How do I add holdings in Connexion client?

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Objective

• Add holdings to an item to show that my institution owns it

Applies to

• Connexion client

Steps

1. Sign in to Connexion client using your 9-digit cataloging authorization number that begins with 100.
2. Search for the item and display a record, there are three ways to set your institution holdings on a record.
   1. Select Action > Holdings > Update Holdings - OR
   2. Press the F8 key OR
   3. Click the button on the tool bar, you'll see a yellow, up-pointing, arrow on what looks like white pieces of paper.
3. Your holdings will be set on the item and you'll receive a message on your screen stating "held by XXX." XXX represents your institution's symbol.

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