Paging Lists in CARL

Paging Lists can be done in both CARL•X (Router) and CARL•Connect (Fill List). CARL•X is more appropriate for a printed list while CARL•Connect works best with a mobile device or a laptop on a cart. Development will focus on CARL•Connect's Fill List, so there will be more functionality in this module.

Fill List in CARL•Connect Staff

- Log in to CARL Connect Circulation using the staff wifi.
- Start in Circulation > Library Services > Lists.
- Narrow your search using the drop-down menus and/or sort by clicking the headers:
  - Hold Type: all three holds, Title, Item, Issue, are selected by default.
  - Location: the location in your library from the item record.
 - Media: the media selected in the item record.
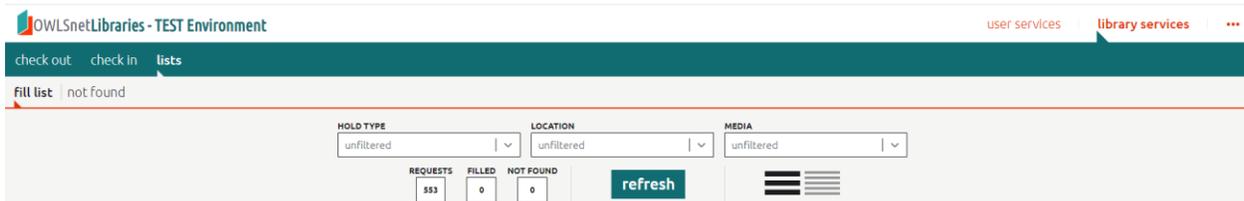
- Highlight and click or tap the item you wish to pick.
- Select one of the following options:
  - "Not Found" will remove the item and give it a status of "not on shelf". You can see a list of these items in the "Not Found" tab.
  - "Found" will take the item off the pick list, but not put it on the hold shelf or in transit yet. You will need to check the item in to put them on the hold shelf or in transit. If the item is not placed on the hold shelf or in transit, it will appear on another pick list the next day.
  - "Check In" will fill the hold immediately and print a slip.
  - "Fill With" will open a new page which will allow you to select which item will fill the hold.
  - "Item Detail" will show you more information about the item.

- Once you make your selection the item will disappear from the list.

Router in CARL•X

- Log in to CARL•X.
- Along the top menu, select Circulation > Router > Title/Issue/Item (depending on which list you'd like to work). You'll have to run all three to get all the holds.
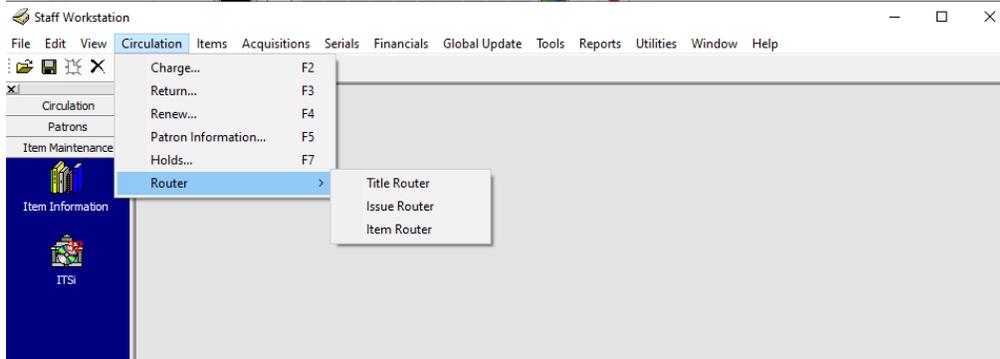
- Branch information will default to the branch you are logged into; however, you can select your branch from the dropdown menu and click "Go" if you don't see anything.
- Sort the flex grid by any field you wish by clicking on the header. You can also right-click the flex grid to export to an Excel spreadsheet.
- Right-click on the grid and click "Print" to print the list as is or click "Print" at the bottom of the page.
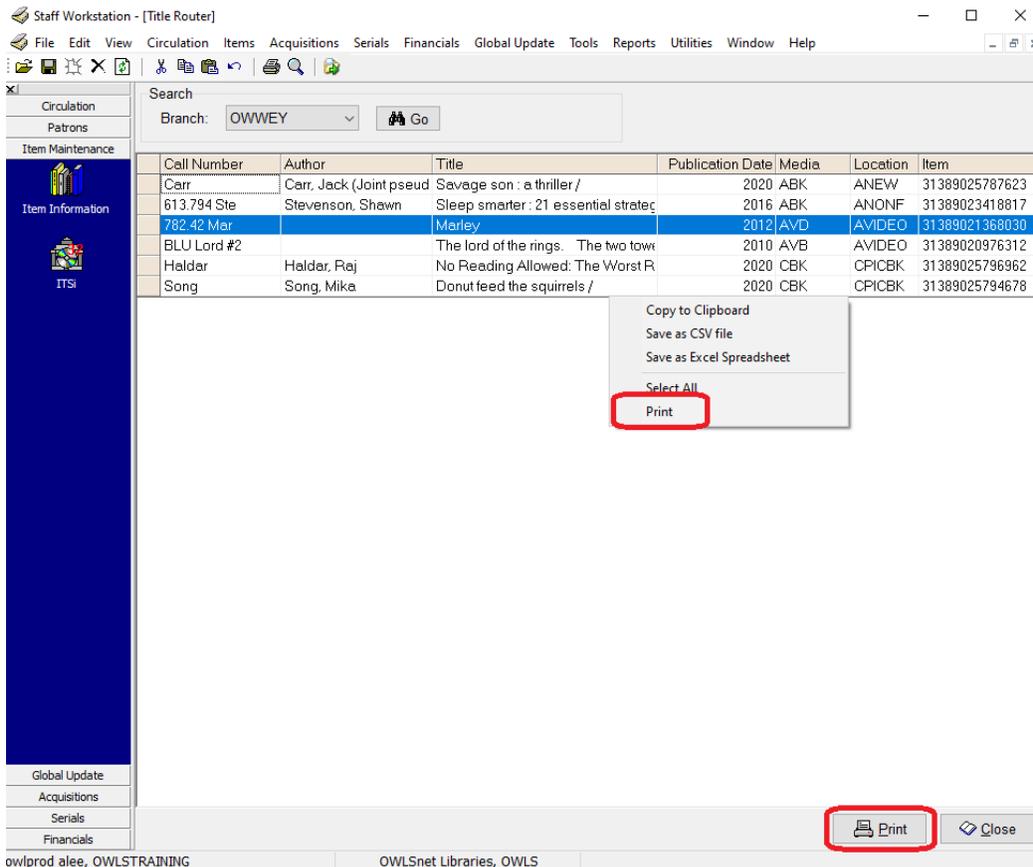
- After picking items, scan them through the Returns function in CARL•X or the Check In function in CARL•Connect Circulation to trap the holds and print hold shelf slips or transit slips.