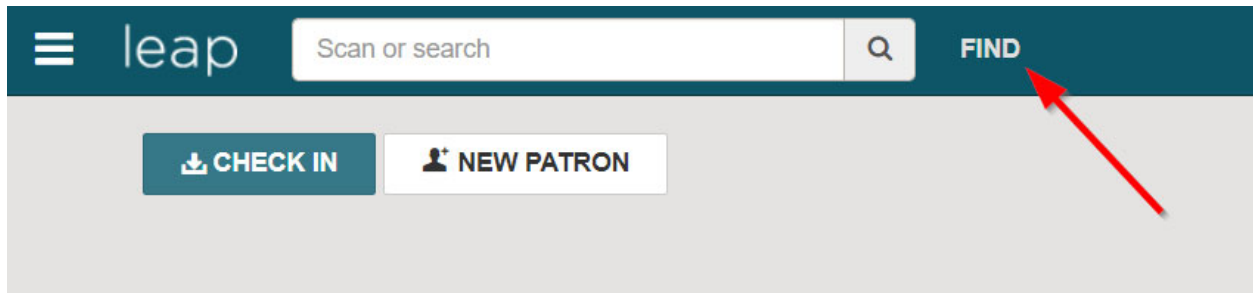
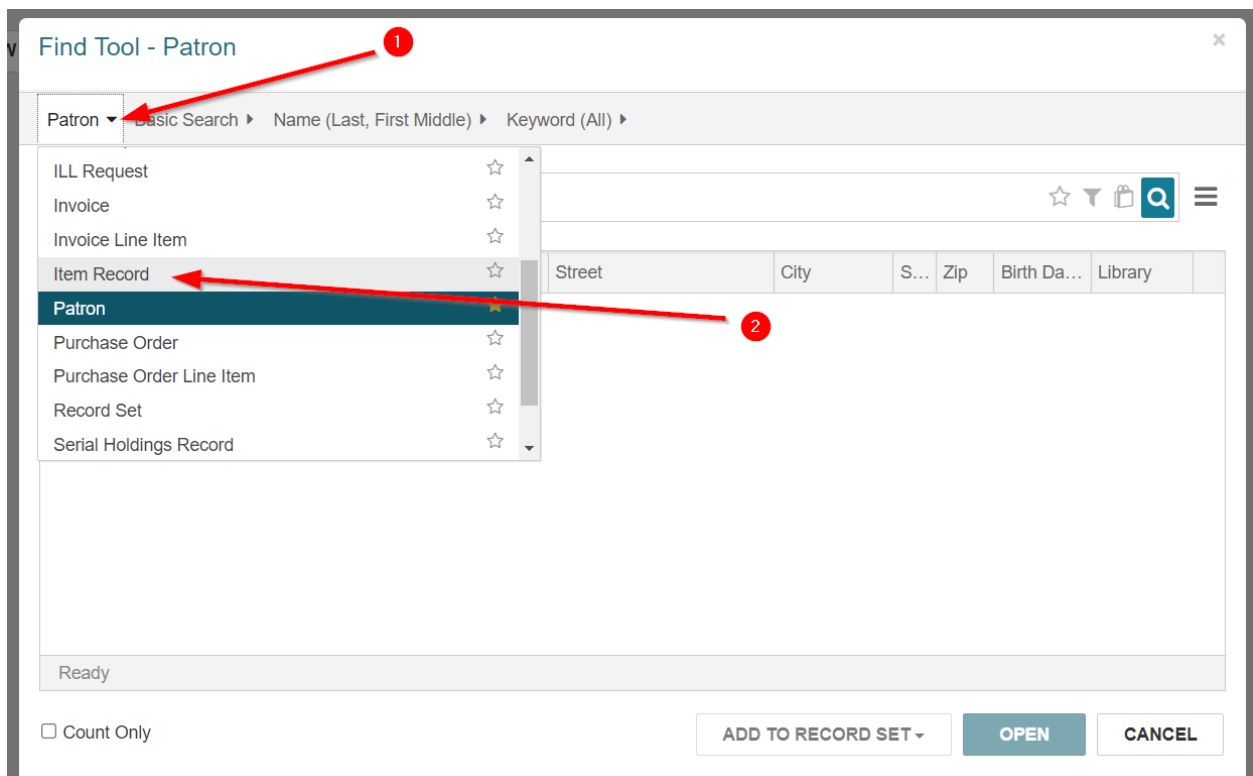


