

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.

STEP 1.

- ✓ 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

The screenshot shows the LRMS Catalog Search interface. At the top, there are navigation links: Action, Content Enrichment, Help, Previous, Main Menu. The search form includes a 'Collection' dropdown set to 'ALL', a 'Find for' dropdown set to 'BARCODE', a filter set to 'is Exactly', and a search input field containing '216007666'. The 'Sort by' dropdown is set to 'TITLE'. There are buttons for 'Show Tagged records in ALL Only', 'Quick Print This Page', 'Quick Print All', 'Authority Search', and 'Expand Rows for Image Views'. Below the search form, it indicates 'Total records in result set is 1. Displaying page 1 of 1'. A 'Union Search' dropdown is also visible. The search results section shows a single entry: 'Como Te Va? (Rojo)' by Schmitt, Conrad J. (Copies: 13 Available: 13) (G4 Genesis Library System) (TEXTBOOKS). To the right of the entry is a small image of the book cover and a 'TEXTBOOK' icon. Below the search results, there is a text box with the following content:

No more searching long lists of Barcode Numbers or Serial Numbers.
Searching by Barcode Number has just become easier

- Pick your collection or use the "ALL Collection" search
- Set Find For to BARCODE
- Enter the Barcode number you are wanting to search
- Sort by TITLE
- Right mouse click the found TITLE
- Select Edit Holdings
- The requested Barcode number is Highlighted near the top of the displayed list

STEP 2.

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

The screenshot shows the LRMS interface with a search result for 'Corno Te Va? (Rojo)' by Schmitt, Conrad J. The search criteria are 'Barcode' and '216007656'. The 'Edit Holdings' window is open, showing a table of holdings with the following data:

Barcode	Status	Borrower ID	Due Date	Owner Code	Serial No	Tag Barcode
216007657	A			LRMS		
216007656	A			LRMS		
216007655	A			LRMS		
216007654	A			LRMS		

The 'Edit Holdings' window also includes fields for Barcode (216007656), Serial #, Acq Date (8/5/2010), Cost (27.48), Vol, Issue, Circ Code (91), Loc Code (Office), Vendor Code (UNK), Owner Code (LRMS), Copy Status (A), and Fund Code (TXTB). A 'Copy Status Legend' is provided: A=Available; B=Bindery Repair; D=Destroyed; H=Hold; I=Inter Library Loan; L=Lost; M=Missing; O=Out; P=Paid; W=Withdrawn; T=Transferred.

Search Result is displayed and highlighted within the Edit Holdings management window.