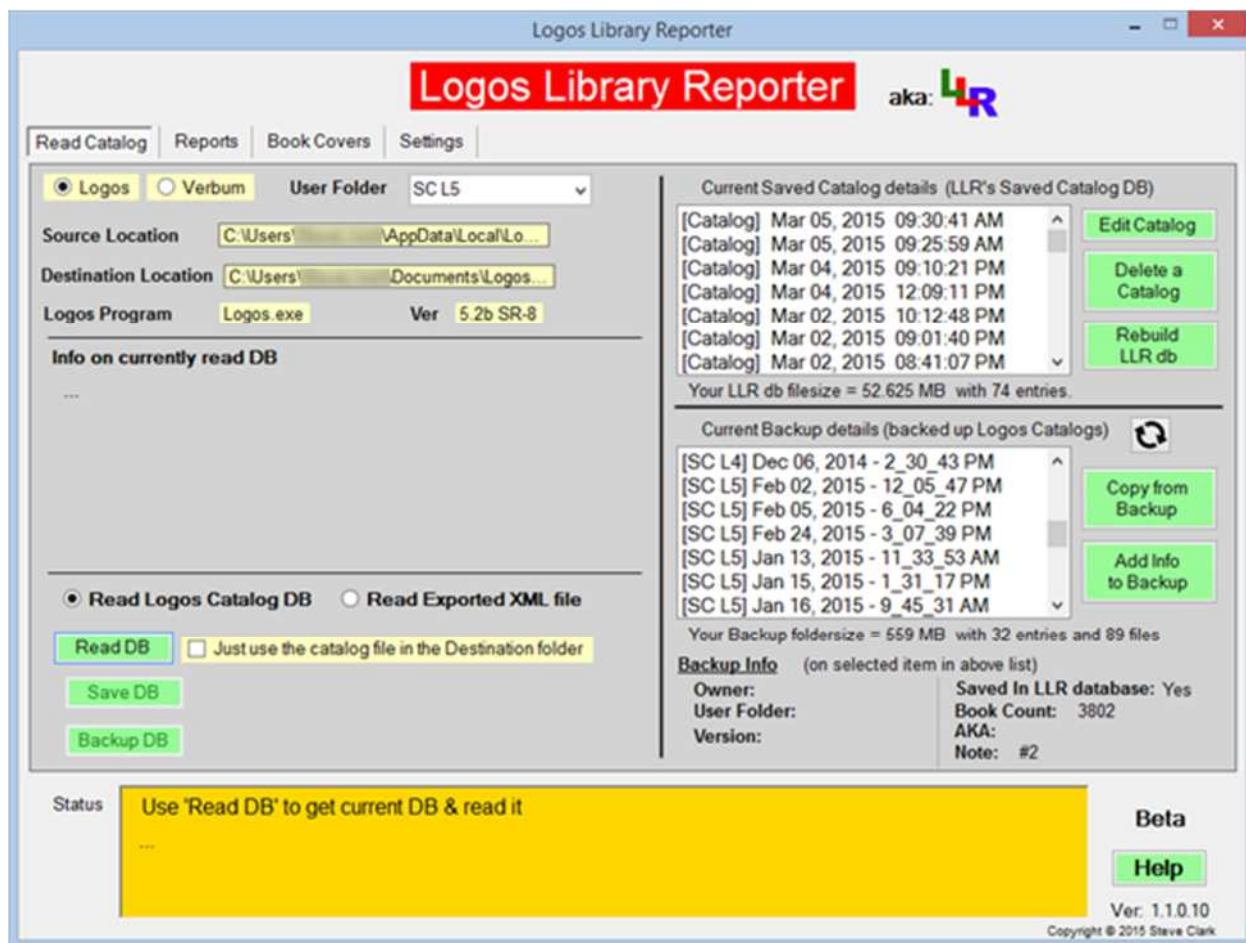


# Logos Library Reporter – User Manual



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## About Logos Library Reporter (LLR)

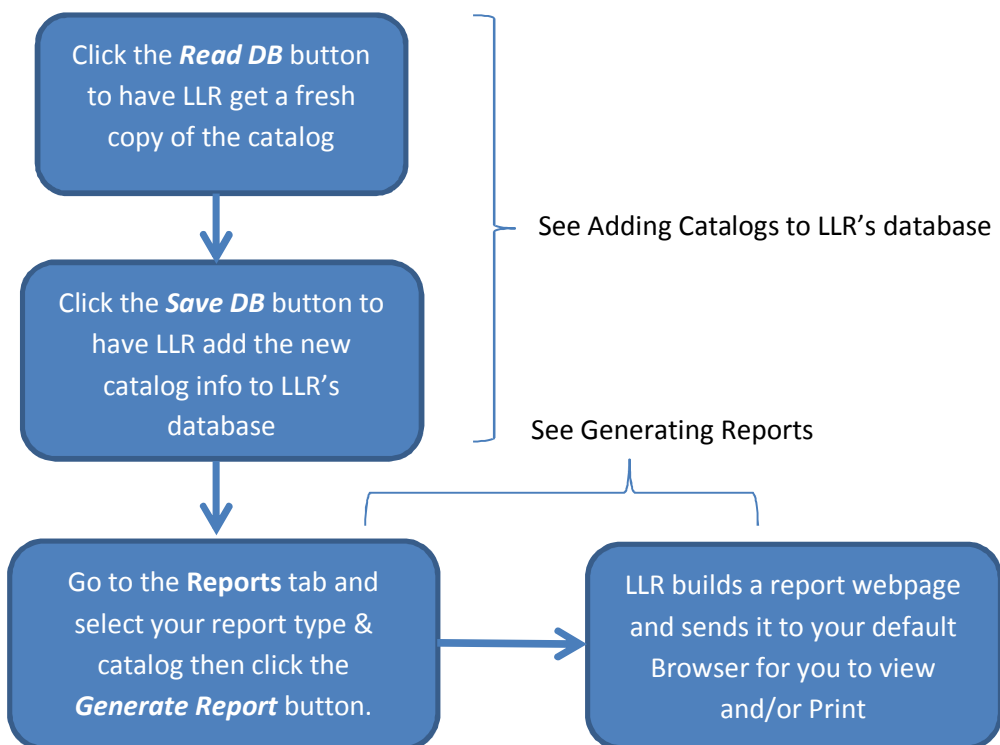
LLR (Logos Library Reporter) is a program that allows you to track changes to your Logos/Verbum library. You will use the Read Catalog tab to read current Logos/Verbum Library information and store it in LLR's database (Saved Catalog DB). Logos/Verbum library information is stored in a **catalog** database which LLR copies from your Logos/Verbum installation. The LLR program refers to your library info as a *Catalog*. As your library information changes you will use LLR to get fresh copies of your catalog and store them in its database.

You need not worry about LLR disturbing your Logos/Verbum catalog database. LLR gets a copy of this database file from your Logos/Verbum installation. LLR only uses this copied file which resides in LLR's working folder. LLR has built in precautions to prevent copying your database when it detects that Logos/Verbum is running or its indexer is running. When LLR detects this state you will receive a warning window telling you that LLR could not copy the database and asks you to close Logos/Verbum and click LLR's *Read DB* button again.

Once you have added one or more catalogs to LLR's database you can then run Reports on those catalogs. In the Reports tab you will find that there are 2 types of reports available to be performed on your Saved Catalogs: 1) reports done on a Single catalog and 2) reports done between Two catalogs. This is detailed in the Reports area of this manual.

Since there is only 1 catalog file in your Logos/Verbum installation, then each time that Logos/Verbum updates information for your library it overwrites the old information. So when you use LLR's *Read DB* to get a fresh copy the catalog, that information is only relevant to the current state of your library. This is why you need to periodically get a fresh copy of the catalog and save it into LLR's database. LLR keeps track of each catalog in its database by the Date/Time that was on the catalog file that it just read. So each entry in your LLR database will have a unique Date/Time.

### Below is the basic flow of steps



# Parts of the Screen

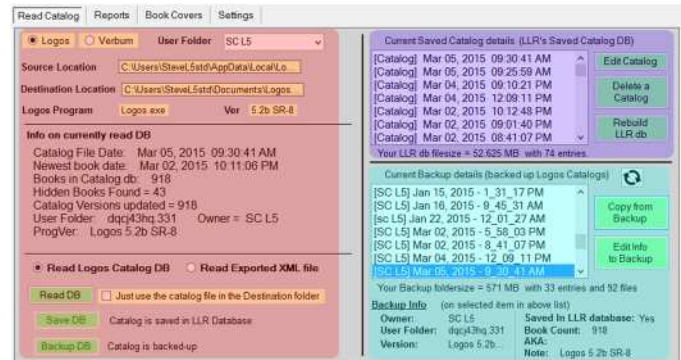
LLR (Logos Library Reporter) has 4 tabs:



## Read Catalog - tab

It is here that you Read your Logos/Verbum library information into LLR.

