Full record

Having run a search and selected a record from the search results screen, the full record is displayed.

This page describes:

- Additional field information
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The full record display in the Administrators Display is laid out below. The Full Record Display for End Users who view records via the Search Portal have a different Full Record Display, which can be customised using the Search Portal Template designer.

Each field is listed with a Field Label (descriptor) and to the right is the content of the field.

The display of thesaurus fields can be changed so that they display vertically down the page instead of horizontally. This is particularly useful if there are many entries in a particular field, or the entries are complex.

If search highlighting has been enabled, the terms that were searched on will be highlighted.

Search highlighting is enabled in OPAC Maintenance > Options

Additional field information

The full record display shows all fields.

This is not the case for End Users, who only see those fields that have been designated as Public in Field Maintenance

Cover Images

Where cover images are enabled, an image of the book cover will display. Clicking on the image will open the image in the Source location, for example in Google if the image originated from Google.

The image can be dynamically brought into the record from a source image library, such as Google, or the image can be uploaded and stored with the record.

See Also links

Some fields, such as Author, may be highlighted as links, in which case click on them to find other records that exist with that search term. For example in the screen shot above, clicking on "Forta, Ben" in the author field will find all records by that author.

Fields are defined as See Also links in Field Maintenance.

Websites and attached documents

If the record contains links to websites and attached documents, click on the link to view the website or document in a new window.

Site-specific information (Globalisation fields)

Some fields, such as Notes, Shelf Reference etc., contain site-specific information:

Notes - Private:	London: London note **Dublin:** Dublin note	View Local

Fields are defined as Globalisation fields in Field Maintenance.

Click on **View All** to see the information for all locations.

Copy information

The record can be set up to display details of physical items (copies). In the case of bibliographic records, copies of books are listed below the main body of the Full Record. The copy details shows:

- where the copies are located
- notes about the copy
- whether the copies are on loan or not (status)
- the date the item is due back if it is on loan
- where there are any reservations on this item or not

If a copy has a sub location assigned, this is displayed in the Location column as a concatenation with Location separated by a colon: for example **Main Library : Reference**

If the list of copies includes locations other than that which the user is associated, select the tick box option above the list of copies to show only copies at a local location.

Total number of copies: 8   Show local office only   **Total Active Reservations:** 1

Office Name ▲	Location ▲	Barcode ▲	Item Details	Shelf Reference	Copy Status Description
Bristol	Bristol Library	BL000003		681.3 FOR	In
Bristol	Bristol Library	BL000004		681.3 FOR	In
Derby	Main Library	ML000041		681.3 FOR	In
Derby	Main Library	ML000042		681.3 FOR	In
Derby	Main Library	ML000058		681.3 FOR	Awaiting collection
Derby	Main Library	ML000059		681.3 FOR	In
London	London Library	LL000002		681.359 FOR	In
London	London Library	LL000003		681.359 FOR	In

If there are reservations shown, click on the number to see who has reserved the item in Requests Maintenance.

Whether or not the copy information is shown or not is defined in OPAC Maintenance > Options

Which fields are shown for copies is determined in System Management > Grid View Management

Serial issues

If the database is used to record journals (serials) then instead of showing copies, main record display has a table below that shows the individual issues that have been received for the current year in descending order of issue. There is a date range filter to specify the date range: by default this displays the previous year and the following 12 months. For each issue there is a list of locations, which can be view edby clicking on the plus "+" to expand the issue.

Actions menu - general actions

The following additional actions are available when the Full Record is displayed. These are in the side bar Actions menu:
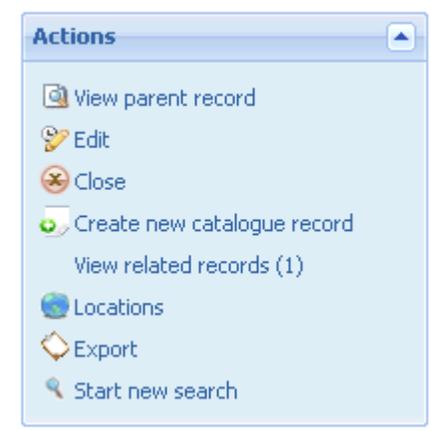
| Actions	
View parent record	• **View parent record:** to view the parent record, if a volume or part record is being viewed
Edit	• **Edit**: to edit the record
Close	• **Close:** return to the search results screen
Create new catalogue record	• **Create new catalogue record**: to create a new record
View related records (1)	• **View related records:** to view related records - the number is shown in brackets
Locations	• **Locations**: allows the view of existing copies or create new ones
Export	• **Export**: to export the record to print, email or file
Start new search	• **Start new search**: return to the search screen

Other available actions

Additional actions are available, to either view related information about the record or perform further actions in relation to it.

