

Reinstating Bulk Loan items

The following steps will help you to reinstate your *new* bulk loan items:

- Go into the Recycle Bin
- Do an advanced search and in the **Field** drop-down, select 'Owner' and then enter the correct year into the **Value** box ('SLS 18' is given as an example). **Be sure to include the space ' ' in between!!**

The screenshot shows the 'Advanced Search' dialog box. At the top, there are four columns: 'Boolean', 'Field', 'Operator', and 'Value'. The 'Field' column contains 'Owner' and the 'Value' column contains 'SLS 18'. Below these columns is a large white area with the text 'No data to display'. At the bottom of the dialog are buttons for 'Add', 'Edit', 'Remove', 'Remove All', 'Apply', and 'Cancel'. There is also a checkbox for 'Show table names'. Two blue arrows point to the 'Add' and 'Apply' buttons.

- When you **Add** and this search so that it appears in the white box and then click **Apply**, it should come up with the books that we have added to your catalogue in advance
- If you then select (on the right hand side) 'flag by barcode', you can then click on the box in the left-hand corner which should 'tick' all of the items
- You can then click the **Restore** icon on the right-hand side of the screen, and these books should appear in the main resources area in your catalogue