- The **red shaded** area is used to read your Logos/Verbum library info and save it into LLR's database. ([see Read Cat Sect.](#))
- The **violet shaded** area shows you catalogs (library info) that you have saved into LLR's database ([see Saved Catalog DB](#)).
- The **blue shaded** area shows you catalogs that you have saved in a backup area. (see [Backup Details Section](#))



## Reports - tab

Here is where you generate Reports on your catalogs (Library)

- The **red shaded** area is where you select which report type that you want to generate (see [Report Type Selection](#))
- The **blue shaded** area is where you select Extra Info that you want displayed under each book title in your report (see [Extra Info Section](#))
- The **violet shaded** area is where you select which catalog(s) to be used in the report. (see [Catalog Selection Section](#))



## Book Covers - tab

This is where you generate a Book Cover report (see [Book Cover Section](#))



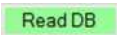
## Settings - tab


This is where you can set some default behavior of LLR (see [Settings Section](#))

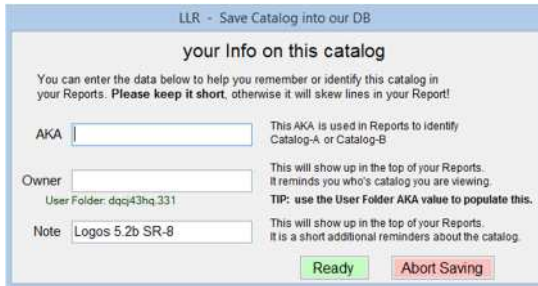


Below the Tabs is a yellow **Status** Window. LLR shows status on operations here after you click buttons.

# Quick Start Guide

1. Make sure that Logos/Verbum is not running, if it is close Logos/Verbum. Make sure that the Indexer is not running. (LLR will not get a fresh copy if Logos/Verbum or the Indexer is running)
2. Make sure that the *Read Catalog* tab is showing, then click the **Read DB** button. 

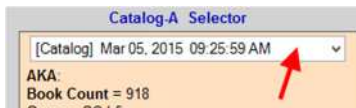
3. After the read operation is complete, click the **Save DB** button. 
  - a. You will see the following information request window:



- b. In the **AKA** box you can nickname this catalog. (i.e. Before Purchase or DesktopPc or Laptop)
  - c. In the **Owner** box you can put your initials or first name
  - d. The **Note** box defaults to your Logos/Verbum version info, you can overwrite or add to it if you want
  - e. Click the **Ready** button to allow LLR to add your catalog info to LLR's database
4. Once that the *Save DB* operation is complete
    - a. Now click on the **Reports** tab
    - b. Click on the **All books by Logos Type** selection



- c. Then select which *Catalog* that you want the report generated for (immediately after using *Save DB*, LLR selects the new catalog by default)



- d. Now click the **Generate Report** button 

5. Now LLR will build the report and open your Browser to the report.  
You can scroll through the report or click on the hyperlinks in the summary section to go to each Logos type.

I would suggest that you return to the **Read Catalog** tab and click on the **Backup DB** button to save the original catalog file for future use. If you don't save the catalog, Logos/Verbum will overwrite it in the near future.

You have just added your first Catalog and built your first report.

You don't need to perform steps 1-3 to continue building reports for this catalog; it is saved inside LLR's database.

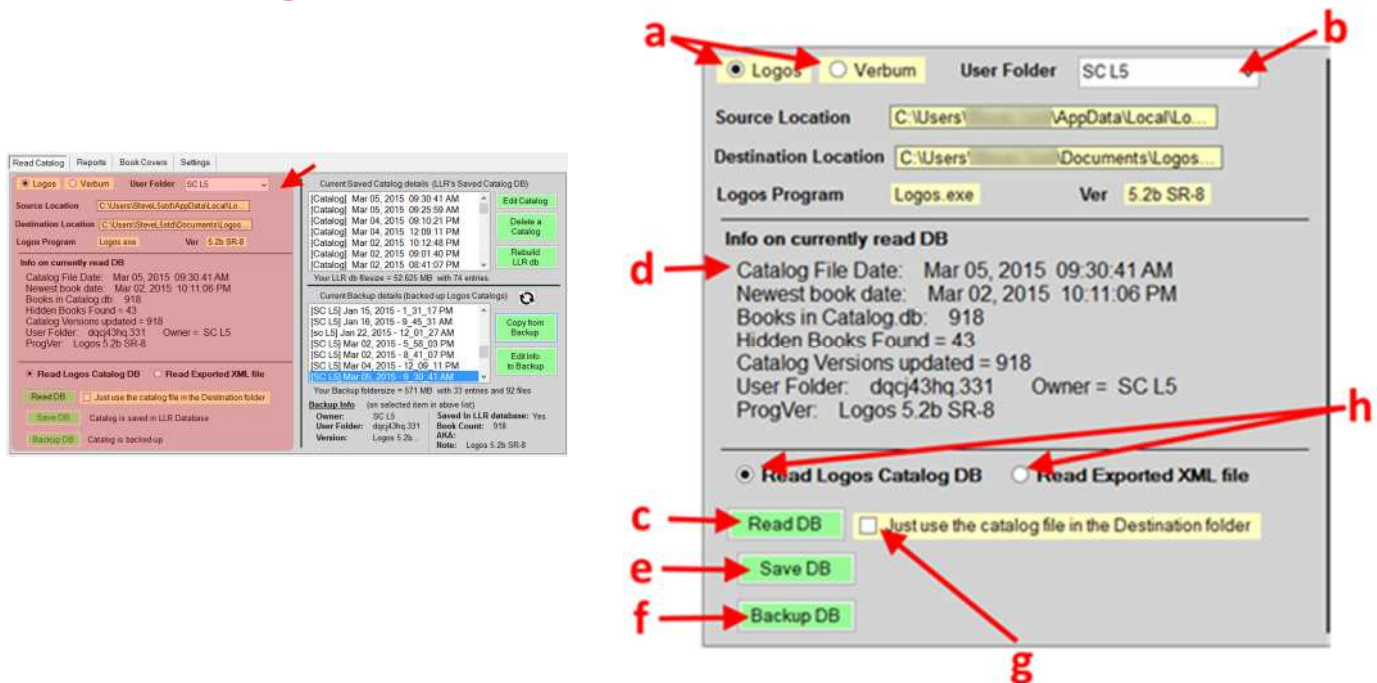
Try using different report types in step 4b and then doing steps 4d & 5.

Later when Logos/Verbum updates your library you can get a fresh copy of its catalog and add it to LLR's database. Then you will be able to do reports which require 2 catalogs.



# Understanding the features of the *Read Catalog* tab

## The Read catalog section



- a) For users who have both of the programs (Logos and Verbum) running in their same windows user account, these both will be enabled. But for most you will only have one of these programs running and LLR will automatically detect which you have and enable them accordingly.

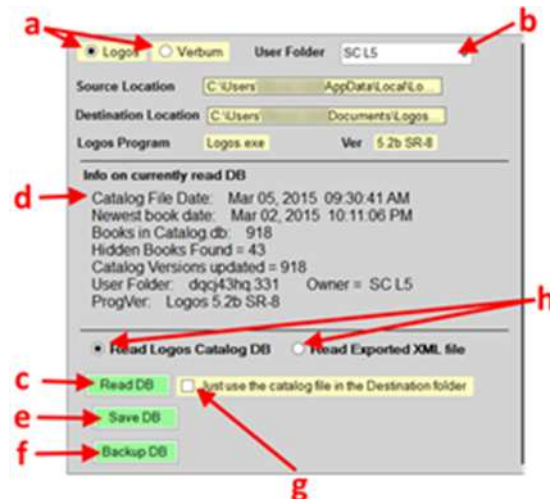
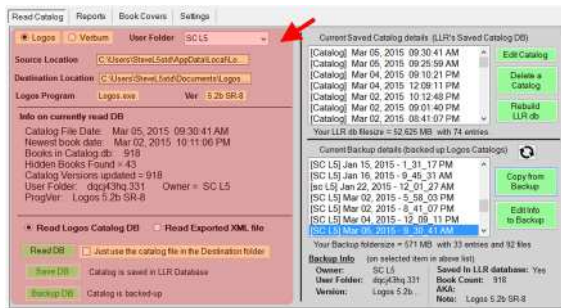
If you do have both of these enabled, then you will want to select this prior to clicking the *Read DB* button!

