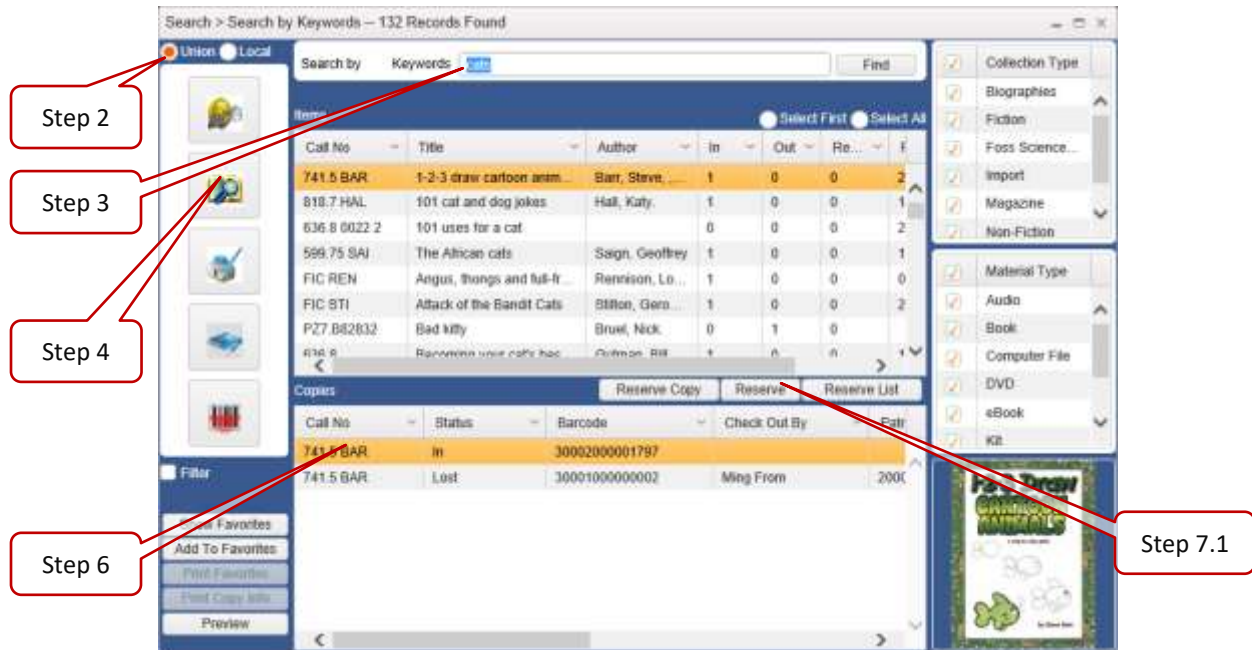


CREATING ILLS

PLACING A RESERVE ON AN ITEM

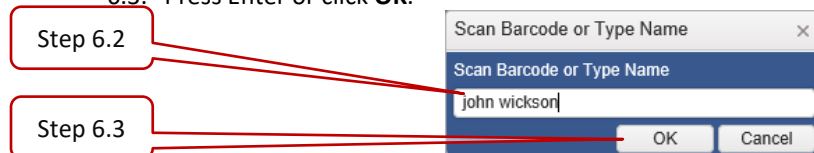
Through Simple Search

1. Go to **Search > Simple** or click on **Simple** in the Quick Toolbar.



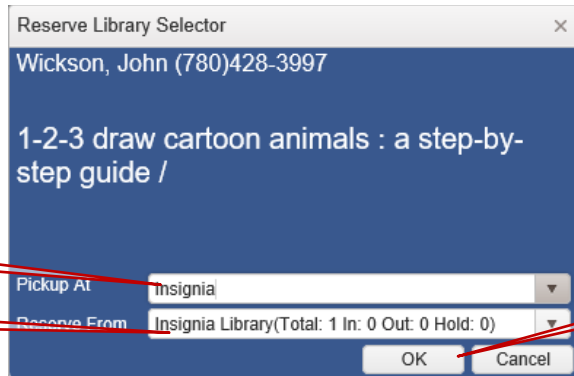
The screenshot shows a search results window titled "Search > Search by Keywords - 132 Records Found". It features a search bar with "vtr" entered, a "Find" button, and radio buttons for "Union" and "Local". Below the search bar is a grid of search results with columns for Call No., Title, Author, In, Out, Re..., and F. The first row is highlighted in yellow. To the right of the grid is a sidebar with filters for Collection Type and Material Type. Below the grid is a "Copies" section with a table showing item status and barcode. At the bottom right, there is a preview of a book cover for "The Cat in the Hat's Learning Library". Red callout boxes labeled "Step 2" through "Step 7.1" point to the Union radio button, the search bar, the search criteria icons, the first search result, the Reserve button, the Reserve Copy button, and the book cover preview respectively.

