name

User Models: [Dropdown Menu]

Enter a name for your Library Model: [Text Box]

Model Name	Sq Ft	F&E Cost	Library Type
Anytown Branch Library	12,367	438,360	Branch
Everytown Branch Library	32,736	1,178,844	Branch

Then, the name of the user library model selected is shown in the "User Models" box:



**Select, Copy or Delete a User Model**

Show Models for User: Your Name

User Models: Anytown Branch Library

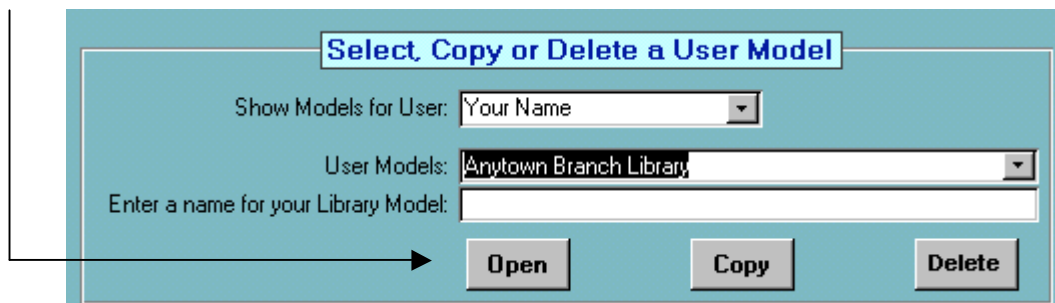
Enter a name for your Library Model: [Text Box]

Open Copy Delete

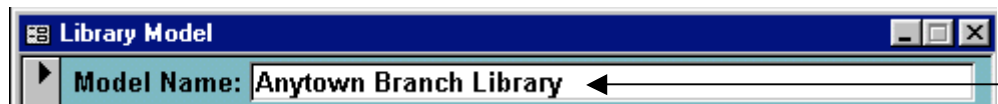
At this point, you may then click on the appropriate button above to perform the desired action of either opening, copying or deleting the library model.

## Open a Model:

Once the specific library model has been selected, you can “open” it by clicking on the “Open” button:



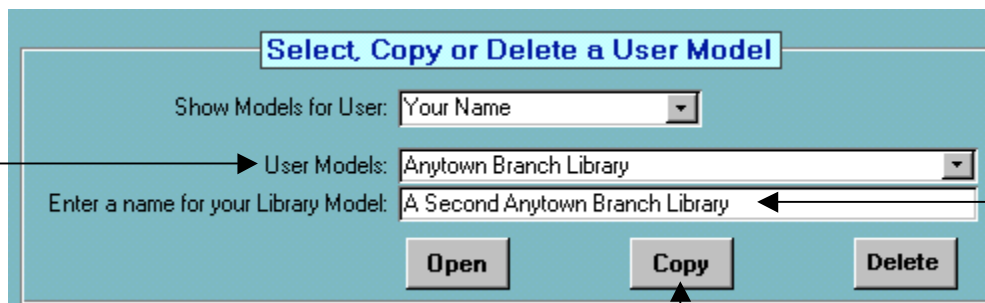
The **Library Model** screen will open and display the library model that was selected:



## Copy a Model:

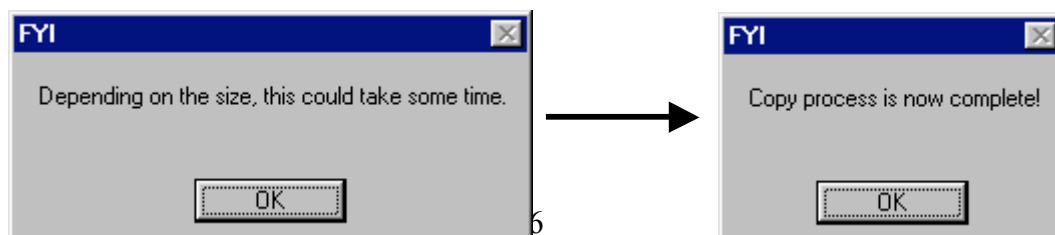
If you wish to make an exact duplicate of a library model you are working on,

1. You select the model they want to make a copy of,
2. Type in a different name for the new version of the library model in the “Enter a name for your Library Model” and

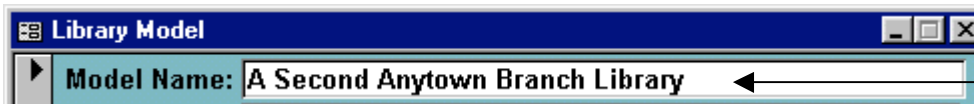


3. Then click on the “Copy” button.

You will see a series of status boxes (below) for which you should either keep Clicking "OK" or pressing the <Enter> key.



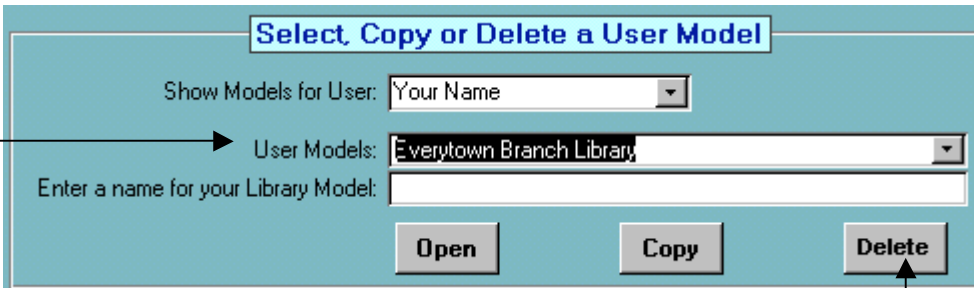
The Library Model screen will open and display the newly named library model:



### Delete a Model:

If you want to delete a library model you no longer need:

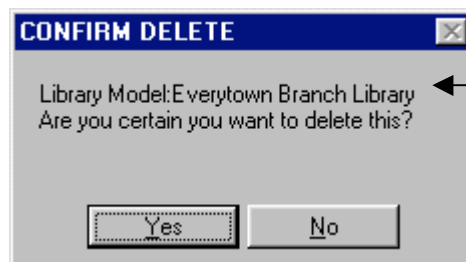
1. Select the model you want to delete, and



2. Click on the "Delete" button.

### Confirm Delete Screen:

A "Confirm Delete" screen will appear and the user can verify that you are deleting the right library model:



**WARNING:** Once a Library Model is deleted, there is no way to get it back since there is no "Undo" button for deletes.

## Close Screen

To exit the “**Manage Models**” screen, click on the “**Close Screen**” button.

The screenshot shows a window titled "MANAGE MODELS" with a blue header bar. The window is divided into two main sections. The top section is titled "Select an Expert Model" and contains a dropdown menu labeled "Choose a Model:", a text input field labeled "Enter a name for your Library Model:" with the example text "Example: Anytown 30,000 Sq Ft Main Library" below it, and an "I'm Ready" button. The bottom section is titled "Select, Copy or Delete a User Model" and contains a dropdown menu labeled "Show Models for User:" with "Your Name" selected, a dropdown menu labeled "User Models:", and a text input field labeled "Enter a name for your Library Model:". Below these fields are three buttons: "Open", "Copy", and "Delete". At the bottom right of the window is a "Close Screen" button, which is pointed to by an arrow from the right side of the page.

You will be taken to the "**Library Model**" screen.