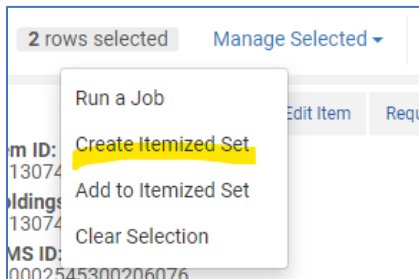


ODIN Work Day 2021 – What you need to know about sets

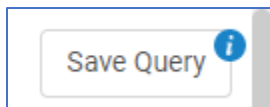
1. There are two types of sets Logical sets and Itemized sets. Logical sets are dynamic and are based upon a search query. Itemized sets are static.
 - a. Click on Admin > Manage sets to view your sets.

12	<input type="checkbox"/>	Mending set 254	Logical	Physical items	Institution only
13	<input type="checkbox"/>	Mending set 5	Itemized	Physical items	Institution only

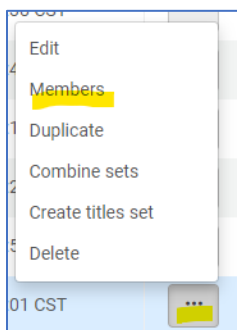
- b. From Manage Sets you can create a new set by clicking on Add set, then selecting Logical or Itemized.
- c. You can also create a set from a search. By clicking on Manage Selected and clicking on Create an Itemized Set.



- d. You can create a Logical set from a search as well, by clicking on the Save Query button.

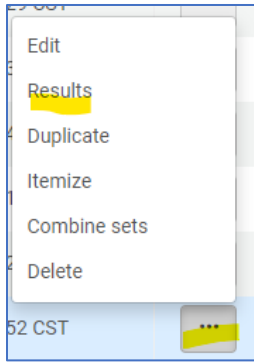


2. You can see another difference when you want to see what records are in the set.
 - a. From an Itemized set when you click on the row action menu you see the option, Members.



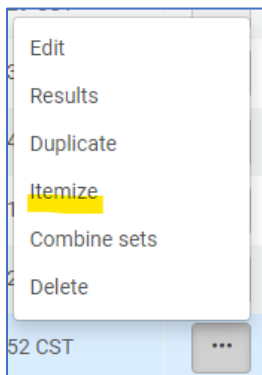
Click Members to see the items in the set.

- b. From a Logical set when you click on the row action menu you see the option, Results.



That is because a Logical set is based on a Query. Remember to create a Logical set we click on Save Query. It does not have members. Alma runs the query again and all the items that match the search criteria are included in the set.

3. Item records are static. The members of the set do not change when you edit them. Logical sets are dynamic – The set is based on the Query. So, when you edit an item and it no longer matches your query, the item is no longer in the set.
 - a. It is important to remember this when running jobs on logical sets. If you run the jobs in the wrong order you can end up with an empty set.
 - b. Logical sets are great because they make it very easy to add a large number of items to a set. Remember the members of the set not static- a logical set is based on a query.
 - c. Itemize a logical set so it does not lose any members. Click the row action menu next to your logical set and select Itemize.



A job will run and itemize the set.

- d. If you have a large logical set that will take you some time to work on, just go ahead and itemize the set. That way the members will not change as you or other people edit the items.