

University of Arkansas Libraries -- Acquisitions

Create Lists / Saving, Editing, Running

To **save** a search so that you do not have to recreate it each month click on the Saved Searches Tab instead of looking at the Review Files Tab.

Term	Operator	Type	Field	Condition	Value A	Value B
1		BIBLIOGRA...	CALL #	between	GV 100	GV 1198
2	AND	ORDER	RDATE	between	07-01-2002	06-30-2003
3	AND	BIBLIOGRA...	BIB LVL	equal to	m	

Query	Query Name
31	ECM's RA1-955 2001 to date
32	ECM's L's 2001 to date
33	ECM's BF1-1000 2001 to date
34	ECM's QP 1-348 2001 to date
35	ECM's RC 955-1245 2001 to date
36	ECM's RM 1-9999 2001 to date
37	maw call # search
38	fcc jx reclass
39	mlr i/x orders
40	jry test
41	HARR CLMS 01/01/1900-06/30/04
42	FAXN CLMS
43	HARR CLMS
44	1anth 2001-2
45	Patron with PCODE2 laptop
46	unpaid fines
47	Trenn gifts

Then click on New, choose the type of list you want to create (bibliographic, order, item) and put in your search parameters as usual.

Click on Save or Save as when you are finished and save your query with a descriptive name.

To **edit** your saved search permanently click on Edit at the bottom of the screen instead of new. Change the parameter that needs to be changed and resave your query.

To **run** a saved query go back to the review files, choose an empty one, and click search records, and retrieve saved query, choose your query, (choose to temporarily edit it if necessary), then click on search.

Boolean Search

Review File Name:

Store Record Type:

Range Start Stop

Term	Operator	Type	Field	Condition	Value A	Value B
1		BIBLIOGRA...	CALL #	between	GV 100	GV 1198
2	AND	ORDER	RDATE	between	07-01-2002	06-30-2003
3	AND	b	BIB LVL	equal to	m	

BIBLIOGRAPHIC CALL # between "GV 100"and "GV 1198" AND ORDER RDATE between "07-01-2002"and "06-30-2003" AND BIBLIOGRAPHIC BIB LVL equal to "m"

Group
Ungroup
Insert Line
Append Line
Delete
Clear All

Search Use Existing Search Retrieve Saved Query Save Save As Close

mw—4/04/2005