

Find Pathfinders

Last updated: November 19, 2003



OCLC Online Computer Library Center, Inc.
6565 Frantz Road, Dublin, OH 43017-3395

Revision History

Date	Section title	Description of changes
November 2002	All sections on search results and flagged records	Revised to document new View List and View Record jump bars, and new buttons for moving among records and search results. Revised to reflect that the hyperlinked entry number in the results list, not the title, displays the record in edit mode. Updated as needed to reflect redistribution of actions on new Edit, Action, and View lists.
May 2003	1. Search for pathfinders; 3. Browse PF database; 4. Browse results	Updated sections 1, 3, and 4 to document new command line search, Retain Search option, Clear Search button, and minor changes to display of browse results.
October 2003	1. Search for pathfinders; 3. Browse PF database	Added information about using the Search History function to view, revise, and reuse previous searches and/or browse queries.
November 2003	2. View and use PF search results; 6. Flagged pathfinders	Updated to document new capability to export multiple flagged pathfinders (up to 100) to a file.

© 2002 OCLC Online Computer Library Center, Inc.
6565 Frantz Road
Dublin, OH 43017-3395 USA

OCLC® users are hereby granted permission to reproduce this manual for their internal use. Reproduction of substantial portions of this manual must contain the OCLC copyright notice.

Unless otherwise noted, all product and service names are registered trademarks or trademarks of OCLC.

Table of Contents

1 Search for pathfinders

- Why search the pathfinder database?, 5
- Search methods available, 5
- Enter a command line search, 5
- Enter a keyword search, 6
- Search history: view and use previous searches, 6
- Pathfinder indexes, 7
- Boolean operators, 8
- Date searches, 8
- Truncated searches: troubleshooting, 9
- Search for OCLC symbol containing number sign, 9

2 View and use pathfinder search results

- Number of records found and results display, 10
- Search query display, 10
- Sort pathfinder results (200 or fewer pathfinders), 11
- Move through list (View List and View Record jump bar), 11
- Move between records (View Record jump bar), 12
- Edit pathfinder, 12
- Flag pathfinders, 12
- Unflag pathfinders, 12
- Actions on flagged pathfinders, 13
- Print screens of results list, 13

3 Browse the Pathfinder database

- Why browse for pathfinders?, 14
- Browsing the Connexion pathfinders database, 14
- Browse Pathfinders screen, 14
- Search history: view and use previous browse queries, 14
- Search Pathfinders screen (command line search), 15
- Pathfinder database browse indexes, 16
- Tips for effective browsing, 16
- Use the browse display, 17
- Use browse results, 17

4 View and use pathfinder browse results

- View the browse display, 18
- Use the browse display, 18
- Use browse results, 19
- Move through search results (View List and View Record jump bar), 19
- Move between records (View Record jump bar), 20
- Display pathfinder, 20
- Return to browse results or search results, 20
- Edit pathfinder, 21
- Flag pathfinders (search results), 21
- Unflag pathfinders (search results), 21
- Print screens of browse results or search results, 21

5 Show saved pathfinders by status

Why use show by status?, 22

Show pathfinders by status, 22

Statuses for pathfinders, 22

Flag pathfinders, 23

Unflag pathfinders, 23

Show flagged saved pathfinders, 23

6 Flagged Pathfinders screen

Use Flagged Pathfinders screen, 24

Show flagged pathfinders, 24

Actions on list of flagged pathfinders, 24

Actions on brief entry, 25

Move between records (View Record jump bar), 25

No flagged pathfinders, 26

Flag pathfinders, 26

Unflag pathfinders, 26

1 Search for pathfinders

Why search the pathfinder database?

- Find pathfinders developed by other users that are of interest to your library's users.
- Find pathfinders your library contributed, or that you maintain, when you need to enhance or correct content.
- Identify a pathfinder you can use as a model or a starting point for a new pathfinder.

Search methods available

- **Command line search.** Enter any keyword search directly, including index labels and operators. Enter a phrase search, including the command and index label (**sca ti:**).
- **Keyword searches.** Use text boxes, lists of indexes, and lists of Boolean operators to construct a search. Do not enter index labels.
- **Phrase searches.** Enter a phrase (scan) search on the Search Pathfinders screen (as a command line search) or on the Browse Pathfinders screen (if Browse button and Browse Options appear on the Pathfinders tab).

