

Cheat sheet for creating lists in Aleph 16.2

1. In Acquisitions, click on the File Folder icon, which is labeled Order Search. Move to the upper right pane and open the drop down box to pick the search index desired. Double click to enter the desired search.

The screenshot displays the ALEPH Acquisitions/Serials software interface. The main window is titled "ALEPH Acquisitions/Serials - Version 16.02" and shows the "Order Search" screen. The "Index List" pane is active, displaying a table of search results. The "Order Details" pane shows the selected record's bibliographic information.

Index List

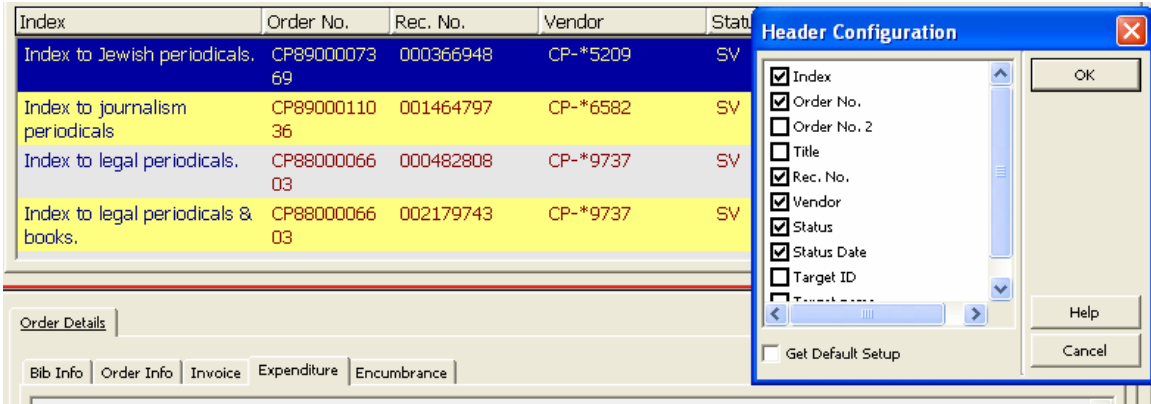
Index	Order No.	Title	Series	Sublibrary	Order Status	Order Group	Order Type	"From" Order Date	Arrival Date	Type
1	1	The new American democracy / Morris P. Fiorina, Paul E. Peterson.	TU-GIFT	NEW					01-21-03	M
1CP051050002	1CP051050002	Hwarang padoru	CP-*5417	SV					04-15-05	M
320580061821	320580061821	Silent no more : confronting America's false	MS-GIFT	CLS					05-15-03	M

Order Details

Bib Info | Order Info | Encumbrance

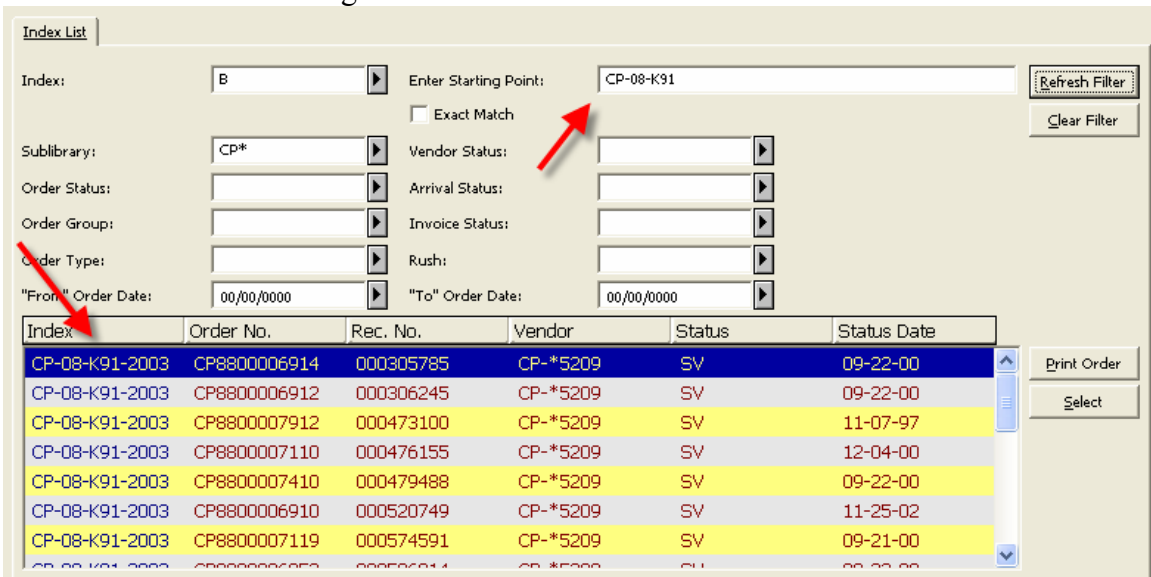
Fiorina, Morris P. The new American democracy / Morris P. Fiorina, Paul E. Peterson. 2nd ed. New York : Longman, c2001. Peterson, Paul E. 0321070585 (alk. paper)

2. Place the cursor anywhere in the header strip and right click. This will open a drop down box of headings. Choose the desired headings by checking or unchecking the various headings. Click OK to close the box.