How to search for items in *In Processing* or *On Order*

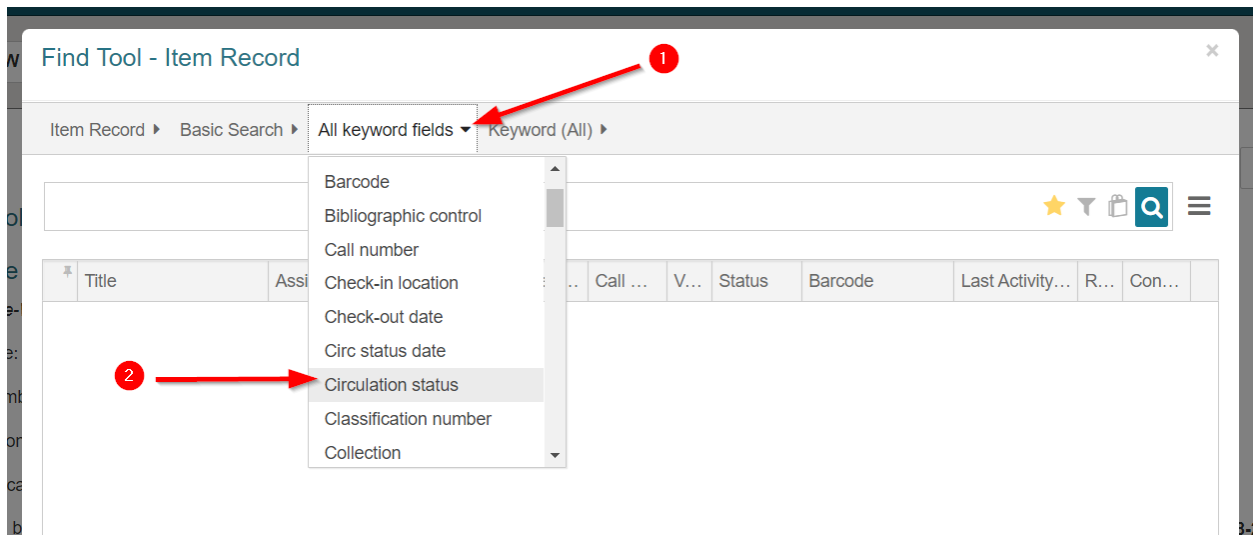
1. Click *Find* next to the search bar.



2. The “Find Tool” will open. Click on *Patron* to open a drop-down menu. Select *Item Record*. This will change the other headers in the file path that follows *Patron* in the screen shot below:



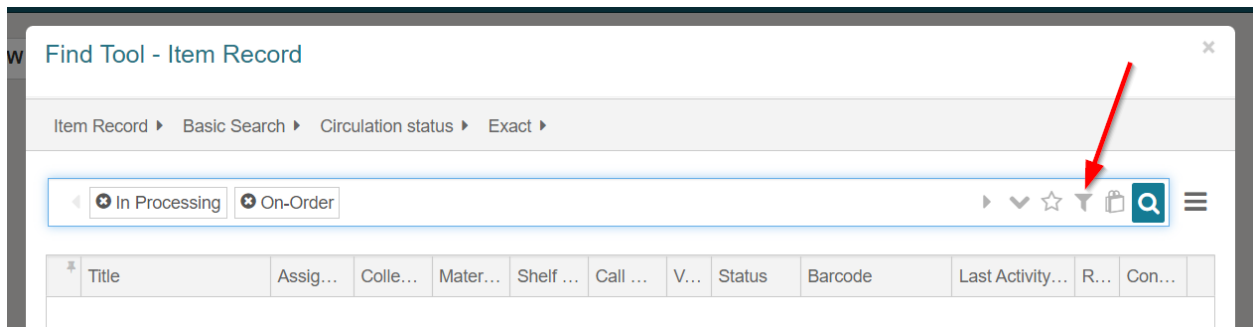
3. Next, click on *All keyword fields*, then *Circulation status*.