Enter a command line search

	Action
1	On the Pathfinders tab, click Search . The Search Pathfinders screen appears.
2	In the Command Line Search area, type a keyword or phrase search in the Search for text box. <ul style="list-style-type: none"> • Omit the Find command (fin) from keyword searches. • Include the Scan command (sca) in phrase searches. • Include index labels, followed by colons, in a keyword search or phrase search (ti:health or sca ti:health). • Combine searches with Boolean operators and, or, or not. For information on keyword searching, see the next section in this topic.
3	Check your search statement for errors in format, index labels, or spelling. Clear search <ul style="list-style-type: none"> • To clear the Search for text box, click Clear Search. • The Retain Search check box retains its setting (selected or cleared).
4	When finished entering the search, click Search or press <Enter>. Note: Command line search statement retained <ul style="list-style-type: none"> • Your search statement remains in the Search for text box until you revise the search or click Clear Search.

Enter a keyword search

	Action
1	On the Pathfinders tab, under Search Options, click Pathfinders . The Search Pathfinders screen appears.
2	<p>Construct a search to specify the pathfinders you want to retrieve.</p> <ul style="list-style-type: none"> Type search term(s) in 1 or more boxes in the form. For each term, select the index to search from the list to the right of the box in which you enter the term. Click the arrow to open the list; then click the index you want to use. To search for 2 or more terms in the same index, type the terms in 1 text box and select an index. Spaces between words are treated as and operators; you can also combine terms with or and/or exclude terms with not. To search for 2 or more terms in different indexes, select the Boolean operator(s) with which to combine the term(s). Use the list of operators at the left end of the box in which you enter the term. Click the arrow to open the list; then click the operator you want to use. Use truncation to expand a term to include variant endings. Or use truncation when you know only the first part of a term. Type the first characters of the term (include at least 3 characters); then type an asterisk (*). Examples: librar*, comput*, catalog* Use character masking (wildcards) to expand a term to include variant spellings or when you are unsure of the correct spelling for part of a term. Type a question mark (?) or a number sign (#) in place of the character(s) you want to mask. Use the question mark to retrieve variants of 0 or more characters. Examples: col?r retrieves <i>color</i> or <i>colour</i>; int?net retrieves <i>internet</i> or <i>intranet</i>. Use the number sign to retrieve variants of exactly 1 character. Example: wom#n retrieves both <i>woman</i> and <i>women</i>.
3	<p>Check the search form for errors in the terms, index selections, or operators.</p> <p>Clear search</p> <ul style="list-style-type: none"> To clear the text boxes, click Clear Search. Index lists retain the last index you selected. Operator lists retain the last operator you selected. The Retain Search check box retains its setting (selected or cleared).
4	<p>Click Search or press <Enter>.</p> <p>Retain search</p> <ul style="list-style-type: none"> To preserve keywords you typed in the text boxes, select the Retain Search check box. If Retain Search is not selected (the default setting), the system clears the text boxes. Index lists always retain the last index you selected. Lists of Boolean operators always retain the last operator you selected.

Search history: view and use previous searches

- Use the Search History window to
 - View your previous 10 Pathfinders searches, including any command line or keyword search.
 - Repeat a previous search.
 - Revise a previous search.
- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	How to use
Open Search History window	At the Search Pathfinders screen, <ul style="list-style-type: none"> Click Search History or press <Alt><=>.
List of previous searches	For each listed search, the window shows <ul style="list-style-type: none"> Search type: Pathfinders command line or keyword. Timestamp: date and time the search was performed. Search criteria: all search elements, including command line queries, keywords, indexes, and operators.
Repeat a previous search	<ul style="list-style-type: none"> Click Repeat. Connexion immediately performs the selected search.
Revise a previous search	<ul style="list-style-type: none"> Click Revise. Results <ul style="list-style-type: none"> Connexion displays the Search Pathfinders screen. The selected search is ready for revision.
Clear search history	<ul style="list-style-type: none"> Click Clear History (at the top of the Search History window).
Close the Search History window	<ul style="list-style-type: none"> Click Close (at the top of the Search History window).

