

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:

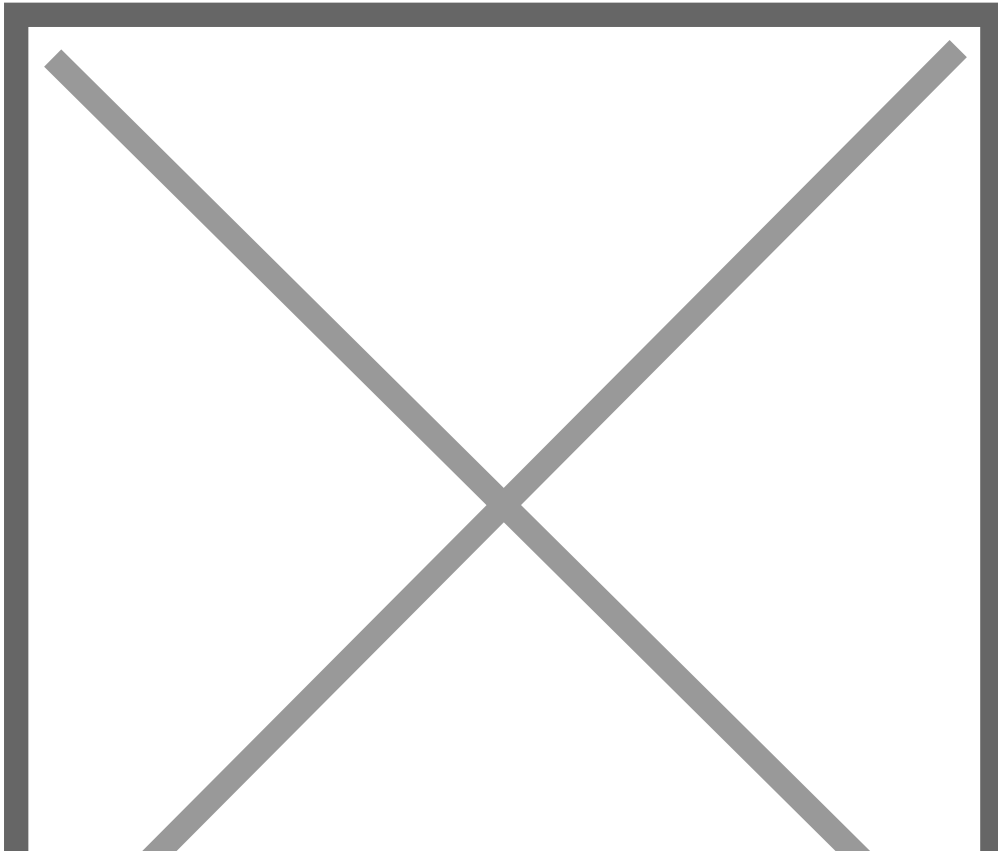
Click on the magnifying glass with the + symbol



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:



Start the next tray

Revision #7
Created 29 September 2023 20:07:48 by Aaron Krebeck
Updated 8 March 2024 02:28:59 by Tammy Hennig