Basket and Requesting

This option automatically appears for Administrative Staff.

End Users may have it available, determined by the System Administrator in Access Permissions.

Basket	
Add to basket	
View basket (0)	
Request	
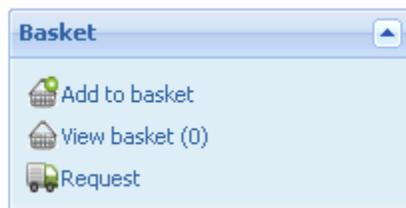
- Add to Basket: adds the selected record(s) to the Basket
- View Basket: views records already in the Basket - the number is shown in brackets
- Request: to request the selected items from the Information Service

Statistics

Statistics	
Default:	5 view(s)
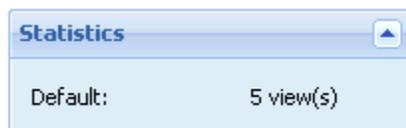
Displays the number of times this record has been viewed, separately for each OPAC/Search Portal
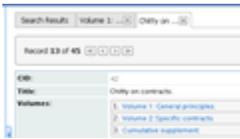
Soutron Documentation

End Users see the statistics only for the OPAC/Search Portal that they are currently using, and the name of the OPAC is shown.

See how statistics are calculated.

Multi-volume works

If the item contains Volumes, these are displayed as follows:

Click on a Volume title to see the record for that Volume.

See information on creating and editing Volume records.

Records containing Parts

Some database records will have a record for each part within them as well as for the main record. For example, conference papers within a proceedings, short stories within an anthology, articles within a journal issue, etc. If the record has Parts, this is indicated in the Actions menu:

The Parts menu displays how many Parts records there are for this item:

To see the Parts records, click **View Parts** in the Parts menu - the number of parts is shown in brackets:

The Parts records are displayed in a new screen:

From here it is possible to:

- Click **Go back to catalogue** to return to the full display of the main record
- View selected records by ticking the box next to them and then clicking **View selected records**
- Create more parts records for this record, by clicking New Part

Related records

Catalogue records may be related, for example a workbook or a CD that accompanies a language book, or a summary of a Government report.

If the record has related records, this is indicated in the Actions menu:
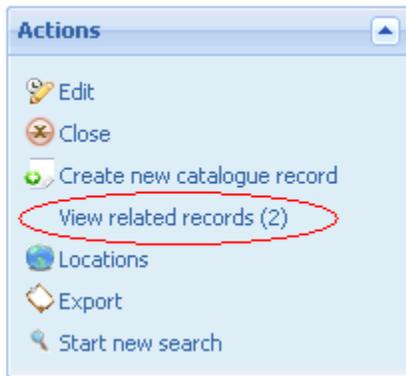
Click **View related records** to see a list of other records which have a relationship with the one currently being viewed:

Click **Go back to catalogue** to return to the main record.The drop-down list next to the record describes the relationship.

See information on creating related records.

Reviews and ratings

This option only appears in the Actions menu where Reviews and Ratings has been set up for this particular Record Type.
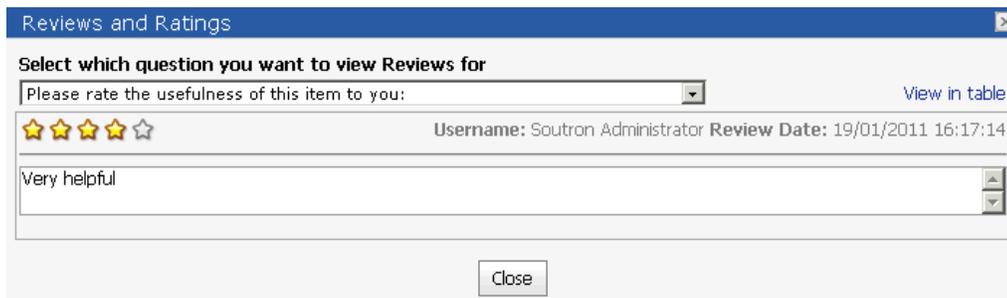

