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# Title:      New Plinkit Instance          #
# About:      Instructions to create a new IL Plinkit instance #
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# Version:    4                            #
# Updated:    12/12/07                     #
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You will need a unique code for each library you create an instance for, this could be a delivery code for the library or whatever you decide is best for your libraries. You also need the URL for the instance you are creating. The example library in this document is called “Yourstown Public Library”, with a unique code of “YTPL”, and is in the “SHLS” library system.

To create a new instance:

- Log in to: http://zope.illinoisplinkit.org/manage_main
 - Use your zope management login name and password
- At the Root Folder click the “Import/Export” button.
- In “Import file name” Select the newest template version
 - Example: IL_template_master_v2.zexp
- Change the bullet select to “Retain existing ownership information”
- Click the “Import” button

This will take you back to the Root Folder

- Check the check box by “[template_master \(Master Plinkit Template\)](#)”
- Click the “Rename” button
- In the input box type “site_your-system_library-code” with out the “s”
 - Example: site_shls_ytpl
- Click “ok”

This will take you back to the Root Folder

- Click the link to go into the instance you just created
 - Example: click -> [site_shls_ytpl \(Master Plinkit Template\)](#)
- Click the link called "[news-events \(News & Events\)](#)"
- Click the link called "[lib-cal \(Library Calendar\)](#)"
- Click the link called "[CX_props_addeventlink \(addeventlink properties\)](#)"
- At the top of the screen click the “Properties” tab
- In the field “ANFolderPath” replace the text “template_master” with the name of the instance you just created.
 - Example:
 - /template_master/news-events/lib-events
 - Becomes
 - /site_shls_ytpl/news-events/lib-events
- Click the “Save Changes” button near the bottom of the screen

- In the breadcrumbs links just below the tabs, click the “[lib-cal](#)” link
- Click the link called “[CX_props_calendar \(calendar properties\)](#)”
- At the top of the screen click the “Properties” tab
- Scroll down near the bottom to find the “listOfPaths” field
- In the field “listOfPaths” replace the text “template_master” with the name of the instance you just created.
 - Example:
 - /template_master/news-events/lib-events
 - Becomes
 - /site_shls_ytpl/news-events/lib-events
- Click the “Save Changes” button near the bottom of the screen
- In the breadcrumbs links just below the tabs, click the link with the same name as the instance you created.
 - Example: click -> [site_shls_ytpl](#)
- Click the link called “[staff-area \(Staff Area\)](#)”
- Click the link called “[staff-cal \(Staff Calendar\)](#)”
- Click the link called “[CX_props_addeventlink \(addeventlink properties\)](#)”
- At the top of the screen click the “Properties” tab
- In the field “ANFolderPath” replace the text “template_master” with the name of the instance you just created.
 - Example:
 - /template_master/staff-area/staff-events
 - Becomes
 - /site_shls_ytpl/staff-area/staff-events
- Click the “Save Changes” button near the bottom of the screen
- In the breadcrumbs links just below the tabs, click the “[staff-cal](#)” link
- Click the link called “[CX_props_calendar \(calendar properties\)](#)”
- At the top of the screen click the “Properties” tab
- Scroll down near the bottom to find the “listOfPaths” field
- In the field “listOfPaths” replace the text “template_master” with the name of the instance you just created.
 - Example:
 - /template_master/staff-area/staff-events
 - Becomes
 - /site_shls_ytpl/staff-area/staff-events
- Click the “Save Changes” button near the bottom of the screen

After the new instance is created go to:

<http://www.illinoisplinkit.org/plinkit-site-database>

and fill out the information about the new instance (fields with red squares by them are required).

Email: tbrown@shawls.lib.il.us

With the URL of the new site(s) and the instance name(s) you just created.

Example:

Instance: site_shls_ytpl

URL: www.yourtownpubliclibrary.lib.il.us