Pathfinder indexes

Index	Pathfinder Element
All (al:)	All indexed fields
Title (ti:)	Pathfinder header Title field and Title fields of all headers within pathfinder
Description (de:)	Description field for pathfinder header and Description fields of all headers within pathfinder
Record number (rn:)	Pathfinder record number (system field)
Cataloging Source (so:)	OCLC institution symbols of creators or maintainers of pathfinders (system field)
Used Date (ud:)	Date (8 digits) displayed in the Modified: field in the system information area (shown above pathfinder header when you edit the pathfinder). The Modified: date also appears in each brief entry in search results.
Creation Date (cd:)	Date (8 digits) displayed in the Created: field in the system information area (above pathfinder header when you edit the pathfinder).

Boolean operators

Operator	Retrieves	Example
AND (default)	Pathfinders that contain both of the combined terms in the field(s) specified for each term	java* [all fields] and python [all fields] retrieves pathfinders with both java* in any field and python in any field
OR	Pathfinders that contain at least 1 of the combined terms in the field(s) specified for that term; records can contain either term or both terms	java* [all fields] or python [all fields] retrieves pathfinders with java* in any field, records with python in any field, and pathfinders with both java* and python in any field
NOT	Pathfinders that do not contain the term that follows NOT.	java* [all fields] and python [all fields] not coffee [all fields] not reptile [all fields] retrieves pathfinders with both java* in any field and python in any field that contain neither coffee in any field nor reptile in any field

Date searches

- You can search for dates and date ranges in both the Creation Date and Used Date indexes.
- The table shows the date searches available.
- Use the same date searching techniques for either index.

Type of date search	How to enter	Retrieves
Single date (day)	Include all 8 digits. Omit hyphens. Examples: 20001231 , 19990909	Pathfinders created (or modified) on the date specified.
Month	Include 6 digits for the year and month; add an asterisk (*) to match any digits for days of the month. Examples: 200012* , 199909*	Pathfinders created (or modified) on any day of the specified year and month.
Year	Include 4 digits for the year; add an asterisk (*) to match any digits for month and day. Examples: 2000* , 1999*	Pathfinders created (or modified) during the specified year.
Range: dates between a beginning date and an ending date	Include all 8 digits for the beginning date and the ending date; enter a hyphen between the dates. Examples: 200010101-20010215 , 19990901-19990910	Pathfinders created (or modified) on the beginning date, the ending date, or any intervening date.

Type of date search	How to enter	Retrieves
Range: dates from a beginning date forward	include all 8 digits for the beginning date. Enter a hyphen after the last digit (no space before the hyphen). Examples: 20000701- , 20010315-	Pathfinders created (or modified) on the specified beginning date or any date thereafter.
Range: dates preceding an ending date	Enter a hyphen and then enter all 8 digits of the ending date (no space after the hyphen). Examples: -19991231 , -20000701	Pathfinders created (or modified) on any date up to and including the specified ending date.

Truncated searches: troubleshooting

- The system limits results returned for truncated search terms (for example, ice*) to maintain system performance.
- If a truncated term matches too many records, the system stops searching. The search returns no results.
- Truncated URLs can easily cause failed searches.
- To avoid problems, include as much of a truncated term as you can before the asterisk.

Search for OCLC symbol containing number sign

- You can search the Cataloging Source index with an OCLC symbol to retrieve a specific institution's pathfinders.
- Some OCLC symbols (institution symbols) include a number sign (#). However, the number sign functions as a wildcard character in Pathfinder searches.
- To prevent the system from treating a number sign as a wildcard character, precede the number sign with a backslash (\). Example: to retrieve pathfinders for an institution with the OCLC symbol **X#Z**, select the Cataloging Source index and type **x\#z** in the text box.

2 View and use pathfinder search results

Number of records found and results display

Number of Records Found	Results Display
No pathfinders found	<p>The system displays the following message at the top of the Search Pathfinders screen:</p> <pre>No Pathfinders Found for your Search Please change or simplify your search and try again.</pre> <p>The search entry form retains the search term(s) you used.</p>
1 pathfinder	<p>If your search retrieves exactly 1 pathfinder, The system presents the single pathfinder in a display view.</p> <p>The system does not display the query you used.</p>
Up to 10 pathfinders	<p>The system displays the message:</p> <pre>[number] records found searching for [search query] in Pathfinders</pre> <ul style="list-style-type: none"> • The results screen lists brief entries for all retrieved pathfinders. Each entry contains the Title of the pathfinder, information on its source (URL or cloned pathfinder), and the date the pathfinder was last modified. • Brief entries appear in relevance-ranked order. • The Action/Sort list lets you flag/unflag all brief entries or re-sort results by title or date.
11+ pathfinders	<p>The system displays the message</p> <pre>[number] records found searching for [search query] in Pathfinders</pre> <ul style="list-style-type: none"> • The results screen lists brief entries for the first 10 retrieved pathfinders. Each entry contains the Title of the pathfinder, information on its source (URL or cloned pathfinder), and the date the pathfinder was last modified. • The View List box lets you type an entry number to display 10 entries beginning with that number. The left and right arrow buttons let you move forward or back 10 entries. The View Record box lets you type an entry number to view the full record. • Brief entries appear in relevance-ranked order. • The Action/Sort list lets you flag/unflag all brief entries.

