

Searching Barcode numbers or Serial numbers is easy and quick with G4.

No more need to search through lengthy lists to find a Book barcode number, Textbook barcode number or even a Serial number assigned to equipment.

<u>STEP 1.</u>

- ✓ Search within the Catalog Management of the BackOffice menu, select Search/Edit Catalog
- ✓ Pick your collection or search using the "ALL" collection
- ✓ Set Find for to "BARCODE or SERIAL #"
- ✓ Set or confirm filter to "is Exactly"
- ✓ Set Sort by to "Title"
- ✓ Click the "Search" button

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-Catalog Search— Collection: ALL		Show Tagged records in ALL Only	Quick Print This Page	Quick Print All						
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<u>STEP 2.</u>

- ✓ When result of search is displayed.
- ✓ Right click the highlighted item and select "Edit Holdings" or use the Action menu option to Edit Holdings.
- \checkmark The requested item number searched will appear Highlighted near the top of the displayed list.

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highlighted within the Edit Holdings
management window. Circ Code: 91 Vendor Code: UNK Vendor Code: Vendor Code: UNK Vendor Code: Vendor Vendor Code: Vendor Code: Vendor Code: Vendor Code: Vendor Code: Vendor Vendo
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Copy Status Legend:
N==vraitable; b=bmbalery regar; U=U=bstroyed; H=Hold; I=Inter Library Loan; L=Lost; M=Mssing O=Out; P=Paid; W=Mthdrawn; T=Transferred
Circulation History Print Item History
Date Action Borrower ID Borrower Name