# Processing Books (Part 2) - Using the SCF Processing website and Grima

**Internal Note 1 (Part 2 of the processing) (Trays have 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 Internal Note 1" and it will take you to Grima
-Scan the tray barcode in the "Internal Note 1" field
-Scan item barcode of all the books in the tray  in the "Barcode" field

(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)

Go to Alma and scan in the books:
 Fulfillment > Scan In Items

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

Alma, SCF IZ:
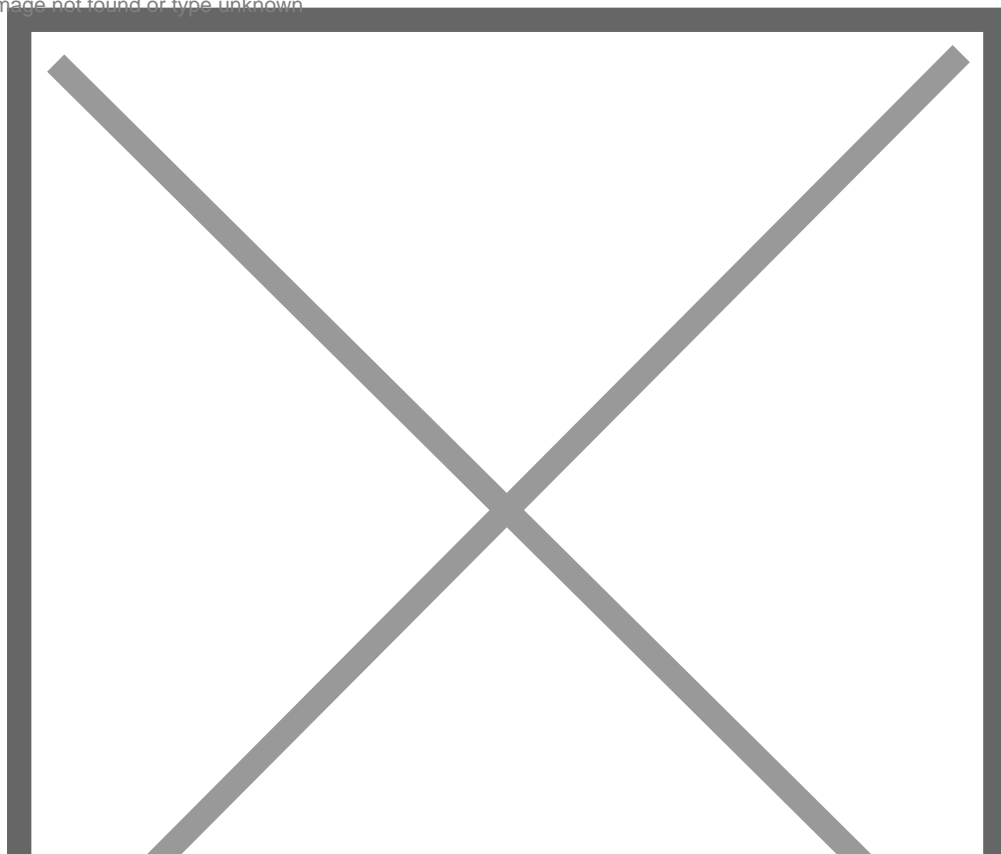        Click on the magnifying glass with the + symbol



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

Go to the SCF Processing website and click on "Cross Check".

Fill out the information:

Image not found or type unknown

# Start the next tray