Search query display

At the top of the first screen of search results, the system displays a message that includes the number of pathfinders retrieved and the query that produced the results. The message provides feedback that lets you see how the system interpreted your search criteria. The display shows:

Example: (al:swift al:jonathan) NOT al:travels

- Each term preceded by a 2-letter label identifying the index in which it was searched. Example: al:dublin
- Term groups (terms entered in the same box on the search form and searched in the same index). **Example:** (al:swift al:jonathan)
- Boolean operators specified to combine terms entered in different boxes on the search form. **Example:** NOT al:travels

Use this displayed query to

- Diagnose causes for unsatisfactory search results.
- Refine your search to improve results.

**Sort pathfinder results
(200 or fewer
pathfinders)**

	Action
1	Scroll to the top of the first screen of search results.
2	<p>On the Action/Sort list, click Sort by Ascending Descending Date or Sort by Descending Date or Sort by Title.</p> <p>Date sort: The system sorts entries in the entire result set by the Modified date of the record (shown in brief entry).</p> <ul style="list-style-type: none"> • Ascending date sort: Records with the earliest Modified date appear first. • Descending date sort: Records with the most recent Modified date appear first. <p>Title sort: The system sorts all entries alphabetically by title. For pathfinders with no title, No Title Provided appears in the brief entry in place of a title. After a title sort, pathfinders without a title appear at the end of the results list.</p>

**Move through list
(View List and View
Record jump bar)**

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Move forward 10 entries	Click the right arrow button (right of View List box).
Move back 10 entries	Click the left arrow button (left of View List box).
View 10 entries beginning with specific entry	Type an entry number in the View List box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the View Record box and press <Enter>.

Find Pathfinders

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the right arrow button (right of View Record box).
View previous record in list	Click the left arrow button (left of View Record box).
View a specific record	Type an entry number in the View Record box and press <Enter>.
Return to search results	Click the Search Results button at the top or bottom of the record screen. Or On the Pathfinders tab, under Search Options, Pathfinders, click Search Results .

Edit pathfinder

Action
Click the Edit button in front of the title of the pathfinder you want to edit. The pathfinder appears in an editing template. Note: You cannot edit a pathfinder submitted by another library unless your library has been designated a maintainer of that pathfinder. To modify a pathfinder you are not authorized to edit, display the pathfinder and derive a new pathfinder from (clone) it.

Flag pathfinders

Single pathfinder	All on a page	Result set
Click the open box in front of the pathfinder you want to flag.	On the Action/Sort list, click Flag All on Page .	On the Action/Sort list, click Flag All Records Retrieved .
A check mark appears in front of each brief entry you have flagged.		

Unflag pathfinders

Single pathfinder	All on a page	Result set
Click the check mark in front of the pathfinder you want to unflag.	On the Action/Sort list, click Clear Flags on Page .	On the Action/Sort list, click Clear All Flags .
An open box appears in front of each unflagged brief entry.		

Find Pathfinders

Actions on flagged pathfinders

- **Export.** Connexion exports up to 100 pathfinders at a time. After the system completes the first 100 pathfinders, you must retrieve any remaining pathfinders, flag them, and then export them.

On the Action/ Sort list, click	Result or next step
Export Flagged Records 100 maximum	<ol style="list-style-type: none"> 1. Retrieve and flag a group of pathfinders that you want to export. 2. (Optional) To list flagged pathfinders not in the current results set, on the Pathfinders tab, under Show, click Flagged Pathfinders. 3. On the results screen or on the Flagged Pathfinders screen, open the Action/Sort list and click Export Flagged Records. 4. At the top of the Export screen, click HTML.