- **Add reviews and ratings**: add a comment about the item
- **View all the reviews and ratings**: view reviews and ratings for this record - the number is shown in brackets

Alternatively, click the numbers in brackets after the row of stars in the record:

The following pop-up appears:

Click on the drop-down list to select the question for which you want to see the ratings.
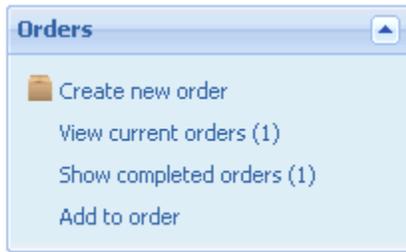
Alternatively, click **View in table** to see the ratings for all the questions.

The heading for this pop-up box can be changed in Resource String Translations.
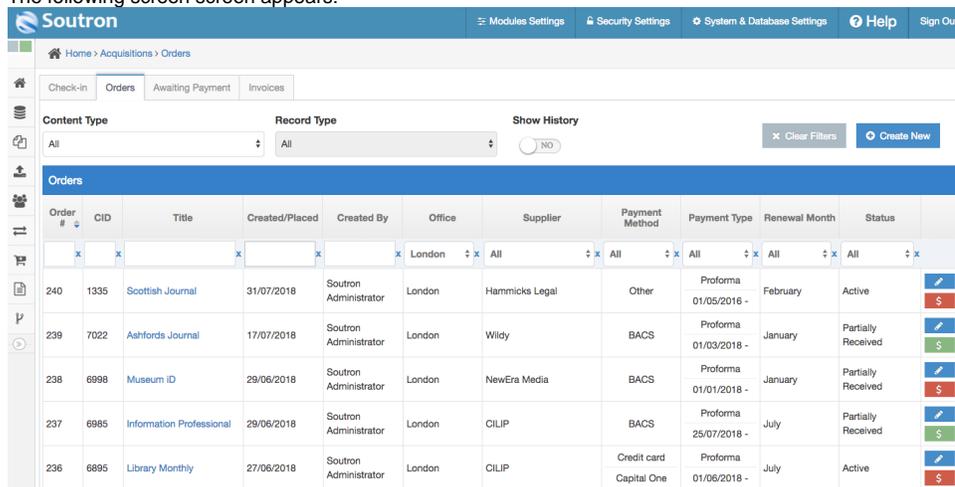
Orders

This option appears for all Content Types except for Serials. There are a number of actions available in relation to orders:

- to create a new order for this item, click **Create new order** in the Actions menu.

  - The following screen screen appears:

  - The option to Select the Supplier for the order
  - You are then taken to the normal order line entry screen

- view current orders for this item, click **View current orders** in the Actions menu

  The following pop-up is displayed:

  When you have finished viewing the information, click anywhere else on the page to make the pop-up disappear.

- to view completed orders, click **Show completed orders** in the Actions menu

  The following pop-up is displayed:

Order Number	Order Created	Supplier	Status
37	10/06/2011 14:14:39	Soutron Limited	Complete

When you have finished viewing the information, click anywhere else on the page to make the pop-up disappear.

- to add this record to an existing order, click **Add to order** in the Actions menu

The following pop-up is displayed:

Order Number	Order Created	Supplier	Status
2	04/05/2010 11:21:57	Blackwells	Active
3	26/05/2010 11:24:41	Blackwells	Active
4	26/05/2010 16:46:30	Soutron Limited	Active
24	23/05/2011 16:11:45	Soutron Limited	Active
25	24/05/2011 10:50:27	Soutron Limited	Active
39	26/09/2011 11:25:45	Soutron Limited	Active

Select the order to which this record is to be added.

You are then taken to the normal order line entry screen

Serial Management Control Centre

This option only appears for records with a Content Type of Serial.

Serials
✓ Serial management control centre
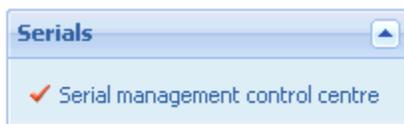
Click on the link to open the Serial Management Control Centre so that you can define or edit the frequency, subscription and routing list information.