

## 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.

The screenshot shows the 'Fill List' interface in the CARL•Connect Staff system. At the top, there is a navigation bar with 'user services' and 'library services' tabs. Below this, there are tabs for 'check out', 'check in', and 'lists', with 'lists' being the active tab. Under 'lists', there are sub-tabs for 'fill list' and 'not found'. The main area contains three dropdown menus for 'HOLD TYPE', 'LOCATION', and 'MEDIA', all set to 'unfiltered'. Below these are three buttons: 'REQUESTS' (with '553'), 'FILLED' (with '0'), and 'NOT FOUND' (with '0'). A 'refresh' button is also present. To the right, there are icons for a list and a menu.

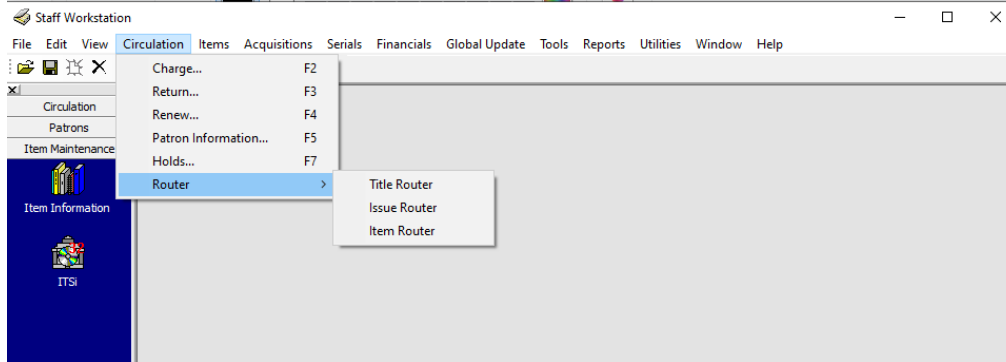
- Highlight and click or tap the item you wish to pick.
- Select one of the following options:
  - “Not Found” will remove the item and give it a status of “not on shelf”. You can see a list of these items in the “Not Found” tab.
  - “Found” will take the item off the pick list, but not put it on the 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.

Item Number	Call Number	Title	Author	Media	Location	Status Date	Pickup Branch		
31110004964060	615.9 Plz	The Toxin solution how hidden poisons in the air, water	Pizzorno, Joseph E., Jr.	Audiol	not found	found	check in	fill with	item detail

- 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.

The screenshot shows the 'Staff Workstation - [Title Router]' application window. The 'Circulation' menu is open, and the 'Router' option is selected. A search bar is visible with the branch 'OWWEY' and a 'Go' button. Below the search bar is a table with columns: Call Number, Author, Title, Publication Date, Media, Location, and Item. The table contains several rows of data. A context menu is open over the table, with options: Copy to Clipboard, Save as CSV file, Save as Excel Spreadsheet, Select All, and Print. The 'Print' option is highlighted with a red box. At the bottom of the window, there is a 'Print' button and a 'Close' button, both highlighted with red boxes. The status bar at the bottom shows 'owlprod alee, OWLSTRAINING' and 'OWLSnet Libraries, OWLS'.

Call Number	Author	Title	Publication Date	Media	Location	Item
Carr	Carr, Jack (Joint pseud	Savage son : a thriller /	2020	ABK	ANEF	31389025787623
613.794 Ste	Stevenson, Shawn	Sleep smarter : 21 essential strateg	2016	ABK	ANONF	31389023418817
782.42 Mar		Marley	2012	AVD	AVIDEO	31389021368030
BLU Lord #2		The lord of the rings. The two tower	2010	AVB	AVIDEO	31389020976312
Haldar	Haldar, Raj	No Reading Allowed: The Worst R	2020	CBK	CPICBK	31389025796962
Song	Song, Mika	Donut feed the squirrels /	2020	CBK	CPICBK	31389025794678

- 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.