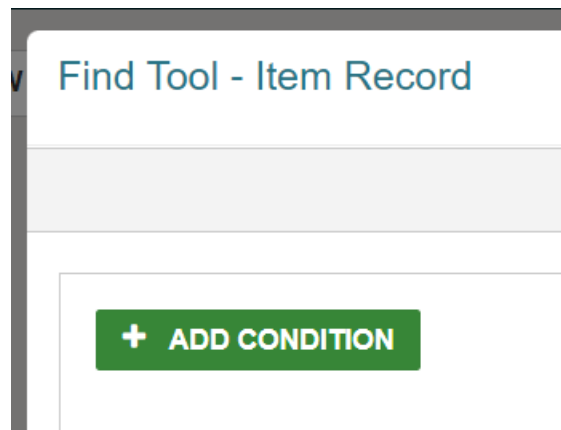
4. Click on the blank space in the search bar, where it says, “(none)” (not shown in screen shot). Then click on *In Processing* and *On Order*.



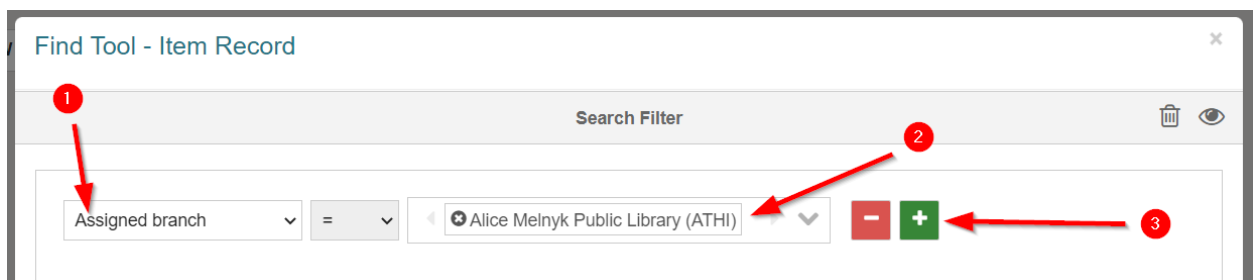
5. Click on the filter.



