



Simulation Link: <http://www5.oclc.org/downloads/tutorials/navigator/sims/shipped.htm>

Slide	Action
Title	Click Skip to go to the next slide.
2.	Click the Forward button located on the playback controls.
3.	Log in to Navigator: 1. Enter User Name: ABC01 (ABC zero-one) 2. Enter Password: Staff (with a capital "S") 3. Click the Login button.
4.	Press the Page Down key on your keyboard to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
5.	Click the Pick List category link located at the bottom of the Lender column. (Or click the number to the right of the link.) The pick list opens as a PDF document in the Navigator window.
6.	Click the Print icon located on the toolbar.
7.	Click the Print button located in the Print dialog to the left.
8.	You go to the stack with the printed pick list in hand and find 3 of the 4 requested items. You return with the books. Click the Forward button to go to the next slide.
9.	You are again viewing the Navigator Work Queue. Click the New Requests category located in the Lender column. (Or click the number to the right of the link.)



Slide	Action
10.	<ol style="list-style-type: none">1. Find the title <i>Paper towns</i>.2. Locate the Action drop-down list. Confirm the action is set to Shipped. (In this simulation, you may view the complete list by moving your mouse over the Action down arrow.)3. Click the Action button.
11.	Press the Page Down key to go to the bottom of the request. (Or you can click the down arrow on the scroll bar.)
12.	<ol style="list-style-type: none">1. Type 12345 in the Item Barcode – Lender box.2. Click the Ship button at the bottom of the screen.
13.	Click the Results link located below the “Action Successful” message.
14.	<ol style="list-style-type: none">1. Find the title <i>Lucky breaks</i>.2. Locate the Action drop-down list. Confirm the action is set to Shipped.3. Click the Action button.
15.	Press the Page Down key to go to the bottom of the request. (Or you can click the down arrow on the scroll bar.)
16.	<ol style="list-style-type: none">1. Type 6789 in the Item Barcode – Lender box.2. Click the Ship button.
17.	Click the Results link.
18.	<ol style="list-style-type: none">1. Find the title <i>The name of the rose</i>.2. Locate the Action drop-down list. Confirm the action is set to Shipped.3. Click the Action button.
19.	Press the Page Down key to go to the bottom of the request. (Or you can click the down arrow on the scroll bar.)
20.	<ol style="list-style-type: none">1. Type 54321 in the Item Barcode – Lender box.2. Click the Ship button.
21.	Click the Work Queue link located in the left panel.



Slide	Action
22.	Press the Page Down key to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
23.	Click the Ship Mail Label category located at the bottom of the Lender column. (Or click the number to the right of the category link.)
24.	Click the Print icon located on the toolbar.
25.	Click the Print button located in the Print dialog to the left.
26.	You have completed the simulation. Click the check mark located at the bottom of the WebEx Participants panel, and then please wait for further instructions.



Simulation link: <http://www5.oclc.org/downloads/tutorials/navigator/sims/received.htm>

Slide	Action
Title	Click Skip to go to the next slide.
2.	Click the Forward button located on the playback controls.
3.	You are again viewing the Navigator Work Queue. Press the Page Down key on your keyboard to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
4.	Click the Shipped category link located in the Borrower column. (Or click the number to the right of the link.)
5.	<ol style="list-style-type: none">1. Find the title <i>Harry Potter and the Half-Blood Prince</i>.2. Locate the Action drop-down list. Confirm the action is set to Received. (In this simulation, you may view the complete list by moving your mouse over the Action down arrow.)3. Click the Action button.
6.	Press the Page Down key to go to the bottom of the request. (Or you can click the down arrow on the scroll bar.)
7.	<ol style="list-style-type: none">1. Type 500 in the Item Barcode – Borrower box.2. Click the Receive button at the bottom of the screen.
8.	Click the Results link located below the “Action Successful” message.
9.	<ol style="list-style-type: none">1. Find the title <i>Harry Potter and the prisoner of Azkaban</i>.2. Locate the Action drop-down list. Confirm the action is set to Received.3. Click the Action button.
10.	Press the Page Down key to go to the bottom of the request. (Or you can click the down arrow on the scroll bar.)
11.	<ol style="list-style-type: none">1. Type 400 in the Item Barcode – Borrower box.2. Click the Receive button.



