Processing Books (Part 1) - Using the SCF Processing website and Grima

Item Call Number (Part 1 of the processing) (Trays have no labels)

You will be using three different programs:

1) SCF Processing website
2) Grima
3) Alma (SCF IZ)

SCF Processing website:
 -Username:
 -Password:

Grima:
 -Username:
 -Password:
 -Institution: SCF

AFTER YOU LOG IN, CLOSE THIS WINDOW SO YOU CAN GO BACK AND USE THE SCF PROCESSING WEBSITE TO DO THE NECESSARY STEPS.

Alma (SCF IZ):
 -Username:
 -Password:

In the SCF Processing website,

-Click on "Add Item Call Number" and it will take you to Grima
-Scan the tray barcode in the "Item Call Number" field

-Scan item barcode of all the books in the tray in the "Barcode" field
If the record is not found, click in the "Barcode" field and try the next book

Leave the books on table; do not put back in the tray

Check the book title to make sure it matches to what is shown on the monitor

When finished, put the books back in the tray then count them.

Go to Alma, SCF IZ:
    Click on the magnifying glass with the + symbol
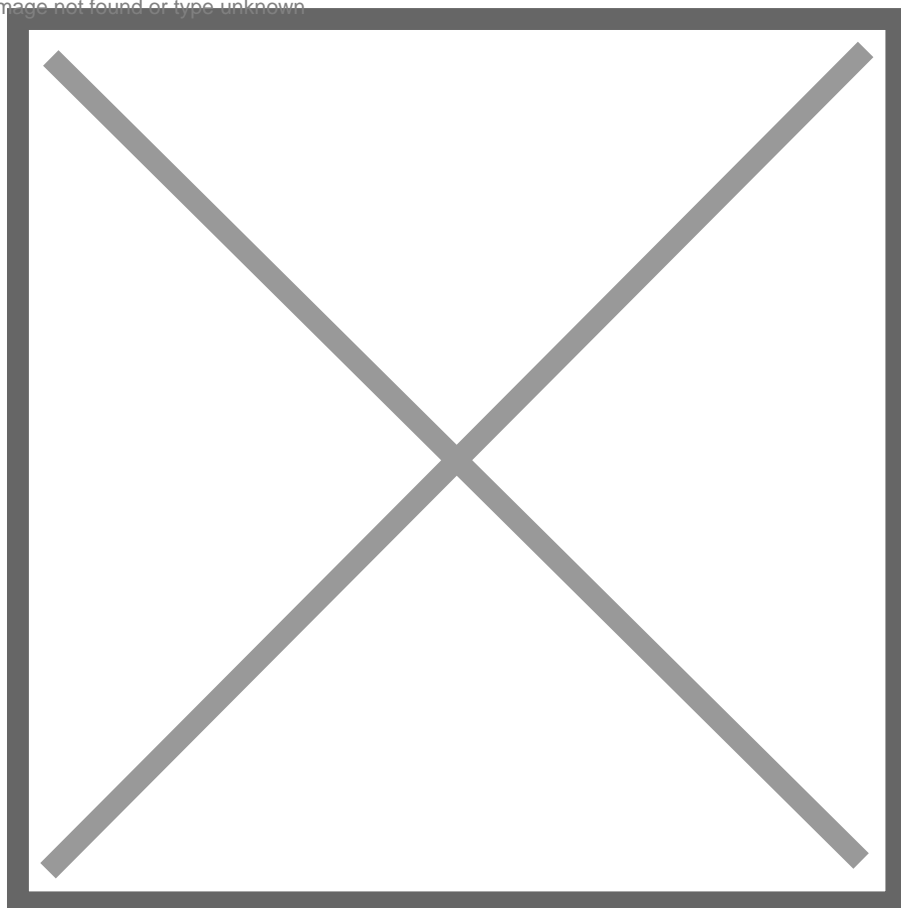
Image not found or type unknown

Make sure the total number is the same as the manual count of books.

Go to the SCF Processing website and click on "Tray/Shelf Location".

Fill out the information:

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Start the next tray