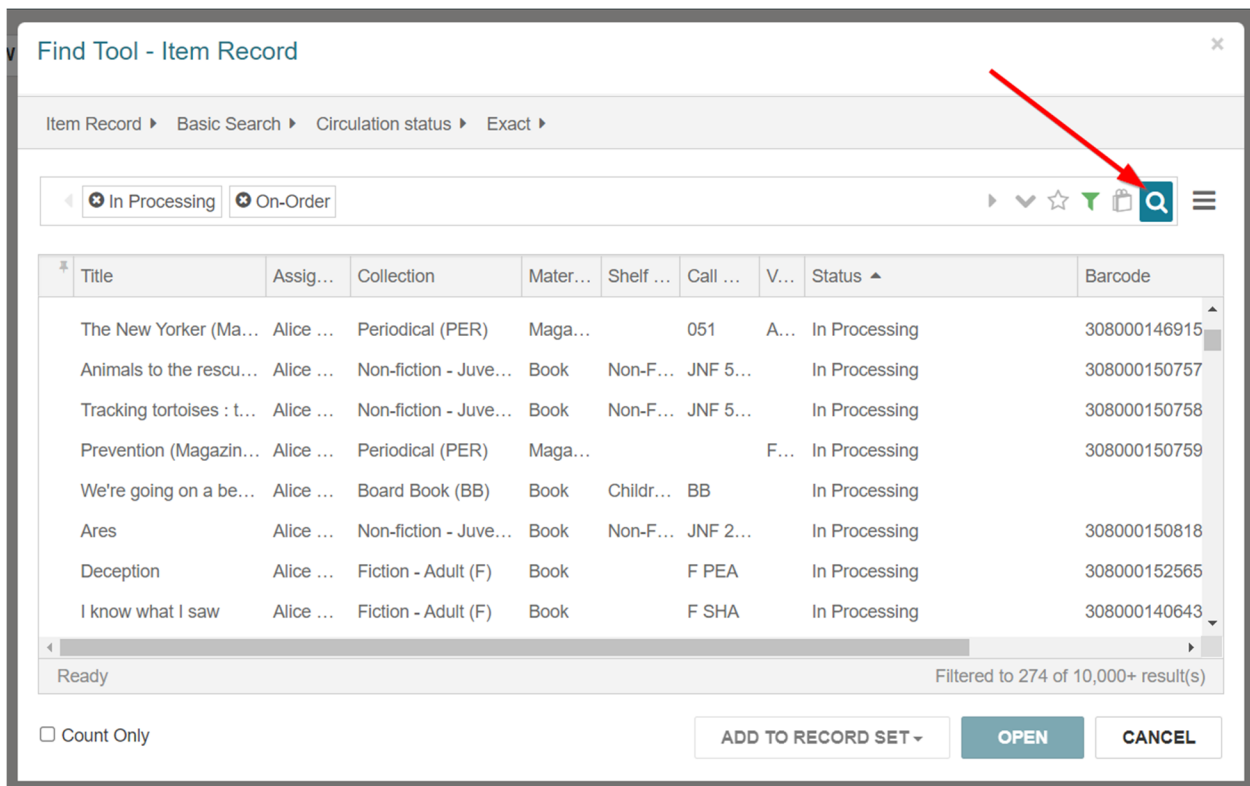
6. In the filter, click *Add Condition*.



7. In the drop-down menu labelled, “All keyword fields,” select *Assigned branch*. Leave the “=” in the middle field. In the drop-down menu on the right, choose your branch. Click *Apply* at the bottom. If you wanted to add other keyword fields, like *Title* or *Collection* you just have to select the green “+” at the end of the line, and go through each drop down menu again. Don’t forget to click *Apply* at the bottom.