Slide	Action
12.	Click the Results link.
13.	<ol style="list-style-type: none">1. Find the title <i>The Da Vinci code</i>.2. Locate the Action drop-down list. Confirm the action is set to Received.3. Click the Action button.
14.	Press the Page Down key to go to the bottom of the request. (Or you can click the down arrow on the scroll bar.)
15.	<ol style="list-style-type: none">1. Type 600 in the Item Barcode – Borrower box.2. Click the Receive button.
16.	Click the Work Queue link located in the left panel.
17.	Press the Page Down key to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
18.	Click the Received List category located at the bottom of the Borrower column. (Or click the number to the right of the category link.)
19.	The Received list opens as PDF within the Navigator window. Click the Print icon located on the toolbar.
20.	Click the Print button located in the Print dialog to the left.
21.	You have completed the simulation. Click the check mark located at the bottom of the WebEx Participants panel, and then please wait for further instructions.



Simulation link: <http://www5.oclc.org/downloads/tutorials/navigator/sims/return.htm>

Slide	Action
Title	Click Skip to go to the next slide.
2.	Click the Forward button located on the playback controls.
3.	You are viewing the Navigator Work Queue. Press the Page Down key on your keyboard to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
4.	Click the Received category link located in the Borrower column. (Or click the number to the right of the link.)
5.	<ol style="list-style-type: none">1. Find the title <i>The lost symbol</i>.2. Locate the Action drop-down list. Confirm the action is set to Returned. (To view the full list, click the down arrow. Click it again to close the list.)3. Click the Action button.
6.	Click the Return button.
7.	Click the Results link located below the “Action Successful” message.
8.	<ol style="list-style-type: none">1. Find the title <i>Texas</i>.2. Click the check box located to the left of the title.
9.	<ol style="list-style-type: none">1. Find the title <i>Harry Potter and the Deathly Hallows</i>.2. Click the check box located to the left of the title.
10.	Press the Page Up key to go to the bottom of the request. (Or you can click the down arrow on the scroll bar.)
11.	Click the Bulk Action button.
12.	Click the down arrow to open the Action drop-down list.
13.	Select Returned .
14.	Click the Action button.
15.	Click the Return button.



Slide	Action
16.	<p>The two requests were successful updated to Returned.</p> <p>Click the Work Queue link located in the left panel to continue.</p>
17.	<p>You are returned to the Navigator Work Queue.</p> <p>Press the Page Down key to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)</p>
18.	<p>Click the Return Mail Label category located at the bottom of the Borrower column. (Or click the number to the right of the category link.)</p>
19.	<p>The return labels opens as PDF within the Navigator window.</p> <p>Click the Print icon located on the toolbar.</p>
20.	<p>Click the Print button located in the Print dialog to the left.</p>
21.	<p>You have completed the simulation.</p> <p>Click the check mark located at the bottom of the WebEx Participants panel, and then please wait for further instructions.</p>



Simulation link: <http://www5.oclc.org/downloads/tutorials/navigator/sims/checkin.htm>

Slide	Action
Title	Click Skip to go to the next slide.
2.	Click the Forward button located on the playback controls.
3.	You are viewing the Navigator Work Queue. Press the Page Down key on your keyboard to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
4.	Click the Returned category link located in the Lender column. (Or click the number to the right of the link.)
5.	<ol style="list-style-type: none">1. Find the title <i>Copy cat</i>.2. Locate the Action drop-down list. Confirm the action is set to Returned. (In this simulation, you may view the complete list by moving your mouse over the Action down arrow.)3. Click the Action button.
6.	Click the Check In button.
7.	Click the Results link located below the “Action Successful” message.
8.	Press the Page Down key on your keyboard or click the down arrow on the scroll bar.
9.	<ol style="list-style-type: none">1. Find the title <i>Notes from the dog</i>.2. Click the check box located to the left of the title.
10.	<ol style="list-style-type: none">1. Find the title <i>The beach house</i>.2. Click the check box located to the left of the title.
11.	Press the Page Up key to go to the top of the request. (Or you can click the down arrow on the scroll bar.)
12.	Click the Bulk Action button.
13.	Click the down arrow to open the Action drop-down list.
14.	Select Check In .