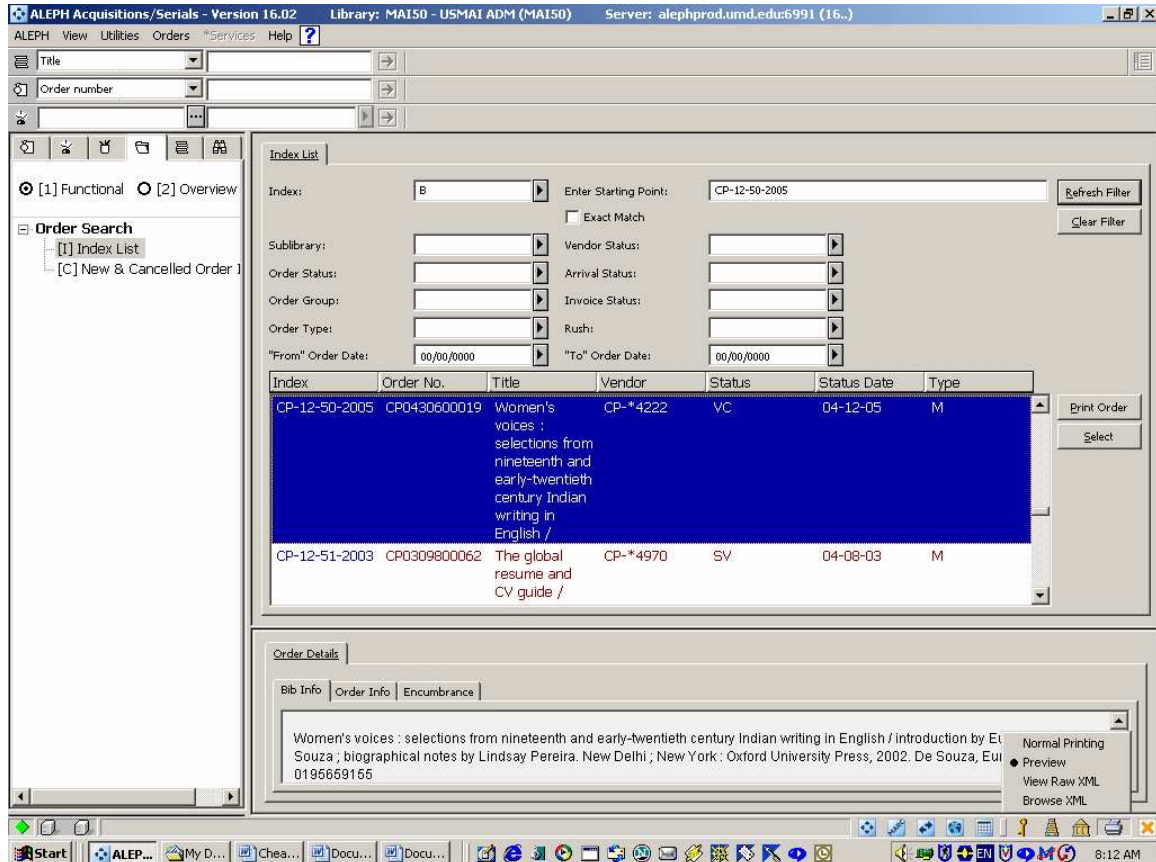
3. The cursor will be in the Enter Starting Point field. Type in the desired search detail such as a budget number, order number, title, etc. Hit Enter. Remember that the search detail has to match the index being searched. For instance, searching a title won't work if the Index is set to budget!

The result will be a list displayed in the upper right pane. Keep in mind, no matter what type of search is done, the list is always displayed in Aleph record number order whether this is selected as a heading or not.

