

Clear SCF Floor from Internal Note 3 for return archival materials (To be performed by the Shared Collections Supervisor only)

After the archival materials have been reshelved, the Internal Note 3 field will need to be cleared.

Go to C:\Users\yourlastname\WRLC\WRLC COMMON - Documents\1_Storage Refiles\Alma\Boxes and Clamshells

Find the file of the person that did the reshelving of the materials and open it.

Remove the shelf location of all items then add "Barcode" at the top.

Save the file by adding "_Clear Status your name" to the existing filename (ex. 7_10_24_GTSC_Clark_Clear Status Tammy)

Create a set: Admin > Manage Sets > Create Itemized Set > Set name is the same as the file name that was just created (ex. 7_10_24_GTSC_Clark_Clear Status Tammy) > Set content type: Physical Items > Add items to set: From file > upload the file > Create

Admin > Run a Job > Description box: physical; enter > Change Physical items information > Next > Select file > Next > Check the box next to Internal Note 3 and leave Internal Note 3 field blank > Next > Submit > Confirm

Wait for the job to finish then check Internal Note 3 to make sure the count is correct.

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