

# SCF - Update Internal Note 3

A form is used to input and update the Internal Note 3 field in the Shared Collections Facility (SCF) IZ only for local informational purposes.

## At a glance

- **Status:** Active
- **Applies consortium-wide?:** No
- **Runs on:** SCF Production Alma environment
- **Trigger:** Manual form submission — staff enter a barcode and note text via a web form
- **Primary outcome:** Updates **Internal Note 3** on an item record with a tray location, in SCF and (when applicable) the owning institution's Alma IZ.
- **Who receives results:** The submitting staff member (on-screen success or error message)

## Why this exists

Shared Collections Facility (SCF) staff need a fast way to put notes about the current status and whereabouts of an item in the SCF processing area. This workflow provides a simple form-based tool that allows better internal tracking.

## What it does

- Presents a simple form asking staff to enter an **item barcode**.
- Looks up the item in the SCF IZ using that barcode.
- Prompts the user to enter some text (ex. Item on Refile Shelf)
- Writes the information into the item's **Internal Note 3** field.
- Updates SCF's item record
- Displays a clear success or error message explaining what was updated.

## Where it runs

- **Alma IZ(s):**
  - Shared Collections Facility (SCF) Institution Zone
- **Systems touched:**
  - **Alma APIs** — used to retrieve and update item records
- **Reports / queries used:** None (no Alma Analytics usage)

## How it works

### Logic overview

### Execution flow (plain language):

## 1. Form submission

- Staff submit a barcode via a web form titled *"Update Internal Note 3."*

## 2. Retrieve item using barcode

- Alma API retrieves the item record from SCF.
- If the barcode is invalid or not found, the workflow stops and shows an error.
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## 3. Tray location entry

- Staff are prompted to enter note text, with the item title shown for confirmation.

## 4. Update logic

- The tray location is written to `item_data.internal_note_3` in the SCF IZ
  - The item is updated in SCF only.

## 5. Completion

- A success message confirms where the update occurred.

## If results exist

- The item is found and updated.
- **Internal Note 3** is overwritten with the entered tray location.
- A success message clearly states whether the update occurred

## If no results

- If the barcode lookup fails:
  - The workflow stops immediately.
  - The user sees a descriptive error message returned from Alma.
- No updates are made.

## Artifacts produced

- **Updated Alma item records**
  - Field affected: `Internal Note 3`
- No reports, files, or emails are generated.

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