

Setting up Customized Search Displays 8/23/05 jls

If you set up your column headings in the File Folder icon (Order Search) to include the order number, it will appear in the display. In this screen shot, for example, place your cursor anywhere on the gray row of column headings just above the highlighted title. Right click. The Header Configuration drop down box will appear. You can customize your display with as few or as many of the elements listed in the drop down box. Click OK. Remember this display configuration will persist until you change it.

Handy Hints:

You probably always want to display the Index column since this matches the type of search you select.

For the purposes of Serial Review, you might select Index, Order No. The fewer elements selected, the less scrolling you'll need to do.

Payment information can be found in the lower pane of the screen as described in the previous cheat.

The screenshot displays the ALEPH Acquisitions/Serials software interface. The main window shows search results for 'Advances in polymer technology'. A 'Header Configuration' dialog box is open, allowing customization of the display columns. The dialog box has a list of fields with checkboxes: Index (checked), Order No. (checked), Order No. 2 (unchecked), Title (checked), Rec. No. (unchecked), Vendor (checked), Status (checked), Status Date (checked), Target ID (unchecked), and Target name (unchecked). The 'Get Default Setup' checkbox is also present. The main window shows a table of search results with columns for Index, Order No., Title, and Vendor. The first row is highlighted in blue. Below the table, the 'Order Details' pane shows 'Bib Info' with the text: 'Advances in polymer technology. New York, N.Y.: Van Nostrand Reinhold, c1982-0730-6679'. The taskbar at the bottom shows the Start button and several open applications, including 'ALEPH Acqui...', 'ALEPH Catalo...', and 'Compose: Fu...'. The system clock shows 9:03 AM.

Index	Order No.	Title	Vendor
Advances in polymer technology.	CP993150000	Advances in polymer technology.	CP-*5
Advances in porous media.	CPAPPROVAL	Advances in porous media.	
Advances in portfolio construction and	CP0325101138	Advances in portfolio construction and	CP-*2