

Portland Public Schools

Via Circulation Quick Reference Guide

Attaching a Textbook Item to an Existing Record


Following are step-by-step instructions for attaching a new textbook item to an existing record. This function is performed from the Via Search/Holds mode.

b11997436

Author Chamot, Anna Uhl
 Title *Shining Star @DH: "B". anna Uhl Chamot.
 Call No. 1
 Publication Info. White Plains, NY: Longman, 2004.
 Description \$42.00

Index:

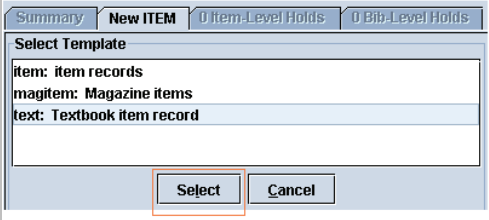
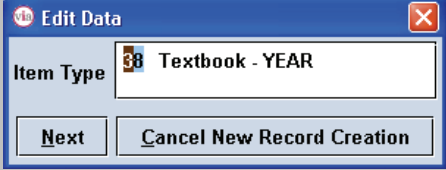


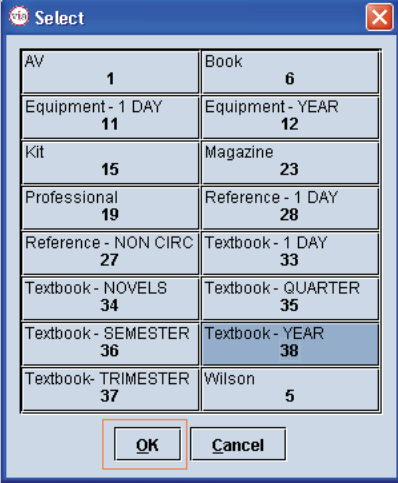
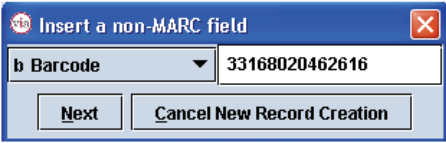
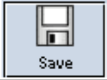
#	Title	# ENTRIES
1	*Shining Star @ DH : "A"	1
2	*Shining Star @DH: "B".	1
3	*Shining Star A:	2

 **From the Search/Holds Mode:**

Search / Holds

Step 1	Enter the title of the book in the Index Search field.	Index: <input type="text" value="t Title"/> <input type="text" value="Shining Star"/>												
Step 2	Click on the desired record to select it. Verify that the information in the <i>Brief Record Display</i> box is a correct textbook match for your school (@xx).	<div style="border: 1px solid black; padding: 5px;"> <p>Author Chamot, Anna Uhl Title *Shining Star @DH: "B". anna Uhl Chamot. Call No. 1 Publication Info. White Plains, NY: Longman, 2004. Description \$42.00</p> <p>Index: <input type="text" value="t Title"/> <input type="text" value="Shining Star"/></p> <p><input type="button" value="Search"/> <input type="button" value="Expand All"/> <input type="button" value="Select"/></p> <table border="1"> <thead> <tr> <th>#</th> <th>Title</th> <th># ENTRIES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>*Shining Star @ DH : "A"</td> <td>1</td> </tr> <tr> <td>2</td> <td>*Shining Star @DH: "B".</td> <td>1</td> </tr> <tr> <td>3</td> <td>*Shining Star A:</td> <td>2</td> </tr> </tbody> </table> </div>	#	Title	# ENTRIES	1	*Shining Star @ DH : "A"	1	2	*Shining Star @DH: "B".	1	3	*Shining Star A:	2
#	Title	# ENTRIES												
1	*Shining Star @ DH : "A"	1												
2	*Shining Star @DH: "B".	1												
3	*Shining Star A:	2												
Step 3	Once a correct textbook match has been verified, click on the Select button.	<input type="button" value="Select"/>												
Step 4	Click on the View drop down arrow and select Item .	View: <input type="text" value="h Holds/Bookings"/> <input type="text" value="ITEM"/>												
Step 5	Click on the Attach New Item button.	<input type="button" value="Attach New Item"/>												
Step 6	Single Item will be selected by default. Click on the OK button.	<input checked="" type="radio"/> Single Item <input type="radio"/> Multiple Items <input type="button" value="OK"/>												

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<p>Step 7</p>	<p>Click on the Textbook item record template to highlight it.</p> <p>Click on the Select button.</p>	
<p>Step 8</p>	<p>The template will provide prompts. The first prompt is Item Type, and Textbook is the default type.</p>	
<p>Step 9</p>	<p>Click on the Next button to continue.</p> <p>If you wish to start again (at any time) click on the Cancel New Record Creation button.</p>	
<p>Note:</p>	<p>In fixed length fields, double-click in the field to bring up an options window.</p> <p>Click on the correct option box to select it.</p> <p>Click on the OK  button to accept your choice.</p>	
<p>Step 10</p>	<p>Continue through the fixed length prompts, accepting the default information or changing as needed for Location, Price, Funding Source and Copy No.</p>	
<p>Step 11</p>	<p>The last prompt is for Barcode.</p> <p>Scan in the barcode for the item.</p> <p>If you manually enter a barcode, or want to skip the barcode at this point, click on the Next button.</p>	
<p>Step 12</p>	<p>When all data is entered, click on the Save button.</p>	
<p>Step 13</p>	<p>Click on the Close button when you are finished working with this record.</p>	