- b) If other users are sharing the same windows user account, then each Logos/Verbum user will be selectable via this drop-down selector. LLR automatically detects multiple users and populates this selector. Again you will need to select which user before clicking the *Read DB* button. But for most users there will be a single entry in this selection.

In this selection LLR will default and show the unique folder for each user account. It would be wise to use the **Owner for User Folders** setting to assign a user name or identification word/phrase for each user folder. (see Settings for [Owner for User Folders](#))

- c) This is the **Read DB** button. You click this button to have LLR get a fresh copy of your Logos/Verbum catalog database. When clicked, LLR will see if the Logos/Verbum catalog is newer than the one in its working folder. If it is then LLR will replace the current one in its working folder with a copy of the newer catalog file. Immediately after copying the file LLR will proceed to read the contents of the catalog into LLR's memory. After this is complete LLR will show details about the catalog in section **d** as shown above. (see [Adding Catalogs to LLR's database](#))
- d) This section is populated with info about the currently read catalog after the *Read DB* operation is complete.

## The Read catalog section (continued)



- e) This is the **Save DB** button. It is disabled until after a *Read DB* operation is complete. After the *Read DB* operation is complete, LLR will determine if the catalog already exists in LLR's database. If it does not, then LLR will enable the *Save DB* button. But if LLR discovers that the catalog already exists in the database, then the button is disabled and the message **Catalog is saved in LLR Database** will appear to the right of the button. (see [Adding Catalogs to LLR's database](#))
- f) This is the **Backup DB** button. It is disabled until after a *Read DB* operation is complete. After the *Read DB* operation is complete, LLR will determine if the catalog is already saved in LLR's backup folder. If it is not saved, then LLR will enable the *Backup DB* button. But if LLR discovers that the catalog is already saved, then the button is disabled and the message **Catalog is backed-up** will appear to the right of the button.

When the Backup DB button is clicked LLR will show you a prompt window to allow you to enter Owner information. After you have entered the owner, LLR will create a special folder in LLR's backup folder and save a copy of the catalog, resource manager, and a special LLR identification file to this folder. By backing up this info, you can later get a copy of these files (by using the *Copy from Backup* button) which LLR will place in the working folder. Then you can run the *Read DB* button to read this info again. This is useful for: a) restoring a deleted catalog, or b) reading the catalog info so that you can build a *Book Cover* report, or c) copy this folder to a different computer where you have LLR and Logos/Verbum installed so that you can do reports displaying info on the difference between 2 computers where you have Logos/Verbum installed. (see [Using Backups](#))

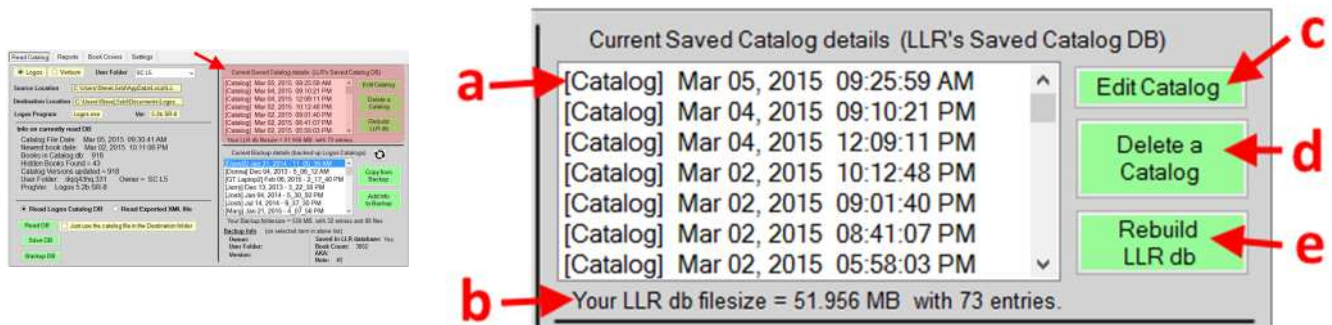
- g) This checkbox is used by the *Copy from Backup* button. When checked LLR will not search to get a fresh copy of your Logos/Verbum catalog, but rather use whatever catalog & other files that already exist in LLR's working folder. This is also used when a user (e.g. Mac user want to manually copy files) want to Manually copy files and have LLR read the catalog info (see the technical [Read DB – Manual Method](#)).

**You should leave this unchecked when using the *Read DB* button except for the 2 cases above!**

- h) For user who have Logos/Verbum version 6 and up, you can use the Print/Export feature to create an XML file with catalog info. To read one of these XML files that you exported, you will need to select the *Read Exported XML file* selection. (for more info on reading XML files see [Read DB – XML Files](#))

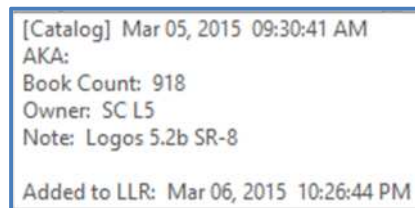


## The Saved Catalog DB section



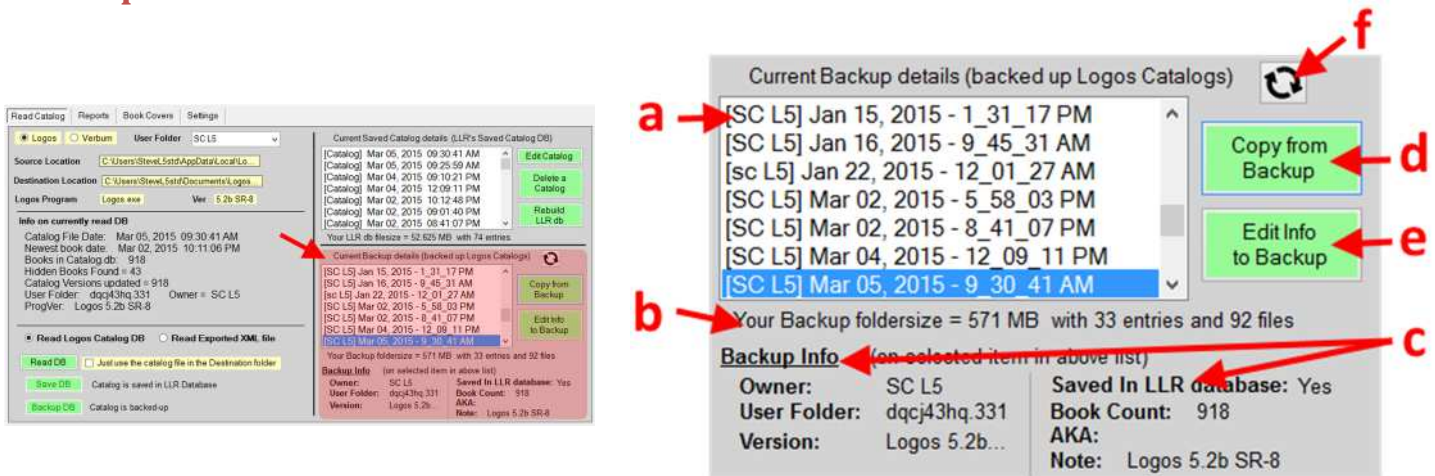
This section is for viewing what you have saved in LLR's database. Here you can also manage the contents of LLR's database.

- a) This window (listbox) shows you catalogs that are saved in LLR's database (Saved Catalog DB). You can hover over entries here and LLR will show you a pop-up tooltip with info on the item hovered over.



- b) This line shows you info about the size of your LLR database.
- c) This is the **Edit Catalog** button. When you select an item in **a** above and click this button, LLR will bring up a pop-up window allowing you to edit info for that catalog database entry (e.g. the AKA, Owner, & Notes). (see [Editing Catalog Info](#))
- d) This is the **Delete a Catalog** button. When you select an item in **a** above and click this button, LLR will delete that catalog from LLR's database. (you will be prompted with a confirmation window prior to the catalog being deleted). (see [Deleting a Catalog](#))
- Warning:** once deleted, the only way to restore that catalog is if you have saved it with the *Backup DB* button!
- e) This is the **Rebuild LLR db** button. In the extremely rare event that LLR's database becomes corrupt, then this button allows you to recover catalog entries which are not corrupted. (see [Recovering a Corrupt LLR database](#))

## Backup Details section



This section is for viewing your backup catalog info. Item **d** allows you to get a copy for inserting back into LLR's database or for creating a Book Cover report (see [Getting a Backup Catalog](#)).

a) This window (listbox) shows backup folder names where your backup catalogs are stored.

