

Real Life Library Scenario

During checkout, patron inquires if you have any books about fishing.

Assignment Use Item Search and Display from within the Checkout Wizard to find books related to fishing. Do your search in a number of different ways to get a feel for using the search engine.

- Instructions**
1. Log-in to Workflows, then click on the Checkout Wizard located on the left side of the screen in the common tasks toolbar.
 2. At the top of the CheckOut screen, run your mouse across the helper icons until you find Item Search. Click on it.
 3. If the window that opens is less than full size, click on the maximize icon. It is in the upper right corner, is small and gray and just left of the small gray X.
 4. In the "search for" box, enter the word FISHING.
 5. Change the Index to SUBJECT.
 6. Choose your library name from the LIBRARY box. Click [Search].
 7. The white box in the center is called the **Hit List**. It displays only items from the actual library you searched.
 8. Choose any item from the hit list, and explore the boxes below to see what type of information is displayed for that item. Note that in the box entitled "call number/item" you can also see which other libraries own the same title.
 9. Do the same search, only this time use the TITLE index. Note that only items with the word "fishing" in the title appear.
 10. Now change the index to General. This will give you titles that have the word "fishing" anywhere in their description.
 11. Feel free to experiment with other variations. Try to determine what will work best for you in finding what you need.

Terms and Definitions: On the Item Search screen, the Hit List is the white area in the center of the screen. It displays items that meet search criteria and are owned by the library specified in the search.

Hit List