

# TLN Shared Automation Training Class Descriptions

## **Circulation** – Class length: Full day

This course will introduce staff to the following circulation functions:

- Patron maintenance: searching, registration and modifying the patron record
- Fines
- Charge, renew and return items
- Holds
- Offline circulation

## **Item Maintenance (formerly Linking)** – Class length: ½ day

This course will introduce staff to the following item maintenance functions:

- Search for and successfully locate records in Carl.Connect Items.
- Link items to records in Carl.Connect Items.
- Apply chronology and enumeration when appropriate.
- Search for and successfully locate and request records through SkyRiver for items not found in Carl.Connect Items.

## **Acquisitions** - Class length: Full day

This course will introduce staff to the following acquisitions functions:

- Create fund
- Create vendor
- Create purchase order
- Receive purchase order
- Process invoices

## **Serials** – Class length: ½ day

This course will introduce staff to the following serials functions:

- Subscription maintenance
- Serials check-in and issue item creation
- Serials claiming

## **Basic CARL Reports** – Class length: ½ day

This course will introduce staff to the following reports function:

- Report selection
- Viewing and editing report parameter sets and selection criteria
- Running the report
- Transferring finished report from server
- Viewing the report