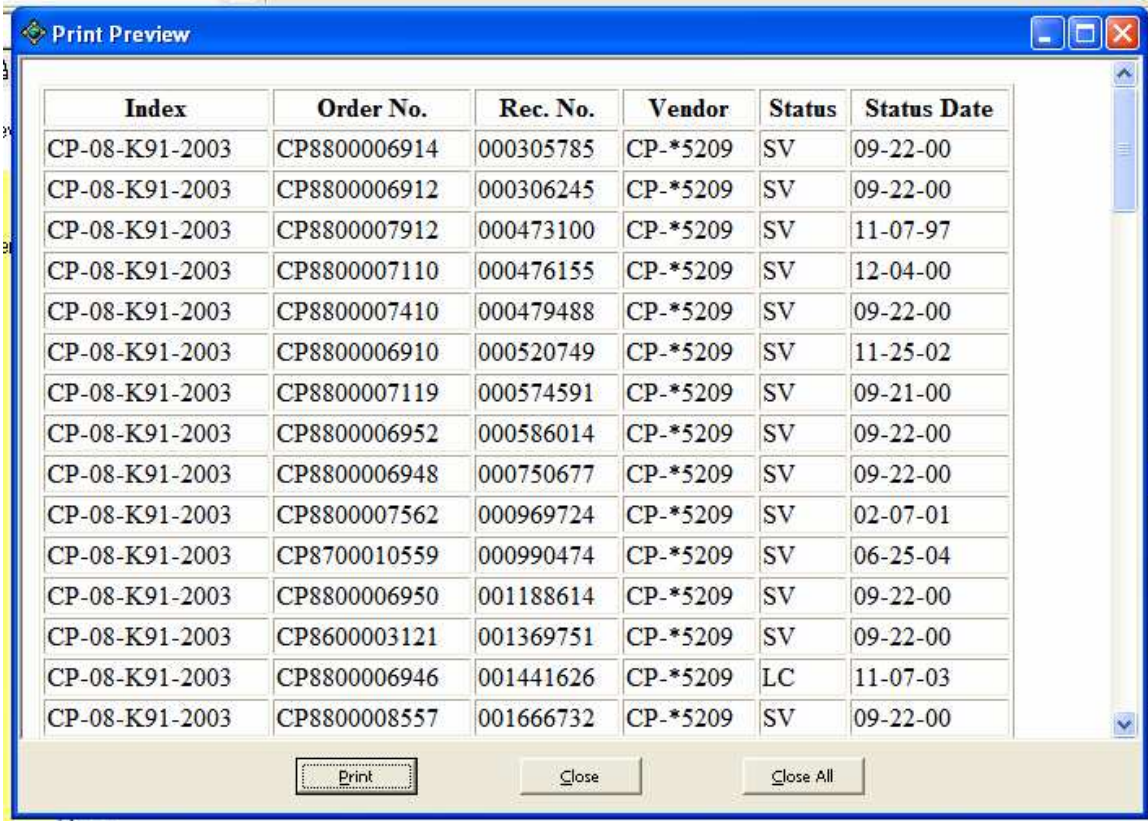


4. To create a list, scroll down through the display until the last item desired on the printed list is displayed. Highlight this selection by clicking on it.

Move the cursor to the printer icon in the very lowest right corner of the screen. It is next to the orange X. Right click on the printer icon to reveal the printer settings. Make sure the printer setting is set to Preview.



7. Press the F11 key. A print screen will pop up, revealing the selected list. Hit the Print button at the bottom of this screen to immediately print the list. Or, right click in the list to reveal a box that will allow exporting to Excel.



The image shows a 'Print Preview' window with a table of data. The table has six columns: Index, Order No., Rec. No., Vendor, Status, and Status Date. There are 17 rows of data. At the bottom of the window, there are three buttons: 'Print', 'Close', and 'Close All'.

Index	Order No.	Rec. No.	Vendor	Status	Status Date
CP-08-K91-2003	CP8800006914	000305785	CP-*5209	SV	09-22-00
CP-08-K91-2003	CP8800006912	000306245	CP-*5209	SV	09-22-00
CP-08-K91-2003	CP8800007912	000473100	CP-*5209	SV	11-07-97
CP-08-K91-2003	CP8800007110	000476155	CP-*5209	SV	12-04-00
CP-08-K91-2003	CP8800007410	000479488	CP-*5209	SV	09-22-00
CP-08-K91-2003	CP8800006910	000520749	CP-*5209	SV	11-25-02
CP-08-K91-2003	CP8800007119	000574591	CP-*5209	SV	09-21-00
CP-08-K91-2003	CP8800006952	000586014	CP-*5209	SV	09-22-00
CP-08-K91-2003	CP8800006948	000750677	CP-*5209	SV	09-22-00
CP-08-K91-2003	CP8800007562	000969724	CP-*5209	SV	02-07-01
CP-08-K91-2003	CP8700010559	000990474	CP-*5209	SV	06-25-04
CP-08-K91-2003	CP8800006950	001188614	CP-*5209	SV	09-22-00
CP-08-K91-2003	CP8600003121	001369751	CP-*5209	SV	09-22-00
CP-08-K91-2003	CP8800006946	001441626	CP-*5209	LC	11-07-03
CP-08-K91-2003	CP8800008557	001666732	CP-*5209	SV	09-22-00

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