



CARL•X ILS Searching & Item Maintenance Training Add Site name

Software Trainer
Cindy Phillips

Supporting TLC Staff
Beth Lazarczyk

Date & Time
July 6, 2020
9:00 am -12:00 pm, Central Time

Agenda

9:00 am	-	9:05 am	Introductions
9:05 am	-	9:15 am	CARL•X Staff Client Overview
9:15 am	-	9:45 am	Searching in CARL•X Staff Documentation: CARL•X Companion Searcher Training Manual
9:45 am	-	10:05 am	Creating & Editing Items in CARL•X Documentation: CARL•X Item Information Training Manual
10:05 am	-	10:20 am	Moving & Deleting Items in CARL•X Documentation: CARL•X Item Information Training Manual
10:20 am	-	10:35 am	BREAK
10:35 am	-	10:55 am	Quick Item Maintenance in CARL•X Documentation: CARL•X Item Information Training Manual
10:55 am	-	11:30 am	Global Item Update in CARL•X Documentation: CARL•X Staff Workstation Global Item Update
11:30 am	-	12:00 pm	Wrap-Up and Questions