When you click and select one of these, LLR will show you information on that backup in area **c**.

b) This line shows you info about the size of all your backup folders.

c) This area shows you info about the selected backup folder in item **a**.

d) This is the **Copy from Backup** button. You select a backup item in **a** and then click this button then LLR will copy the backup files into LLR's working folder. Next you can use the *Read DB* button to read you backup catalog info into LLR's memory. (see [Getting a Backup Catalog](#))

e) This is the **Edit Info to Backup** button. You select a backup item in **a** and then click this button, then LLR will show you the Backup Info edit window. In it you can edit information about your backup. This button text may read **Add Info to Backup**. (see [Editing Backup Info](#))

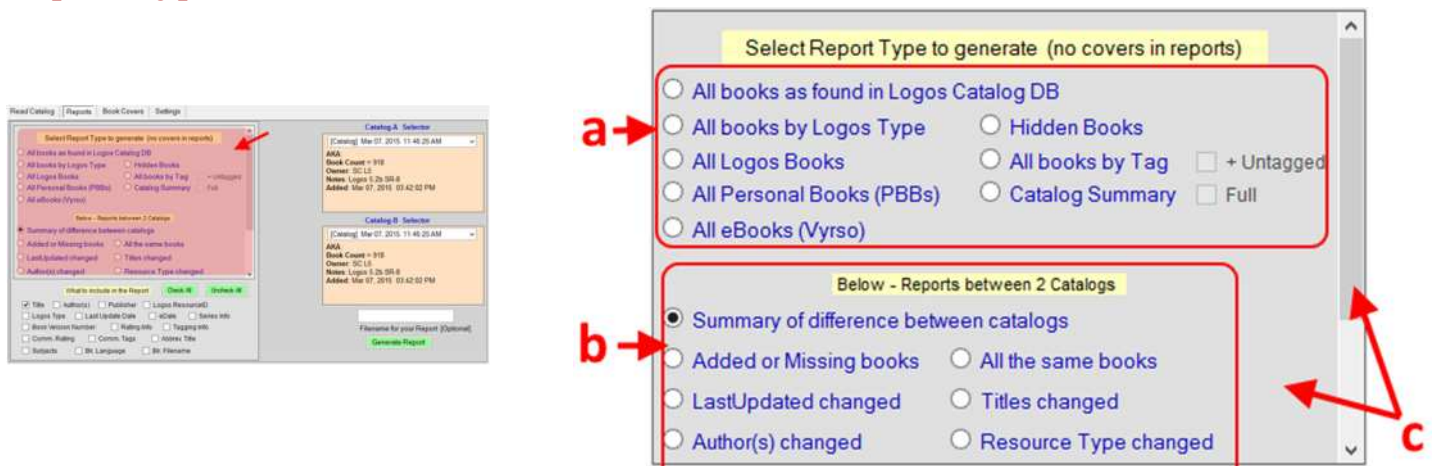
The dialog box is titled 'LLR - Add/Edit Backup Info' and contains the following fields and buttons:

- Backup Info** section with the instruction: 'Please enter or verify the Backup Owner name. (please keep it Short)'
- User Folder:** dqcj43hq.331
- Program:** Logos
- Version:** 5.2b SR-8
- Owner Name:** SC L5 (text input field)
- OK** and **Cancel** buttons at the bottom.

f) This is the **Refresh** button. When clicked it has LLR reread all the backup folders in LLR's backup area and update item **a**'s information.

# Understanding the features of the *Reports* tab

## Report Type Selection Section



This section is for selecting your Report type that you want to generate. The report types pointed to by item **a** are reports which use a single catalog. The report types pointed to by item **b** are reports which use 2 catalogs. When you first start using LLR you will probably only have a single catalog stored in LLR's database. So you will only be able to generate report types found in the section pointed to by item **a**. But soon when Logos/Verbum updates your catalog (e.g. you buy a new book or get a free book or change tagging in your Library) then you will be able to use LLR to get a fresh copy of your Logos/Verbum catalog. Then after you add the 2<sup>nd</sup> catalog to LLR's database (by using *Read DB* and *Save DB* buttons), then all report types will be available to you (items in **b** require 2 catalog, so as soon as you have 2 or more catalogs saved in LLR's database, these report types will be available).

Don't forget to use the scrollbar to view all the report types!

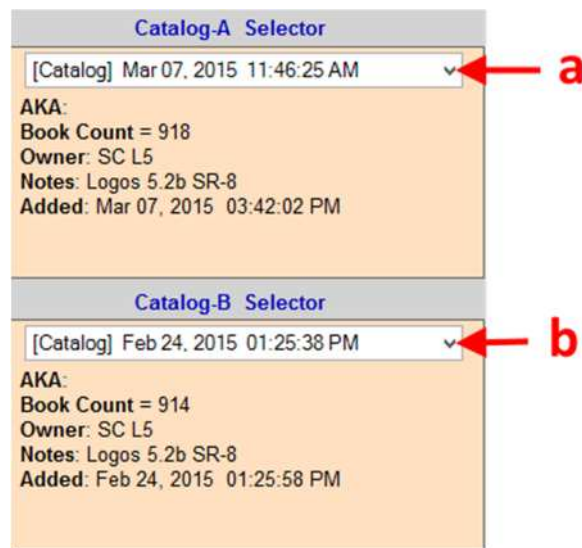
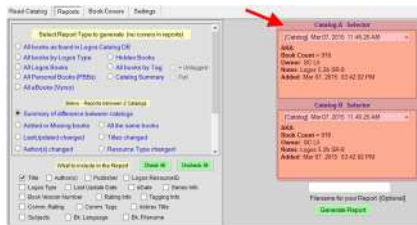
When you hover over the blank area, your mouse wheel will move the scrollbar.

## Extra Info Selection Section



This section is where you select which extra information (item **a**) that you want shown under each book title in your report. These items are shown in most report types (but excluded from Summary reports & Last Updated report). When they are all unchecked, then just the book titles are shown (Title cannot be unchecked). Items **b** and **c** allow you to quickly check/uncheck all the Extra items.

## Catalog Selection Section

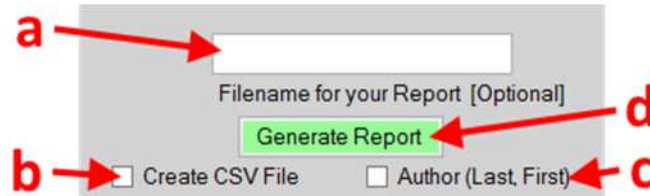


This section allows you to select which catalog(s) that you want generated for your report. When you click on these drop-down selectors, you will see a list of catalogs that you have in LLR's database. If you hover over the items in the drop-down list, LLR will show you a tooltip for the item being hovered over. Clicking on an item selects it.

- Select a catalog to be used in your report. Generally you should set this to the newer catalog.
- If you are running a report which uses 2 catalogs, this selector will appear. Make sure to select a catalog different from Catalog-A .

(see [Generating Reports](#))

## Generate Report Button Section



This section is where you have LLR generate your report. There are some options here. If you want to use these options you will need to set them prior to clicking the *Generate Report* button.

- a) You can optionally set a filename for your report. By default LLR uses a generic filename for reports (Report.htm). This is the filename for the webpage that LLR generates. When the filename is blank, then LLR uses its generic filename. If you enter a filename, then LLR will use that filename (subsequent reports for the same filename, LLR will prompt you if you want to overwrite that file).

Naming a report is useful when you want to save that report for viewing later. When LLR uses the generic filename, LLR overwrites the previous report webpage. (you might notice after you have done several reports and refresh your browser on an older report that the older report is replaced with the current report. This is due to LLR overwriting the previous webpage file, thus why naming a report might be useful)

- b) This checkbox allows you to have LLR also generate a CSV (comma separated value) file which can be opened by a spreadsheet program. (for more details see [CSV details](#)). This option only shows up for a few selected Single report types.
- c) Per the request of a specific user, the report *All books found in Logos Catalog DB* will show this option. When checked the report will use *Last, First* name order for Authors extra info field in that report.
- d) This is the **Generate Report** button. When clicked, LLR will generate the report that you have specified. After LLR completes the report, the report is opened in your default browser.

Often you will change parameters for a report and click the *Generate Report* button again to view a different report.



# Understanding the features of the *Book Covers* tab



This tab allows you to build a **Book Cover** report for your catalog. Unlike the other reports, you will only want a book cover report for your current catalog. The book cover report will show the book covers for each of your books in your library. In the book cover report you can click on a book cover and LLR will send a request to window to have your book opened in Logos/Verbum. When you hover over a book cover, your browser will show a tooltip identifying the book's title.

Book cover images are not stored in LLR's database (which helps keep LLR's database a small and reasonable file size). So to generate a Book Cover report you will need to use the *Read DB* button to load a catalog's information. LLR reads book cover images into its memory during the *Read DB* operation.



