



Welcome!

Office Hours will start at 2pm and run until 3pm.

Please mute your microphone.

As time permits, we will respond to questions typed in the chat box, and offline afterwards, as needed.

This session will be recorded and made available on the CARLI website both as PDF slides and as a recording, with live links to all referenced resources.



CARLI

WORK ORDERS IN ALMA
OFFICE HOURS
MARCH 11, 2021

Agenda – 3/11/2021

- Reminders and upcoming Alma/Primo VE events and learning opportunities
See <https://www.carli.illinois.edu/calendar> for CARLI events
- Work Orders demos:
 - Gretchen Schneider from Oakton Community College: Using Work Orders
 - Adrienne Radzvickas of CARLI: Creating Work Orders
- Open Q&A

Announcements

- Let's Talk About Fulfillment: Friday 3/12 @ 2pm
<https://www.carli.illinois.edu/lets-talk-about-fulfillment20210312>
- Patron requests in Alma: A summary presentation on what we've learned: March 3/16 @ 10-11:30am
https://www.carli.illinois.edu/Patron_requests_in_Alma_20210316
- Primo VE: Become an Expert: Thursday 3/18 @ 10am – Local Data
https://knowledge.exlibrisgroup.com/Primo/Product_Materials/Primo_Webinars/Primo_VE_-_Become_an_Expert
- Let's Talk About Fulfillment: Tuesday 3/23 @ 10:30am
<https://www.carli.illinois.edu/lets-talk-about-fulfillment20210323>
- Technical Services Q&A: Wednesday 3/24 @ 10am
<https://www.carli.illinois.edu/tech-services-qa-2021-03-24>
- Primo VE: Become an Expert: Thursday 3/25 @ 10am – Central Discovery Index
https://knowledge.exlibrisgroup.com/Primo/Product_Materials/Primo_Webinars/Primo_VE_-_Become_an_Expert

A *work order* is an internal library request, which routes physical materials to a specific library department for internal processing by library staff. When an item is sent to a department by a work order, Alma marks the item as not available on the shelf. Staff can then also track the material using staff-assigned statuses.

Documentation coming soon!

<https://www.carli.illinois.edu/products-services/i-share/alma/config/WorkOrders>

Questions?

**Join us March 25, 2021
at 2pm for another Office Hour.
Contact CARLI at support@carli.illinois.edu**