Processing Books (Part 2) - Using the SCF Processing website and Grima

Internal Note 1 (Part 2 of the processing) (Trays have labels)

You will be using three different programs:

1) SCF Processing website
2) Grima
3) Alma (SCF IZ)

SCF Processing website:
-Username:
-Password:

Grima:
-Username:
-Password:
-Institution: SCF

AFTER YOU LOG IN, CLOSE THIS WINDOW SO YOU CAN GO BACK AND USE THE SCF PROCESSING WEBSITE TO DO THE NECESSARY STEPS.

Alma (SCF IZ):
-Username:
-Password:

In the SCF Processing website,

-Click on “Add Internal Note 1” and it will take you to Grima
-Scan the tray barcode in the “Internal Note 1” field
-Scan item barcode of all the books in the tray in the "Barcode" field
(Leave the books on table; do not put back in the tray)

(Check the book title to make sure it matches to what is shown on the monitor)

Go to Alma and scan in the books:
Fulfillment > Scan In Items

When finished, put the books back in the tray then count them.

Alma, SCF IZ:
Click on the magnifying glass with the + symbol

LNk7qh2VwoUHF9mmJGM5wdwa2MRWE7pczBxhw1q0JCEhUFhzqOadY3IS2JODNPxYHalcsl

Make sure the total number is the same as the manual count of books.

Go to the SCF Processing website and click on “Cross Check”.

Fill out the information:
9X1CRvJDEzZvxXUv89MrIwlkvNFiwQqbE1Xtky09fMBgTXT9ty2NzqNOpqfMfj_I

Start the next tray

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