Print screens of results list

	Action
1	If the list includes multiple screens, jump to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click Print or on the toolbar click the Print button.
4	In the Print dialog box, click OK or press <Enter>.

3 Browse the Pathfinder database

Why browse for pathfinders?

- Use browsing when searching the pathfinder database produces unsatisfactory results.
- Determine whether a term is included in the title or description of a pathfinder.
- Identify alternative terms that do occur in a pathfinder title or description.
- Find all pathfinders associated with an institution (browse the Cataloging Source index).

Browsing the Connexion pathfinders database

- You can browse (phrase search) the pathfinders database in two ways:
- **Browse Pathfinders screen:** Omit **scan** command and index label. Type the phrase in the **Browse for** text box and select an index from the list. Click **Browse**.
- **Search Pathfinders screen, command line:** In the **Search for** text box, type **scan** or **sca** and then type an index label, a colon, and the phrase to search. Click **Search**.

Browse Pathfinders screen

	Action
1	On the navigation bar, under Pathfinders, Browse, click Pathfinders . The Browse Pathfinders screen appears.
2	Select the index to browse. Default index: Title.
3	In the Browse for box, type the word or phrase you want to browse.
4	Check your browse term(s) for errors such as misspellings. Clear text of browse terms <ul style="list-style-type: none"> • To clear the Browse for text box, click Clear Search.
5	Click Browse or press <Enter>. Note: Browse terms retained <ul style="list-style-type: none"> • Your browse terms remain in the Browse for text box until you revise the terms or click Clear Search.

Search history: view and use previous browse queries

- Use the Search History window to
 - View your previous 10 Pathfinders browse queries (phrase searches) performed from the Browse Pathfinders screen.
 - Repeat a previous browse query.
 - Revise a previous browse query.
- The Search History for the Browse Pathfinders screen does not include phrase searches entered in the Command Line area on the Search Pathfinders screen.
- Previous browse queries are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	How to use
Open Search History window	At the Browse Pathfinders screen, <ul style="list-style-type: none"> Click Search History or press <Alt><=>.
List of previous browse queries	For each listed browse query, the window shows <ul style="list-style-type: none"> Search type: Browse Pathfinders. Timestamp: date and time the search was performed. Browse query: word(s) entered in the Browse for text box and the selected index.
Repeat a previous browse	<ul style="list-style-type: none"> Click Repeat. Connexion immediately performs the selected browse query.
Revise a previous browse	<ul style="list-style-type: none"> Click Revise. Results <ul style="list-style-type: none"> Connexion displays the Browse Pathfinders screen. The selected browse query is ready for revision.
Clear search history	<ul style="list-style-type: none"> Click Clear History (at the top of the Search History window).
Close the Search History window	<ul style="list-style-type: none"> Click Close (at the top of the Search History window).

Search Pathfinders screen (command line search)

- **Search History.** Phrase searches from the Command Line area of the Search Pathfinders screen are included in the Search History list. for the Search Pathfinders screen. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

	Action
1	On the Pathfinders tab, click Search . The Search Pathfinders screen appears.
2	In the Command Line Search text box, <ul style="list-style-type: none"> Type the scan command and index label: Type scan or sca. Type the index label, followed by a colon. Type the exact word(s) of the term you want, beginning with the first word. Omit initial articles.
3	Check your browse term(s) for errors such as misspellings. Clear search <ul style="list-style-type: none"> To clear the Search for text box, click Clear Search.
4	When finished constructing the browse query, click Search or press <Enter>. Note: Command line search statement retained <ul style="list-style-type: none"> Your search statement remains in the Search for text box until you revise the search or click Clear Search.

Find Pathfinders

Pathfinder database browse indexes

Index	Included Fields	Example	Tips / Why use?
Title (ti:)	Words in the pathfinder header Title field and Title fields of all headers within pathfinder	museum	Browse for a word that occurs anywhere in a pathfinder Title. Displays words in the Title index in alphabetical order.
Description (de:)	Words in the Description field for pathfinder header and Description fields of all headers within pathfinder	garden	Browse for a word that occurs anywhere in a pathfinder Description. Displays words in the Description index in alphabetical order.
Record number (rn:)	Pathfinder record number (system field)	1010	Displays the pathfinder record number you entered in the context of all pathfinder record numbers in numerical order. Find pathfinders whose numbers are close to the number you entered. Pathfinders with nearby numbers were probably created at about the same time.
Cataloging Source (so:)	OCLC institution symbols of creators or maintainers of pathfinders (system field)	ABC	Displays all institution symbols in the Cataloging Source index in alphabetical order. Find all pathfinders created or maintained by an institution.