Unlike the other reports, you will not build a Book Cover report frequently. After building a book cover report, when you open LLR in the future the report is still present in LLR's working folder. The Open Existing File button will be enabled. When you click this button, LLR will have your browser show you the book cover report which is already on your hard-drive in LLR's working folder. (**hint:** you can add a Bookmark or Favorite in your browser to the book cover report)

- a) This is the **Build Cover HTML** button. It is disabled until you have used the *Read DB* button on the Read Catalog tab. When enabled and clicked, LLR will build a book cover report for the currently read catalog. LLR will overwrite the previous book cover report if it already exists. (Note: XML files do not contain book cover images!)
- b) By default when the *Build Cover HTML* button is clicked, LLR builds a book cover report showing the books ordered by Logos Type. If you have this option checked when you click the *Build Cover HTML* button then LLR will not order the book covers by Logos Type.
- c) This is the **Open Existing File** button. When you open LLR, it checks to see if the book cover report webpage already exists in LLR's working folder. If it does exist, then this button is enabled. When you click on this button LLR will open the existing book cover report in your browser.



# User Settings

In this tab you can adjust settings for LLR.

## Owner for User Folders

**Owner for User Folders**

This setting allows you to assign OWNER values for User Folders which appear in the Read Catalog tab. In the listbox below locate a user folder and then in the textbox to its right type in the Owner name that you want assigned to that user folder name. Then press the Save Name button. (You will need to make these changes before you use the 'Read DB' button!)

When you set the OWNER name it will appear in the Owner box for your Reports, it will also appear in your Backup Owner box.

Hint: if you use the 'Read DB' button on the Read Catalog tab, you probably can figure out which User Folder is associated with each of your Logos accounts by the book count.

User Folder  (Logos) Owner name

**a** **b** **c**

This setting can be useful and save you from typing in your Owner name in the *Save DB* and *Backup DB* information windows. It is also useful for decrypting the Logos/Verbum user folder drop-down in the Read Catalog tab. Once that you have set this, LLR will remember your changes (even after LLR updates). Below are some places in LLR and the report where you will see this Owner Name appear.

LLR - Save Catalog into our DB

**your info on this catalog**

You can enter the data below to help you remember or identify this catalog in your Reports. **Please keep it short**, otherwise it will skew lines in your Report!

AKA

This AKA is used in Reports to identify Catalog-A or Catalog-B.

Owner  This will show up in the top of your Reports. It reminds you who's catalog you are viewing.

User Folder: dqj43hq.331 **TIP: use the User Folder AKA value to populate this.**

Note: Logos 5.2b SR-8 This will show up in the top of your Reports. It is a short additional reminders about the catalog.

Read Catalog Reports Book Covers Settings

☒ Logos ☐ Verbum User Folder

Source Location: C:\Users\Steve\Desktop\LLR\...

**Your Logos Library Report**

Report on all books by Logos Type  
Report generated: Mar 9, 2015 05:05 PM

**Catalog-A**  
AKA:  
db entry: [Catalog] Mar 07, 2015 11:46:25 AM  
Book count: 918  
Owner: SC L5  
Note: Logos 5.2b SR-8

LLR identifies Logos/Verbum user accounts by the unique folder that Logos/Verbum saves its database into (also known as User Folders). Many users will not know about these because they are buried where Logos/Verbum has installed itself on your hard-drive. Also most users will have a single Logos/Verbum account running in a windows user account. So you probably only have 1 entry. Never-the-less, it is useful to assign an Owner Name to your account.

- Select your Logos/Verbum user folder (most will only have 1 item here)
- Type in the Owner Name in which you want assigned to this user folder (e.g. Desktop or Laptop or you initials or your wife's name if it is here Logos account)
- Next click the **Save Name** button so LLR will save your new owner name. (repeat these steps if you have more than 1 User Folder)

## Pre-Populate with Program Name & Version

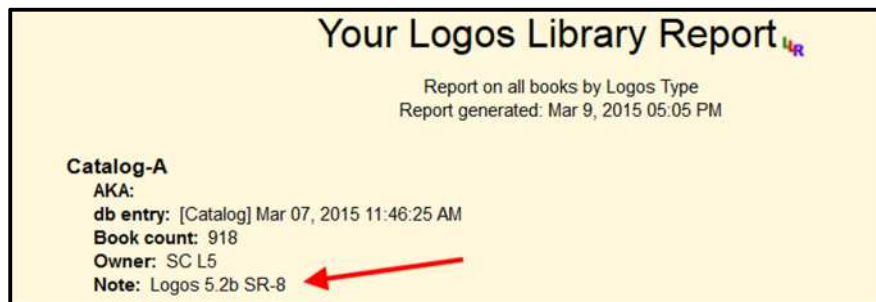
### Pre-Populate with Program Name & Version

This setting allows you to assign the AKA or NOTE box of the 'Save DB' window with the program name (e.g. Logos or Verbum) and the version (e.g. 5.2b SR-3). When the window opens you still have the option to manually change it.

- ☐ Do not pre-populate
- ☐ Add Program Name & Version to the AKA box
- ☒ Add Program Name & Version to the NOTE box

When you use the **Save DB** button, you will see an information pop-up window with 3 fields. This setting allows you to pre-populate one of those fields with the Logos/Verbum program info (e.g. Logos 5.2b SR-3). By default this setting is set to *Do not pre-populate*. Here you can change that to one of the other choices as shown in the image above. By using this setting it can save you time and better identify your catalogs in your reports. This only affects catalogs saved after this setting has been changed!

Below is an example showing *Pre-Populate attached to the Note* in a report



## Show User Titles

### Show User Titles

This setting allows you to substitute your User Titles in reports for the default titles. User Titles are those that you have set inside of Logos/Verbum. When checked your User Title will be shown where you would normally see the book's actual title. In the reports they will be shown with Bold Green text to remind you that title is a User Title.

- ☒ Show your User Titles in reports

If you have books in your library in which you have given a custom title to and want that custom title to show up in your reports, then check this setting and LLR will use your custom title. LLR will also identify these custom titles by making them bold **green text** in your reports (e.g. see image below)

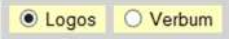





# Adding Catalogs to LLR's database

Adding your current Logos/Verbum catalog to LLR's database is a 2 action process. Once a catalog is added to LLR's database, it will remain there until you decide to delete it. You will want to run this process periodically to get fresh copies of your catalog.

## Action #1 (Have LLR get a fresh copy of your catalog from Logos/Verbum's installation)

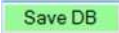
Make sure that the **Read Catalog** tab is visible.

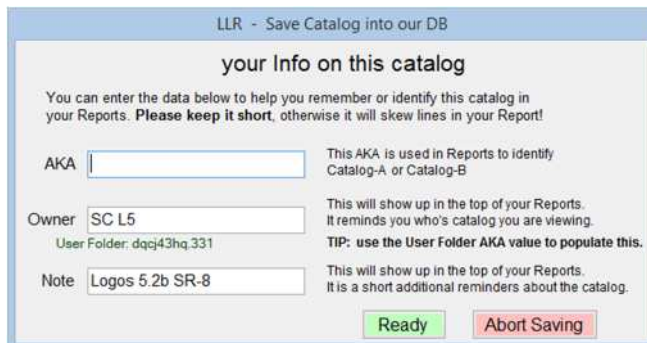
1. If you have more than 1 Logos/Verbum program running, select the program that you want LLR to get a fresh copy for. 
2. If you have more than 1 user for the above program, then select the user account that you want LLR to get a fresh copy for. 
3. Make sure that the checkbox  **Just use the catalog file in the Destination folder** is not checked.
4. Now, click the **Read DB** button  to have LLR get the fresh copy of your catalog.

LLR will get a fresh copy of your catalog and load it into LLR's memory. (this may take several seconds)

## Action #2

After action #1 is done, LLR will determine if the catalog just read is already in its database. The **Save DB** button will be disabled if the catalog already exists in LLR's database. But if the button is enabled, then follow the steps below to add the catalog info to LLR's database.

1. Click the **Save DB** button 
2. LLR will show you a pop-up window requesting information that you want to assign to this catalog (used in the heading of your reports).



3. Next click the **Ready** button and LLR will add your catalog info to LLR's database.

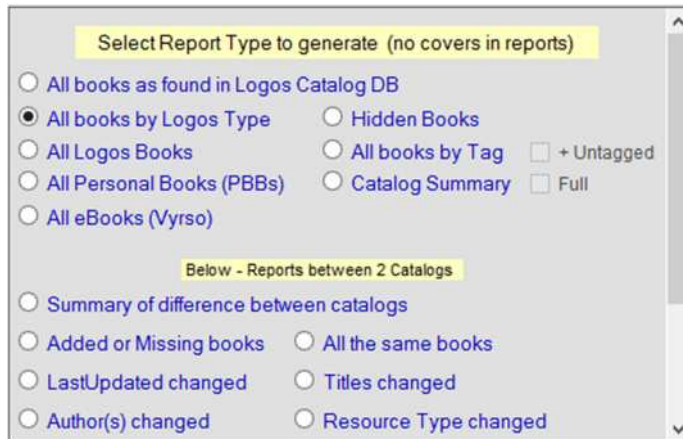
Now you have successfully added a catalog to LLR's database!