8. Click on the magnifying glass and your search results will appear in the box below:



Find Tool - Item Record

Item Record ▶ Basic Search ▶ Circulation status ▶ Exact ▶

◀ * In Processing * On-Order ▶ ▼ ☆ 🛒 🔍 ≡

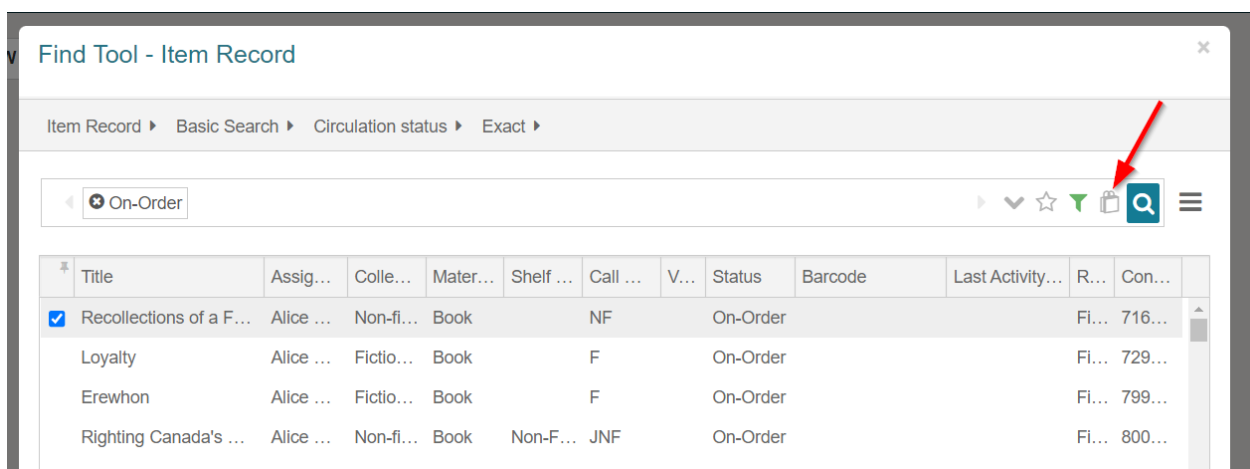
#	Title	Assig...	Collection	Mater...	Shelf ...	Call ...	V...	Status ▲	Barcode
	The New Yorker (Ma...	Alice ...	Periodical (PER)	Maga...		051	A...	In Processing	308000146915
	Animals to the rescu...	Alice ...	Non-fiction - Juve...	Book	Non-F...	JNF 5...		In Processing	308000150757
	Tracking tortoises : t...	Alice ...	Non-fiction - Juve...	Book	Non-F...	JNF 5...		In Processing	308000150758
	Prevention (Magazin...	Alice ...	Periodical (PER)	Maga...			F...	In Processing	308000150759
	We're going on a be...	Alice ...	Board Book (BB)	Book	Childr...	BB		In Processing	
	Ares	Alice ...	Non-fiction - Juve...	Book	Non-F...	JNF 2...		In Processing	308000150818
	Deception	Alice ...	Fiction - Adult (F)	Book		F PEA		In Processing	308000152565
	I know what I saw	Alice ...	Fiction - Adult (F)	Book		F SHA		In Processing	308000140643

Ready Filtered to 274 of 10,000+ result(s)

☐ Count Only

ADD TO RECORD SET ▼ OPEN CANCEL

9. When you click on one of the results, it will open the record and you can't get back to your result list. If you want to do more than see the number of records, create a record set by clicking the tiny "shopping bag" next to the magnifying glass. Don't click on "Add to Record Set" at the bottom (for that one, you have to manually and individually select every result).