Tips for effective browsing

- Most search techniques (truncation, character masking, Boolean operators, grouping) cannot be used in browse queries. The browse term you enter is matched—character by character, from left to right—against the characters of the terms in the index.

Find Pathfinders

Use the browse display

Action	How to
View next screen	At the top or bottom of the browse display, click the Next link.
View previous screen	At the top or bottom of the browse display, click the Previous link.
View pathfinder(s) containing browse term	Find the hyperlinked term in the browse display and click to view the pathfinder(s).
Return to browse display	Click the Browse Results button at the top or bottom of the brief list screen or the pathfinder screen. Or On the Pathfinders tab, under Browse Options, Pathfinders, click Browse Results .

Use browse results

	Action
1	<p>The browse results screen appears with a list of matching terms. Your browse term (or the closest match) appears in bold type.</p> <p>To see the next page in the browse list, click Next. To see the previous page in the browse list, click Previous.</p>
2	<p>Click a term in the browse results list to view the pathfinder(s) listed under it. The number in the right column indicates how many pathfinders are listed under the term. Clicking on a term with multiple pathfinders is equivalent to searching on the term. A Search Results screen appears.</p> <p>Navigate browse results Return to browse results from associated search results or record</p> <ul style="list-style-type: none"> Click the Browse Results button at the top or bottom of the search results screen or the record screen. Or On the Pathfinders tab, under Browse Options, click Browse Results. <p>Return to search results</p> <ul style="list-style-type: none"> Click the Search Results button at the top or bottom of the pathfinder screen. Or On the Pathfinders tab, under Search Options, click Search Results.

4 View and use pathfinder browse results

View the browse display

Browse result	Display
Any result display	<p>Shows the 2-letter index label and the browsed term at the top of the screen.</p> <ul style="list-style-type: none"> • Lists terms from the section of the index containing the browsed term or the term that matches it most closely. • Each term is hyperlinked to one or more pathfinders. • Each screen of browse results lists 20 terms from the browsed index. • The number of matching pathfinders for each term appears in the right column. When you click the link in the browse results, the system searches the pathfinders database and displays the results. • Next and Previous links appear at the top and bottom of the screen.

Use the browse display

Action	How to
View next screen	At the top or bottom of the browse display, click the Next link.
View previous screen	At the top or bottom of the browse display, click the Previous link.
View pathfinder(s) containing browse term	Find the hyperlinked term in the browse display and click to view the pathfinder(s).
Return to browse display	<p>Click the Browse Results button at the top or bottom of the brief list screen or the pathfinder screen.</p> <p>Or</p> <p>On the Pathfinders tab, under Browse Options, Pathfinders, click Browse Results.</p>

Use browse results

Action	
1	<p>The browse results screen appears with a list of matching terms. Your browse term (or the closest match) appears in bold type.</p> <p>To see the next page in the browse list, click Next. To see the previous page in the browse list, click Previous.</p>
2	<p>Click a term in the browse results list to view the pathfinder(s) listed under it. The number in the right column indicates how many pathfinders are listed under the term. Clicking on a term with multiple pathfinders is equivalent to searching on the term. A Search Results screen appears.</p> <p>Navigate browse results Return to browse results from associated search results or record</p> <ul style="list-style-type: none"> Click the Browse Results button at the top or bottom of the search results screen or the record screen. Or On the Pathfinders tab, under Browse Options, click Browse Results. <p>Return to search results</p> <ul style="list-style-type: none"> Click the Search Results button at the top or bottom of the pathfinder screen. Or On the Pathfinders tab, under Search Options, click Search Results.

Move through search results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Move forward 10 entries	Click the right arrow button (right of View List box).
Move back 10 entries	Click the left arrow button (left of View List box).
View 10 brief entries beginning with specific entry	Type an entry number in the View List box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the View Record box and press <Enter>.

Find Pathfinders

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the right arrow button (right of View Record box).
View previous record in list	Click the left arrow button (left of View Record box).
View a specific record	Type an entry number in the View Record box and press <Enter>.
Return to results	Click the Search Results or Browse Results button at the top or bottom of the record screen.