# Generating Reports

Once that you have 1 or more catalogs in LLR's database, you can run reports on those catalogs. Running a report is a 4 step process.

Make sure that the **Reports** tab is showing.

1. Select which Report Type that you want to run by clicking a report type (you can scroll to see more report types)



Select Report Type to generate (no covers in reports)

☐ All books as found in Logos Catalog DB

☒ All books by Logos Type ☐ Hidden Books

☐ All Logos Books ☐ All books by Tag ☐ + Untagged

☐ All Personal Books (PBBs) ☐ Catalog Summary ☐ Full

☐ All eBooks (Vyrso)

Below - Reports between 2 Catalogs

☐ Summary of difference between catalogs

☐ Added or Missing books ☐ All the same books

☐ LastUpdated changed ☐ Titles changed

☐ Author(s) changed ☐ Resource Type changed

2. If you want Extra Info to show under each title in your report, then check boxes for the items that you want under each title.



What to include in the Report

☒ Title ☐ Author(s) ☐ Publisher ☐ Logos ResourceID

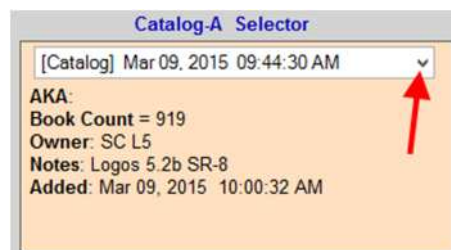
☐ Logos Type ☐ Last Update Date ☐ eDate ☐ Series Info

☐ Book Version Number ☐ Rating Info ☐ Tagging Info

☐ Comm. Rating ☐ Comm. Tags ☐ Abbrev. Title

☐ Subjects ☐ Bk. Language ☐ Bk. Filename

3. Select which catalogs that you want used in your report  
(if your report type requires 2 catalogs then you will need to select Catalog-B as well)



Catalog-A Selector

[Catalog] Mar 09, 2015 09:44:30 AM

AKA:

Book Count = 919

Owner: SC L5

Notes: Logos 5.2b SR-8

Added: Mar 09, 2015 10:00:32 AM

4. Now click the **Generate Report** button

Now LLR will generate your report. When it is done, LLR will open the report in your default Browser.

## Using Backups

Backups are useful. Once that Logos/Verbum has updated its catalog, there is **no** going back and retrieving older catalog info. But if you backup your catalogs, LLR saves a copy of your catalog (Logos/Verbum does not alter these backups).

These backups allow you to restore a catalog to LLR's database at a later time (in case you deleted it from LLR's database). They are also useful when you want to copy a catalog to another computer where you have LLR installed. They are also useful if you want to share your catalog with someone else.

### Backup DB – Suggestions

Logos/Verbum updates catalogs very frequently. And not all updated catalogs reveal useful information. So below are some suggestions on when to backup a catalog.

- Before & after you purchase any new books or buy a new Base Package.
- After Logos/Verbum has shipped out a bunch of new book updates.
- Before & after you hide books in your library.
- After you have installed Logos/Verbum on another computer.

### Creating a Backup

After using the **Read DB** button, LLR checks if the just read catalog is already backed-up. If it was, then the **Backup DB** button will be disabled. If the catalog has not been backed-up, then the **Backup DB** button will be enabled.

If the *Backup DB* button is enabled, then click the **Backup DB** button.

**Backup DB**

You will see a pop-up window requesting information, enter an owner value and click the **OK** button.



LLR - Get Backup Info

**Backup Info**

Please enter or verify the Backup Owner name.  
(please keep it Short)

**User Folder:** dqcj43hq.331

**Program:** Logos

**Version:** 5.2b SR-8

**Owner Name:** SC L5

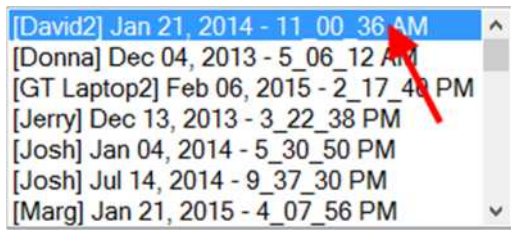
**OK** **Cancel**

LLR will create a unique folder in its Backup folder with your catalog plus a couple of other files it needs.

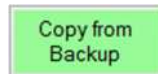
## Getting a Backup Catalog

When you want to retrieve a backup catalog from your backups, use the **Copy from Backup** button. LLR will copy the necessary files to its working folder. Then you can use the **Read DB** button to read the catalog (the checkbox next to the *Read DB* button will be checked. Do not uncheck it until after you have used the *Read DB* button!). After the *Read DB* operation is complete, you can use the *Save DB* button to add the catalog info to LLR's database.

1. Select the backup folder where your backup catalog resides.



2. Click the **Copy from Backup** button.



(LLR will copy the files to its working folder and

will automatically check the box ☒ Just use the catalog file in the Destination folder )

3. Then you can use the **Read DB** button to read the catalog info into LLR's memory.  
Then use the **Save DB** button to add it to LLR's database.

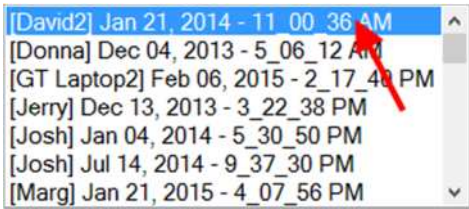
4. Don't forget to uncheck the check box after step #3 . ☐ Just use the catalog file in the Destination folder



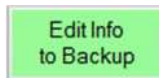
## Editing Backup Info

If you need to edit the Owner information on a backup, then:

1. Select the backup folder that you want to edit



2. Then click the **Edit info to Backup** button.



**Note:** if your backup folder was saved prior LLR version 1.1.0.0, then the button text may read **Add info to Backup**.

3. LLR will show you the pop-up window for editing the Owner. Just make your changes and then click the **OK** button.



**Note:** If your backup folder was saved prior to LLR version 1.1.0.0, then you may be able to edit other fields in the above window.


After you are done, LLR will rename the backup folder and update the backup list window.

## Deleting Backup Folders

LLR does not provide a way to delete backup folders. This is by design. Once backup folders are deleted, they cannot be recovered and that catalog info is lost forever. So it is the sole responsibility of the end user to manage your backup folders.

You can use Windows Explorer to delete a backup folder.


**Warning:** once deleted, that catalog info is lost forever!

If you do this while LLR is open, then you will want to use the **Refresh**  button to have LLR update the backup folder list in its window. Use caution not to be doing this while LLR is performing any operation!

## Adding a Backup Folder from another Computer

You can copy backup folders from other computers and paste the folder into LLR's backup area (Documents\Logos Lib Webpage\MyBackups).

There is a tutorial on this at [Copying Catalog Backups from one computer to another](#).

If you do this while LLR is open, then you will want to use the **Refresh**  button to have LLR update the backup folder list in its window. Use caution not to be doing this while LLR is performing any operation!

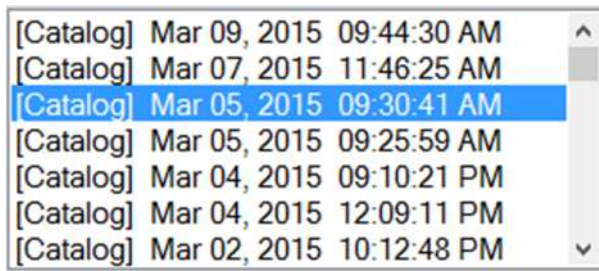
# Managing your LLR database

At some point you may want to make changes to a catalog in LLR's database or even delete catalogs from LLR's database. The headings below tell you how to do this.

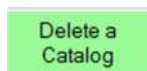
## Deleting a Catalog

The steps below show you how to delete a catalog from LLR's database.