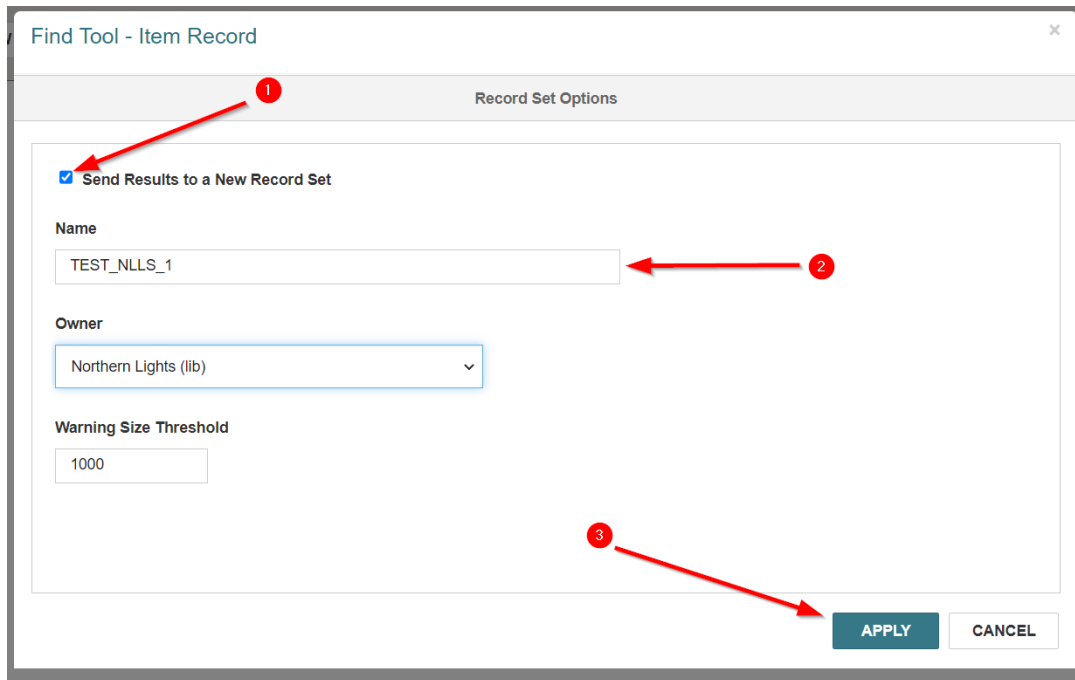
Find Tool - Item Record

Item Record ▶ Basic Search ▶ Circulation status ▶ Exact ▶

◀ * On-Order ▶ ▼ ☆ 🛒 🔍 ≡

#	Title	Assig...	Colle...	Mater...	Shelf ...	Call ...	V...	Status	Barcode	Last Activity...	R...	Con...
<input checked="" type="checkbox"/>	Recollections of a F...	Alice ...	Non-fi...	Book		NF		On-Order			Fi...	716...
	Loyalty	Alice ...	Fictio...	Book		F		On-Order			Fi...	729...
	Erewhon	Alice ...	Fictio...	Book		F		On-Order			Fi...	799...
	Righting Canada's ...	Alice ...	Non-fi...	Book	Non-F...	JNF		On-Order			Fi...	800...
	Righting Canada's ...	Alice ...	Non-fi...	Book	Non-F...	JNF		On-Order			Fi...	800...

10. Select the box for “Send Results to a New Record Set.” Create a name and click *Apply*.



Find Tool - Item Record

Record Set Options

☒ Send Results to a New Record Set

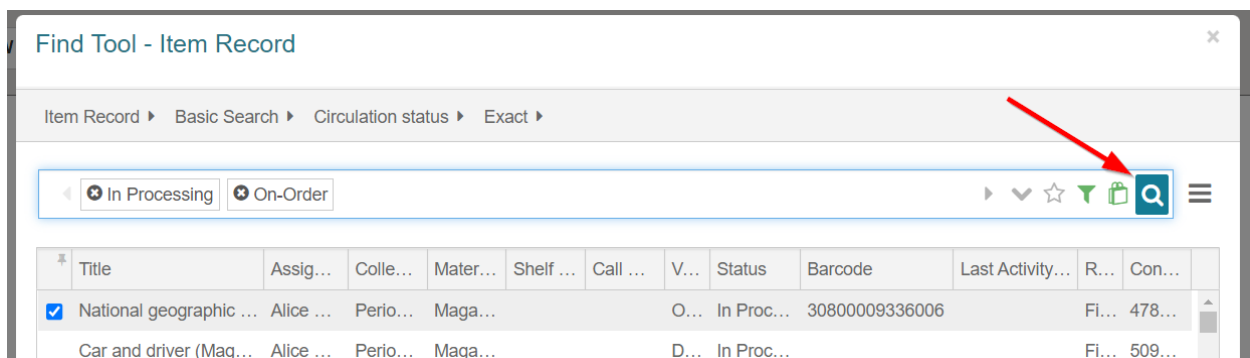
Name
TEST_NLLS_1

Owner
Northern Lights (lib)

Warning Size Threshold
1000

APPLY CANCEL

11. Click on the magnifying glass again.



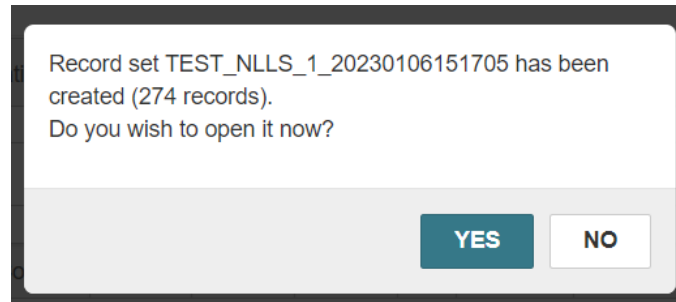
Find Tool - Item Record

Item Record ▶ Basic Search ▶ Circulation status ▶ Exact ▶

◀ In Processing On-Order ▶ ▼ ☆ T 📦 🔍 ≡

	Title	Assig...	Colle...	Mater...	Shelf ...	Call ...	V...	Status	Barcode	Last Activity...	R...	Con...
<input checked="" type="checkbox"/>	National geographic ...	Alice ...	Perio...	Maga...			O...	In Proc...	30800009336006		Fi...	478...
	Car and driver (Mag...	Alice ...	Perio...	Maga...			D...	In Proc...			Fi...	509...