1. Click the **Union** radio button to view availability within the consortium.
2. Enter the search terms.
3. Click on the icon representing the search criteria, such as title, author, subject, barcode.
4. To view item details, double click on the desired item in the grid.
5. Copy information is provided in the bottom grid.
 - 5.1. If it is out, it will show the patron it is checked out to and when it is due.
6. Reserve an item.
 - 6.1. Select the title and click on **Reserve**.
 - 6.2. Scan the patron barcode or type their name.
 - 6.3. Press Enter or click **OK**.



The screenshot shows a dialog box titled "Scan Barcode or Type Name" with a close button (X). The dialog contains a text input field with "john wickson" entered and two buttons: "OK" and "Cancel". Red callout boxes labeled "Step 6.2" and "Step 6.3" point to the input field and the OK button respectively.

- 6.4. Select a pickup library.
- 6.5. Select the library to reserve the item from.
- 6.6. Click **OK**.



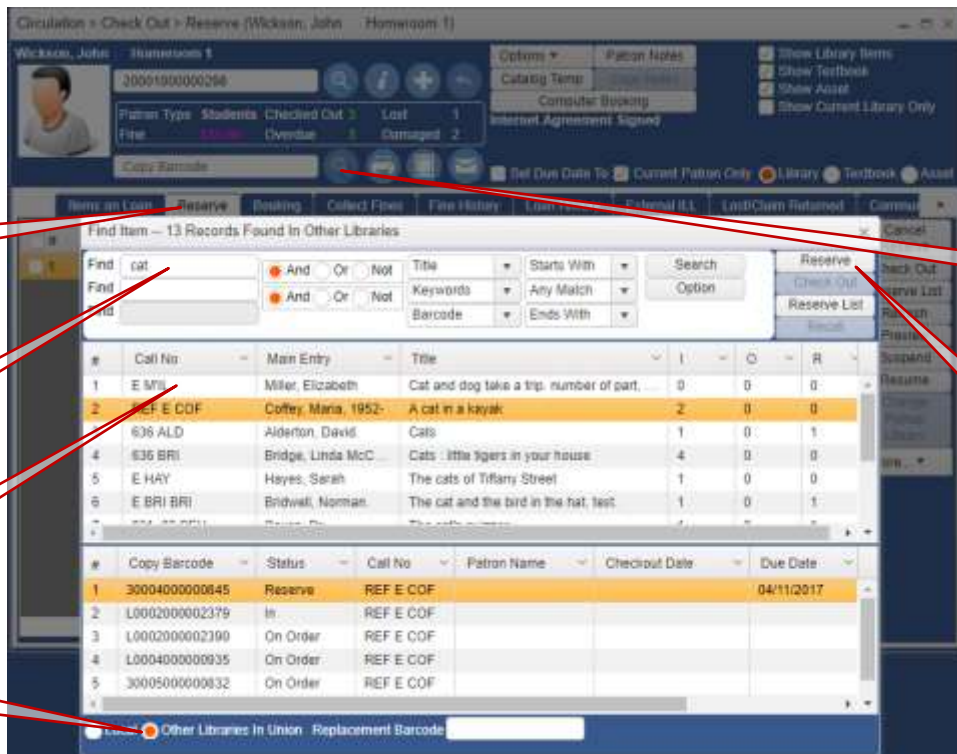
Step 6.4

Step 6.5

Step 6.6

THROUGH THE PATRON'S ACCOUNT

1. Go to **Circulation > Check Out** or click on **Check Out** in the Quick Toolbar.
2. Enter a few letters of patron's last name, then space, and then a few letters of their first name and press enter or just enter/scan the patron barcode. You can also type their first name first.
3. Click on the **Reserve** tab.
4. Click on the **Find** button.
5. Click the **Other Libraries in Union** radio button to search through other library's item availability.
6. Enter your search terms for the item and click **Search**.
7. Select the item to be reserved.
8. Click **Reserve**.



Step 3

Step 6

Step 7

Step 5

Step 4

Step 8

9. You will be prompted to choose the library to request the item from and the pickup library.



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10. Click **OK** to confirm and place the reserve request.