1. Select a catalog in the **Saved Catalog DB** list window

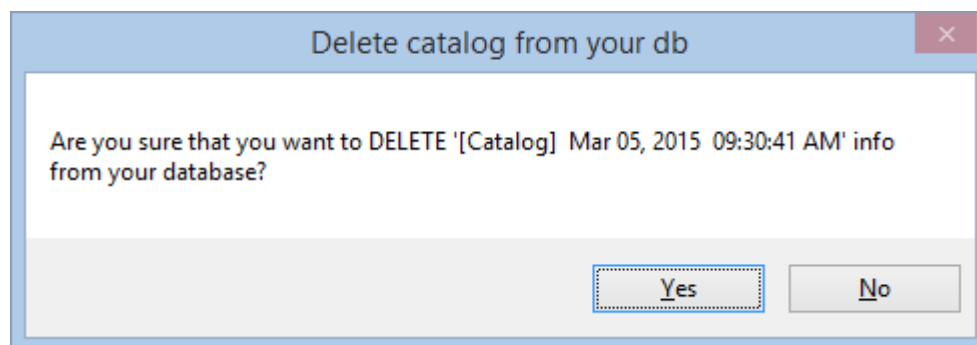


2. Then click the **Delete a Catalog** button



3. LLR will show you a warning window.

**Warning:** this is your last chance to abort the delete. If you don't have a backup, then you will not be able to restore the catalog back into LLR's database!



It may take several seconds for LLR to remove the catalog from its database.

When the operation is complete, LLR will update the list in the window and enable the Save DB button if relevant.

## Editing Catalog Info

You can edit the *AKA*, *Owner*, and *Note* info for a catalog. This info shows up in the heading of your reports.

**Your Logos Library Report**  
Summary Report on differences between the two Catalogs  
Report generated: Mar 10, 2015 04:52 PM

Catalog-A	Catalog-B
AKA:	AKA:
db entry: [Catalog] Mar 09, 2015 10:11:00 AM	db entry: [Catalog] Feb 24, 2015 12:29:38 PM
Book count: 920	Book count: 914
Owner: SC L5	Owner: SC L5
Note: Logos 5.2b SR-8	Note: Logos 5.2b SR-8

1. Select a catalog in the **Saved Catalog DB** list window

[Catalog] Mar 09, 2015 09:44:30 AM
[Catalog] Mar 07, 2015 11:46:25 AM
[Catalog] Mar 05, 2015 09:30:41 AM
[Catalog] Mar 05, 2015 09:25:59 AM
[Catalog] Mar 04, 2015 09:10:21 PM
[Catalog] Mar 04, 2015 12:09:11 PM
[Catalog] Mar 02, 2015 10:12:48 PM

2. Then click the **Edit Catalog** button

Edit Catalog

3. LLR will show you the pop-up window for editing your catalog's info

LLR - Save Catalog into our DB

**your Info on this catalog**

You can enter the data below to help you remember or identify this catalog in your Reports. **Please keep it short**, otherwise it will skew lines in your Report!

AKA	<input type="text"/>	This AKA is used in Reports to identify Catalog-A or Catalog-B
Owner	<input type="text" value="SC L5"/> <small>User Folder: dqcj43hq.331</small>	This will show up in the top of your Reports. It reminds you who's catalog you are viewing. <b>TIP: use the User Folder AKA value to populate this.</b>
Note	<input type="text" value="Logos 5.2b SR-8"/>	This will show up in the top of your Reports. It is a short additional reminders about the catalog.

Ready Abort Saving

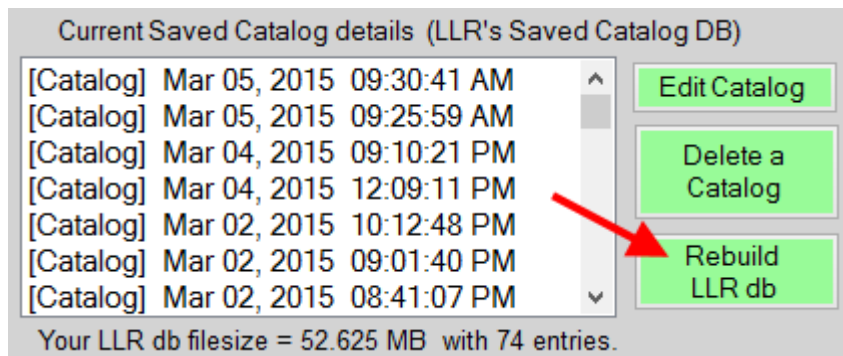
4. Make the changes that you want and then click the **Ready** button.

LLR will then make the changes for that catalog in its database (it may take a few seconds to complete this).

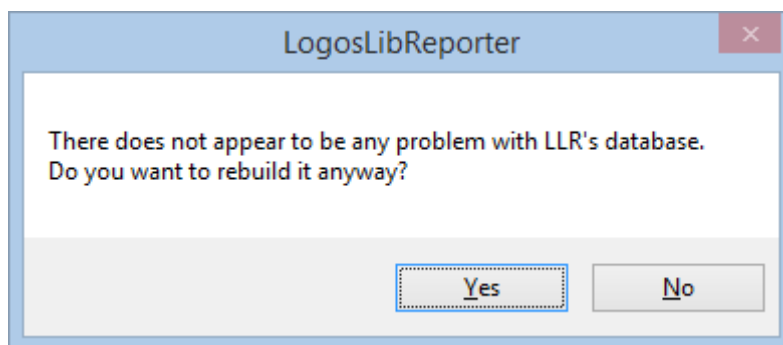
## Recovering a Corrupt LLR database

It is very unlikely that you will ever encounter a corrupt or malformed LLR database. But in the event that it occurs, the **Rebuild LLR db** button should help you recover catalogs which are not corrupted.

Click the **Rebuild LLR db** button.



LLR will then perform an integrity check on its database. This can take many seconds. If LLR has found no errors then you will see the window below pop-up. You can click the **No** button to abort the rebuild operation since LLR did not detect any problems.



If you click the **Yes** button, then LLR will continue with the rebuild operation. This can take a long time to complete. The status window will show you its progress. There is no way to cancel the rebuild!

When LLR is done rebuilding the database, it will rename the current database and then put the newly built database in its place. Details on what LLR's rebuild found will be shown in the status window.

# Technical info on LLR

## Read DB – Manual Method

There are a few cases in which you might use the *Manual Method* to have LLR read catalog info:

- Mac users who have a Virtual Machine running windows and want to copy catalog info from their Mac installation
- Users who might have old backups for Logos/Verbum and want to add those catalogs to LLR
- Users who are given copies of a catalog from another user

There are 2 files that need to be copied and pasted into LLR's working folder (Documents\Logos Lib Webpage):

Catalog.db & ResourceManager.db.

**Warning:** Never copy these files while Logos/Verbum is **open** or its Indexer is **running**!

## Steps to using the Manual Method

1. Copy the above files and paste them into LLR's working folder (Documents\Logos Lib Webpage)
2. Check the box ☒ Just use the catalog file in the Destination folder
3. Click the **Read DB** button
4. When the *Read DB* operation is complete, click the **Save DB** button.
5. Don't forget to uncheck the box ☐ Just use the catalog file in the Destination folder

Now your catalog info is stored in LLR's database and you can use it in your reports.



## Read DB – XML Files

Users who have Logos/Verbum version 6 or newer can export Library & Collection information using the Print/Export menu item. When you export via XML, it would be wise to export it to LLR's folder:

*Documents\Logos Lib Webpage\Exported XML Files.*

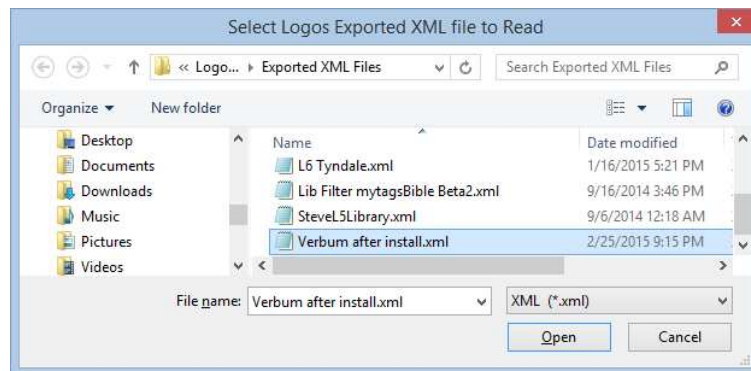
That way you will have them all in a common location where you can find them when using LLR. Also there is no need for a backup for these files since they reside in the folder where you exported them.

These XML files do not contain book cover images. But they have most if not all the other info for each book exported. This may be the preferred method for copying catalog info from someone else's Logos/Verbum installation to your LLR database. You might also find several uses for LLR when it comes to having Collections in your LLR database (e.g. comparing what is or isn't in different collections. Plus it is a good way to document what was in your collections.).