12. A new window will appear, confirming that you created a record set. Note that the title will change with an addition of numerals. Click on *Yes* if you wish to look at it right away, otherwise note the name of the record set for future use.



How to Find Status in In Processing/On Order

1. When in the record set, click on one of the items to go into its record.
2. Click on *History*.

The screenshot shows the "Item Record" page for the book "21 things you may not know about the Indian Act : helping Canadians make reconciliation with Indigenous Peoples a reality" by Joseph, Robert P. C., 1963-. The page includes a book cover, barcode, call number (342.7108/72), collection (Non-fiction), and owning branch (Two Hills). A red arrow points to the "History" tab in the navigation bar at the bottom. The navigation bar also includes tabs for Details, Circulation, Blocks and Notes, Statistics, Record Sets, Notices, and Source and Donor. The top right of the page has buttons for SAVE, ACTIONS, LINKS, REFRESH, and CLOSE.

3. The *Status* column will tell you where the item is in the process.

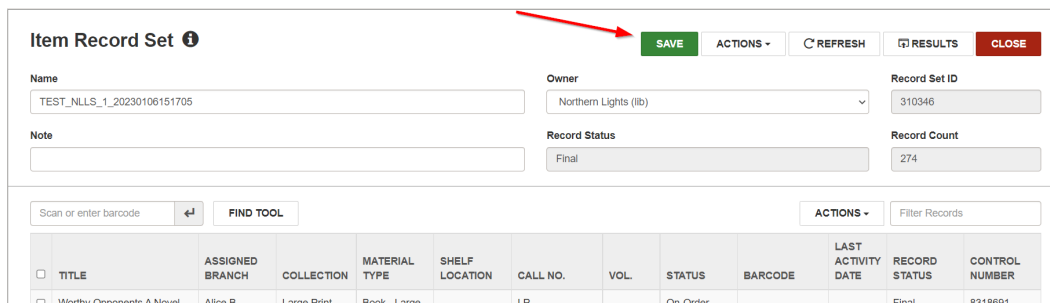
The screenshot shows the "History" table for the item. A red arrow points to the "STATUS" column. The table has columns for DATE, ASSIGNED BRANCH, STATUS, ACTION, LOCATION, and USER/WKS.

DATE	ASSIGNED BRANCH	STATUS	ACTION	LOCATION	USER/WKS
2022-12-08 8:01:33 AM	Alice Melnyk Public Library	On-Order -> In Processing	Modified via PO Line Item Receive processing	Northern Lights Library System	PolarisExec/TRAC-PROD
2022-12-01 12:52:45 PM	Alice Melnyk Public Library	On-Order	Created via Acquisitions PO Line Item processing	Northern Lights Library System	dbabcock/NLLS2019-S4

Important to Remember: “In Processing” is a catch-all term for processing and cataloging. There are several people involved in this part of an item’s journey. If you want to know the exact status of an item, please send an email to ask@nlls.ab.ca. If there is an item you want for an event or program, please send an email to the above address and we will do our best to accommodate.

How to Use Record Sets in Leap

- Make sure to click on *Save* after making any changes.