Slide	Action
15.	Click the Action button.
16.	Click the Check In button.
17.	The two requests were successful updated. Click the Work Queue link located in the left panel to continue.
18.	You are returned to the Navigator Work Queue. Press the Page Down key to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
19.	<ol style="list-style-type: none">1. Note that the Returned category in the Lender column has reset itself to zero.2. Click the Forward button located on the playback controls.
20.	You have completed the simulation. Click the check mark located at the bottom of the WebEx Participants panel, and then please wait for further instructions.



OCCL WorldCat Navigator™

Instructions for the *Borrower: Request renewal* simulation

1 February 2013

Simulation link: <http://www5.oclc.org/downloads/tutorials/navigator/sims/request-renewal.htm>

Slide	Action
Title	Click Skip to go to the next slide.
2.	Click the Forward button located on the playback controls.
3.	You are viewing the Navigator Work Queue. Press the Page Down key on your keyboard to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
4.	Click the Received category link located in the Borrower column. (Or click the number to the right of the link.)
5.	Press the Page Down key on your keyboard to go to the bottom of the screen. (Or you can click the down arrow on the scroll bar.)
6.	<ol style="list-style-type: none">1. Find the title <i>Da Vinci code</i>.2. Locate the Action drop-down list. Click the down arrow to open the list.
7.	Select Renew from the list.
8.	Click the Action button.
9.	Click the calendar icon located to the right of the Desired Due Date field.
10.	Select the date March 29 2013.
11.	Click the Renew button.
12.	The request was successful updated. Click the Work Queue link located in the left panel to continue.
13.	You are returned to the Navigator Work Queue. Press the Page Down key to go to the bottom of the Work Queue. (Or you can click the down arrow on the scroll bar.)
14.	<ol style="list-style-type: none">1. The request is in the Renewing Pending category of the Borrower column.2. Click the Forward button located on the playback controls.
15.	You have completed the simulation. Click the check mark located at the bottom of the WebEx Participants panel. Please wait for further instructions.



OCCL WorldCat Navigator™

Instructions for the Lender: *Answer Non-Supply* simulation 1 February 2013

Simulation link: <http://www5.oclc.org/downloads/tutorials/navigator/sims/answer-non-supply.htm>

Slide	Action
Title	Click Skip to go to the next slide.
2.	Click the Forward button located on the playback controls.
3.	<p>In this scenario, assume that you have already printed a pick list, searched both the shelves and your catalog, and learned that the requested item is already checked out and is not available.</p> <p>Click the Forward button located on the playback controls.</p>
4.	<p>You are viewing the Navigator Work Queue.</p> <p>Click the New Requests category link located in the Lender column. (Or click the number to the right of the link.)</p>
5.	<ol style="list-style-type: none">1. Find the title <i>The Hunger Games</i>.2. Locate the Action drop-down list, and click the down arrow to open it.
6.	Select Answer Nonsupply from the list.
7.	Click the Action button.
8.	Open the Reason drop-down list by clicking inside the Reason field .
9.	Select in use on loan from the list.
10.	Click the Not Supplied button.
11.	<p>The request was successful updated.</p> <p>Click the Work Queue link located in the left panel to continue.</p>
12.	<p>You are returned to the Navigator Work Queue.</p> <ol style="list-style-type: none">1. Note the New Requests category in the Lender column has reset itself to zero.2. Click the Forward button located on the playback controls.
13.	<p>You have completed the simulation.</p> <p>Click the check mark located at the bottom of the WebEx Participants panel, and then please wait for further instructions.</p>