Viewing and Filtering Citations in Alma

Hello, As we saw in previous sessions, you can start working on reading lists either by clicking on the task list entry or if you know which Reading list you will be working on, through the Fulfillment menu, Reading Lists or through the persistent search.
The Edit Reading list page opens and the list's course details, and the Reading List Information and citations appear.

In this session we'll view and filter citations in Alma.
Note that you can also work on citations from the Edit citations page which you can access from Fulfillment—course reserves are—citations or from the task list, using the citations tasks. For example, the Citations—ready for processing will show all the citations which are ready to work on, across all reading lists.
Let's look at the citations for this reading list. You can customize which fields display for each citation using the gear icon.
For each citation the following information may appear: citation title and identifiers, the request status, which is the citation status. Remember that citations can have their own status, which is independent of the reading list status. When reading list or citation statuses are updated in Alma, the statuses are also updated in Leganto.
The Resource Locate Status field indicates whether Alma has successfully located library inventory to attach to this citation.
You can also see the Copyright status, the section of the course to which the citations will be listed in, any tags attached to this citation, and dates that the citation was created or modified. If a citation is on more than one reading list a message which says Demand in other lists will appear. You can click on this link to see more information.

Below the citation information you can see information about the inventory for the resource, including physical, electronic or digital inventory, or Other inventory, which might include a URL, a link resolver, or uploaded files.
You can also view any alerts for the citation, which indicates information that requires your attention such as notes from the instructor or the status of various workflows. Click Remove to remove an alert. You can also view more details about the citation on the citation's Details tab.

You can change the sort order of citations, and there are number of filters available, to help you find and sort the citations that you are working on.
The Citation Status lets you filter the citations in a particular status, such as "Ready for Processing" or "Not Complete". You can also filter based on the Resource locate status, which will show you citations that have or haven't been located in your library inventory.

You can also filter by specific types of alerts or Tags. Tags are configured by the library and can be used to prioritize and determine fulfilment options. For example, citations tagged as essential will have a high priority and might be fulfilled first. Tags can also be used to enable instructors to request specific workflows, such as purchase or digitization.

If you want to remove a citation From the Reading List, you can select multiple citations and then from the Actions filter, choose the Remove Citations option to remove them in bulk. Or you can choose Remove from the row actions list to remove a single citation. Removing the

citation in Alma will remove the citation from the Leganto reading list as well. Note, that It is also possible to remove a citation in Leganto which will also remove it from Alma.

And this was an overview of viewing and filtering citations in Alma.
Thank you for joining!