Item Record Set ⓘ

Name
TEST_NLLS_1_20230106151705

Note

Owner
Northern Lights (lib)

Record Set ID
310346

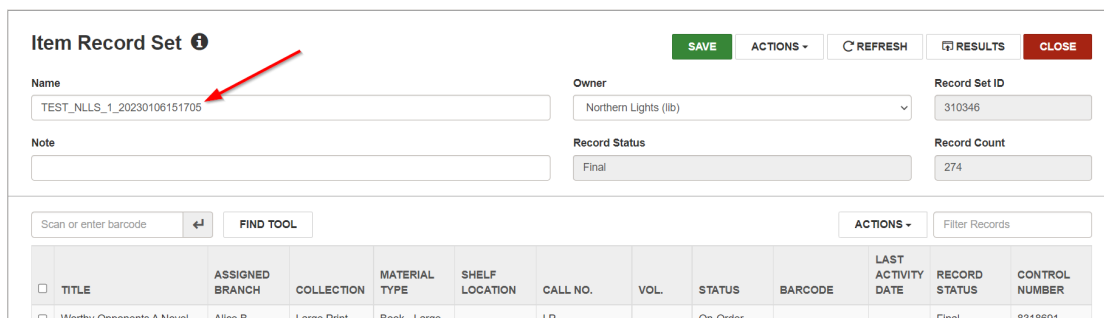
Record Status
Final

Record Count
274

Scan or enter barcode ↵ **FIND TOOL** **ACTIONS** - Filter Records

<input type="checkbox"/>	TITLE	ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NO.	VOL.	STATUS	BARCODE	LAST ACTIVITY DATE	RECORD STATUS	CONTROL NUMBER
<input type="checkbox"/>	Worthy Opponents A Novel.	Alice B.	Large Print	Book - Large		LP		On-Order			Final	8318691

- You can change the name just by deleting it, typing a new one, and saving it.



Item Record Set ⓘ

Name
TEST_NLLS_1_20230106151705

Note

Owner
Northern Lights (lib)

Record Set ID
310346

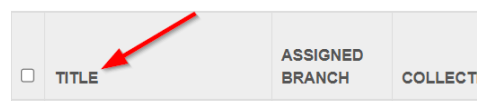
Record Status
Final

Record Count
274

Scan or enter barcode ↵ **FIND TOOL** **ACTIONS** - Filter Records

<input type="checkbox"/>	TITLE	ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NO.	VOL.	STATUS	BARCODE	LAST ACTIVITY DATE	RECORD STATUS	CONTROL NUMBER
<input type="checkbox"/>	Worthy Opponents A Novel.	Alice B.	Large Print	Book - Large		LP		On-Order			Final	8318691

- To re-sort the order of the results, click on one of the headings.



<input type="checkbox"/>	TITLE	ASSIGNED BRANCH	COLLECT
--------------------------	-------	--------------------	---------

After you click, a little triangle will appear next to the heading title to show you if it's sorting in ascending or descending order. To change from ascending to descending, or vice versa, just click on the same heading.

<input type="checkbox"/>	TITLE ▼	ASSIGNED BRANCH	COLL
<input type="checkbox"/>	3 Days to Live	Alice B.	Fiction

- You can click anywhere on one of the record listings to open it. After you've finished with it and you need to close it, you can click *Close*. You'll be returned to the full record set.
- The *Actions* menu is greyed out until you select one or more records. Once selected, the menu options will be available. Don't forget to hit *Save* after any making any changes.

Scan or enter barcode

↩

FIND TOOL

<input type="checkbox"/>	TITLE	ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NO.	VOL.	STATUS	BARCODE	CONTROL NUMBER
<input checked="" type="checkbox"/>	3 Days to Live	Alice B. Donahue Library and Archives	Fiction - Adult (F)	Book		F		On-Order		8318640
<input type="checkbox"/>	3 Days to Live	Alice B.	Large Print	Book - Large		LP		On-Order		8318641

ACTIONS ▾

Filter Records

🔧 Ad Hoc Bulk Change

📁 Add from File

📁 Add to New Record Set

📁 Add to Existing Record Set

📥 Check in

🗑 Remove Selected Records

🗑 Delete Selected Records

ACTIONS ▼	Filter Records
<ul style="list-style-type: none"> Ad Hoc Bulk Change Add from File Add to New Record Set Add to Existing Record Set Check In Remove Selected Records Delete Selected Records 	