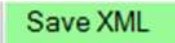
## Steps to Adding an XML file to LLR's database

1. Export your library info in Logos/Verbum to an XML file (send it to the above mention folder in LLR)
2. Select the radio button ☒ **Read Exported XML file**  
(LLR will change the *Read DB* button to **Read XML** & the *Save DB* button to **Save XML**)
3. Click the **Read XML** button 

LLR will show you a file location window for telling LLR which XML file that you want to read.  
So locate the XML file then click the **Open** button.



(LLR will read the info similar to how *Read DB* operates, info is shown above as it was for *Read DB*)

4. After the read operation is complete, click the **Save XML** button   
(LLR adds the info to LLR's database)

Now your XML info is stored in LLR's database and you can use it in reports.

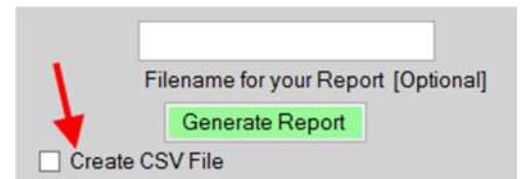
## CSV files

A CSV file is a Comma-Separated-Values file. CSV files are used with spreadsheet programs like Microsoft Excel. Many spreadsheet programs can import/Read CSV files. So when you generate a CSV file, your Library info will be copied into the CSV file. Then you can use your spreadsheet program to open this file. Once you have your Library info in your spreadsheet, you can rearrange and decorate it to however you please and save it as a Spreadsheet (e.g. .xls in Excel).

You can have LLR (Logos Library Reporter) generate a CSV file when you run one of the following reports:

1. All books as found in Logos Catalog DB
2. All books by Logos Type
3. Hidden Books
4. All books by Tag

When you select one of these reports a checkbox (**Create CSV File**) will appear below the *Generate Report* button (see image on the right). When it is checked LLR will generate a CSV file as well as the Report when you click the Generate Report button. All Library info that LLR has for your selected catalog will be added to the CSV file. So don't worry about checking the checkboxes for *What to include in the Report* area.



CSV files are stored on your hard-drive in the *Documents\Logos Lib Webpage\MyReports* folder. The CSV file will be named as shown below when you leave the Filename for your Report box blank:

Report	CSV default filename
All books as found in Logos Catalog DB	All Books.csv
All books by Logos Type	All by Type.csv
Hidden Books	All Hidden Books.csv
All books by Tag	All Books by Tag.csv

Or when you add a filename in the Filename box for your Report, LLR will use that filename for your CSV file and add the extension (.csv).

Be aware that if you have the CSV file open in your spreadsheet program when you click the Generate Report button, it will cause an error when LLR tries to write to the CSV file. If you encounter this, then just dismiss the warning window in LLR and close the spreadsheet program (or save the spreadsheet as something other than a csv). Then click the *Generate Report* button again. It should work now since the spreadsheet program is not using the CSV file that we are trying to write to.

## CSV files (cont.)

Below is an image of a CSV file that was opened in Excel. Some enhancements were made after the CSV file was loaded to help you visualize Library details in the spreadsheet. Also columns were not expanded, so the image would fit in this webpage.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>All Books</b>												
2	generated by Logos Library Reporter on Aug 2, 2014 05:42 PM												
3	From catalog: [Catalog] Dec 17, 2013 2:57:47 PM												
4	AKA = sc 12/17/2013												
5	Owner = Steve												
6	Notes = from Backup (has ResMan)												
7	Total Books = 858												
8													
9		<b>Title</b>	<b>eDate</b>	<b>Authors</b>	<b>Publishers</b>	<b>LastUpdated</b>	<b>BookVerNumber</b>	<b>ResID</b>	<b>ResType</b>	<b>Series</b>	<b>Rating</b>	<b>Tags</b>	<b>Edition</b>
10	1	Church History				8/4/2012 17:08	2009-10-20T20:36:34Z	{0AF5CA	Timeline		0	Charts	LOGOS
11	2	English Bible V				8/4/2012 17:08	2009-10-20T20:36:34Z	{A664EA	Timeline		0	Charts	LOGOS
12	3	Interestamen				8/4/2012 17:08	2009-10-20T20:36:34Z	{868BA7	Timeline		0	Charts	LOGOS
13	4	Israel's Judges				8/4/2012 17:08	2009-10-20T20:36:34Z	{2AD383	Timeline		0	Charts	LOGOS
14	5	Israel's Kings				8/4/2012 17:08	2009-10-20T20:36:34Z	{94BF75	Timeline		0	Charts	LOGOS
15	6	New Testamer				8/4/2012 17:08	2009-10-20T20:36:34Z	{46E5F8	Timeline		0	Charts	LOGOS
16	7	Old Testament				8/4/2012 17:08	2009-10-20T20:36:34Z	{B96866	Timeline		0	Charts	LOGOS
17	8	Old Testament				8/4/2012 17:08	2009-10-20T20:36:34Z	{577D86	Timeline		0	Charts	LOGOS
18	9	The Hebrew Bi		Francis I. An	Logos Bible	6/19/2013 7:06	2012-06-13T23:54:27Z	afsyntax	Visualize		0	Other Bibl	LOGOS
19	10	The Lexham Sy		Albert L. Luk	Logos Bible	6/22/2013 19:06	2013-04-12T22:00:09Z	LEXHAM	Visualize		0	NT, GK	LOGOS
20	11	OpenText.org		Stanley E. Pe	Logos Bible	6/22/2013 19:06	2013-04-12T20:32:29Z	OPENTE	Visualize		0	Grammar	LOGOS
21	12	1000 Bible Ima	2009	German Bibl	German Bibl	8/4/2012 18:08	2012-05-11T16:39:30Z	LLS:1000	Media		0	Pictures	LOGOS
22	13	131 Christians	2009	Mark Galli;	B&H, 2000	12/16/2013 23:12	2013-07-22T16:45:42Z	LLS:131C	Monogre		0	Tools	LOGOS
23	14	My Big Little Bi	2011	Stephanie B	Thomas Nel	8/4/2012 17:08	2011-09-11T15:47:07Z	LLS:16B3	Monogre		0	Pur, Vyrs	EBOOK
24	15	Illuminated	2011	Matt Bronle	Thomas Nel	8/4/2012 17:08	2011-09-11T10:46:27Z	LLS:3197	Monogre		0	Pur	EBOOK
25	16	Nelson's 3-D B	2001	Simon Jenki	Thomas Nel	8/4/2012 17:08	2012-04-03T15:56:21Z	LLS:9.20	Monogre		0	Pur, Maps	LOGOS


### Steps to create and open a CSV file:


1. Select which report type that you want to generate. (select one of the 4 report types in the [table above](#))
2. Select which catalog that you want in the report. (see [Catalog Selection Section](#))
3. [For this example, make sure to leave the *Filename* box **blank**.]
4. Click the **Create CSV File** checkbox to check it.
5. Click the **Generate Report** button.
6. Wait for LLR to show your report in your browser.
7. Now use Window's Explorer to locate your CSV file (see [table above](#) for the filename) in the folder **Documents\Logos Lib Webpage\MyReports** and double-click on the appropriate CSV file. Windows should use your default Spreadsheet program to open the CSV file.

## Mac Users

You will need a Virtual Machine which runs Windows 7 (or newer) installed on your Mac. Then you can install LLR in that VM (Virtual Machine). You will not need to install Logos/Verbum in the VM unless you wish to do so.

When LLR is run without Logos/Verbum installed it will force the following:

The 2 program selection items will be disabled 

The check box  will be checked and disabled so you cannot change it. So you will need to use the Manual Method for reading catalogs with the Read DB button. You also can use the XML method for XML files.

The rest of LLR will work as before. You will need to add more info in the *Backup DB* information window and the *Save DB* information window.

## LLR's Working folder

When you install the program and it starts for the first time, the program will seek to create its working folder where Windows tells the program the location for its **Documents** folder is located. The name for the program's working folder is *Logos Lib Webpage*. You should NOT try to rename this folder or move it to a different location. Otherwise the program will create a new working folder the next time it is started.

Inside this folder the program also creates 4 more folders:

*Data* - This folder is used to hold book cover images used when you generate a Book Cover report.

*MyReports* - Holds your generated reports. LLR's database also resides here (do **not** disturb it!).

*MyBackups* - Holds backups which are created when you use the *Backup DB* button.

*Exported XML Files* - A place to store your XML files.

The working folder is also where a copy of your Logos Library Catalog & ResourceManager files are stored. If you are using the *Manual Method* with the *Read DB* button, then this is where you need to overwrite these files (**catalog.db & resourcemanager.db**).

The working folder is also where your Book Cover report file is stored. This report file also uses the folder *Data* where the book cover images are stored.

When the program is running, it writes to a log file which is stored in this folder. It is named *LogoLibReporter\_Logfile.txt*.