ODIN Work Day 2021- Cleaning up Technical Migration Items

- Technical migration items were created during migration because there was not a direct translation from an item status in Aleph to the same thing in Alma.
- Alma has work orders and temporary locations instead of item statuses.

1. Finding technical migration items in Alma:
   a. In a physical items search -search by process type equals Technical Migration, and add a row, and Internal note 3 contains keywords then enter the code from your library. For example TS.
   b. The codes are pretty much unique to your library except for a few that we all had like LO for lost items.

The process status information appears in Internal note 3:

2. Create a set from the search results:
   a) Select items from search results, Click Manage Selected
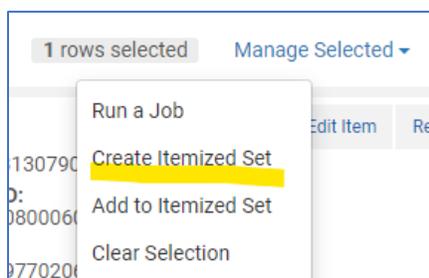
General Information

|			
Set name *	set to remove tech migration		
Description			
Note			
Set content type	**Physical items**	Set type	**Itemized**
Private	● Yes ○ No	Status	● Active ○ Inactive
Creation date	**2021/01/27 15:13:16 CST**	Created by	**Ex Libris**
Updated by	**Ex Libris**	Content Origin	**Institution only**
Set ID	-	Parent Set	-

b) You can also create a logical set so all search results will be in the set:

After conducting the search click "Save Query"

Give the set a name and save.

Change the logical set to an itemized set. Click on the row action menu and select Itemize.
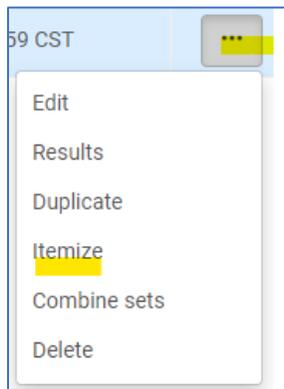
Logical sets are useful because you can add a lot of items to a set quickly with search results. But they can be tricky since they are a set of search results. If an item no longer matches the search criteria, it will no longer appear in the search results and it will no longer be in the set. Logical sets are dynamic and itemized sets are static. If you are going to take some time to work on items in a set it is a good idea to itemize the set.

3. Next, we are going to run a job on the set to assign these items to a work order.

Click Admin > Run a job.

Select the job, "Create physical item work orders." Click Next.

Select your set. Click Next.

Select the Work Order Type and Department that you want. Likely the items are already at the necessary department, if so, click Do not pick from shelf box. Click Next.

Task Parameters: Create Work Order Requests

Work Order Type * **Mending**   Department * **Access Services mending**

Do not pick from shelf ☑

Click Submit.

Now the items assigned the specified work order:

Electrodynamics of particles and plasmas [b
Book By Clemmow, P. C. (Reading, Mass., Addison-
Barcode: 33100005500896
Library: UND Chester Fritz Library
Creation Date: 1990/03/12 18:00:00 CST
Modification Date: 2021/01/27 15:37:44 CST
Process type: Mending
Expected Arrival Time: -
At: Access Services mending
On Hold Expiration Date: -
Due Date: -
Needed By: -
Until: 2021/03/28
Permanent Location: CFL Floor 3 Book Stacks

4. Now we can run a job to remove the process status and internal note 3.

    Click on Admin > Run a Job.

    Select "Change Physical Items" job and click Next.

    Select your set and click Next.

‹ Run a Job - Select Set

1 - 3 of 3   Name ▾   🔍

▼ Content Type : All ▾

	▲ Name
1. ○	2021/01/27 14:56:09 CST
2. ●	set to remove tech migration
3. ○	State Documents

Click a check box next to Missing status. Leave the field blank.

| ☑ | Missing status | [▼] | | Condition | **Unconditionally** | ▼ |

Also, click a check box next to Internal note 3. Leave the field blank.

| ☑ | Internal note 3 | [   ] | | Condition | **Unconditionally** | ▼ |

Click Next.

On the next screen you can review your job settings. Click Submit.

After the job runs, the Technical migration status and internal note are removed from the item.