Display pathfinder

Action
Browse results Click a hyperlinked term to display the pathfinder that contains the term. Or Click a term found in multiple pathfinders to display a search results list.
Search results Click the hyperlinked entry number for the pathfinder you want to display.

Return to browse results or search results

Action
Click the Search Results or Browse Results button at the top or bottom of the record screen. Or On the Pathfinders tab, under Browse Options, Pathfinders, click Browse Results . Or On the Pathfinders tab, under Search Options, Pathfinders, click Search Results .

Find Pathfinders

Edit pathfinder

Action
<p>Displayed pathfinder On the Edit list, click Edit Pathfinder.</p> <p>Search results Click the Edit button in front of the title of the pathfinder you want to edit. The pathfinder appears in an editing template. If the system asks you to derive a new pathfinder (clone) the pathfinder, click Clone.</p> <p>Note: You cannot edit a pathfinder created by another library unless your library has been designated a maintainer of that pathfinder. To modify a pathfinder you are not authorized to edit, display the pathfinder and derive a new pathfinder from it (clone it).</p>

Flag pathfinders (search results)

Single pathfinder	All on a page	Result set
Click the open box in front of the pathfinder you want to flag.	On the Action/Sort list, click Flag All on Page .	On the Action/Sort list, click Flag All Records Retrieved .
A check mark appears in front of each brief entry you have flagged.		

Unflag pathfinders (search results)

Single pathfinder	All on a page	Result set
Click the check mark in front of the pathfinder you want to unflag.	On the Action/Sort list, click Clear Flags on Page .	On the Action/Sort list, click Clear All Flags .
A open box appears in front of each unflagged brief entry.		

Print screens of browse results or search results

	Action
1	In the browse results or search results, go to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click Print or on the toolbar click the Print button.
4	In the Print dialog box, click OK or press <Enter>.

5 Show saved pathfinders by status

Why use show by status?

Use show by status to

- Get a count of the pathfinders in your institution’s pathfinder save file that have a specific workflow status.
- Track saved pathfinders through processing.
- Retrieve saved pathfinders ready for the next step in your workflow: editing, review, or replacing in the main pathfinder database.

Show pathfinders by status

	Action
1	<p>On the Pathfinders tab, under Show Options, click By Status. A status list screen for your institution appears. The screen lists statuses for pathfinders. For each status, the screen shows how many pathfinders in your library’s pathfinder save file are assigned that status.</p>
2	<p>Select pathfinder statuses to show. Under Show Pathfinder Save File, click the open box in front of the status. A check mark appears in the box. Click boxes for other statuses you want to include.</p>
3	<p>Click Show Records. The system displays a search results screen listing titles of saved pathfinders with the specified status(es). View and work with the list and pathfinders using the same methods as for any other search results.</p> <p>Return to Show By Status results list On the Pathfinders tab, under Search Options, Save File, click Search Results. Note: Show By Status is an alternative way to search the Pathfinder save file using the Status index.</p>

Statuses for pathfinders

Status	Meaning/purpose
New In process In review Complete	<p>Assigned when you save or resave a pathfinder to indicate its position in your library’s workflow for developing pathfinders. Only users at the library that creates a pathfinder and staff at other institutions designated as maintainers can save a pathfinder.</p>

Find Pathfinders

Flag pathfinders

Single pathfinder	All on a page	Result set
Click the open box in front of the pathfinder you want to flag.	On the Action/Sort list, click Flag All on Page .	On the Action/Sort list, click Flag All Records Retrieved .
A check mark appears in front of each brief entry you have flagged.		

Unflag pathfinders

Single pathfinder	All on a page	Result set
Click the check mark in front of the pathfinder you want to unflag.	On the Action/Sort list, click Clear Flags on Page .	On the Action/Sort list, click Clear All Flags .
An open box appears in front of each unflagged brief entry.		

Show flagged saved pathfinders

	Action
1	On the Pathfinders tab, under Show Options, click Flagged SF Records .
2	The system displays a Flagged Pathfinder Save File screen listing titles of saved pathfinders currently flagged (flagged).

6 Flagged Pathfinders screen

Use Flagged Pathfinders screen

- Review a list of pathfinders flagged in the main pathfinder database (not the pathfinder save file) during the current session.
- Check the list before adding Flagged Pathfinders to another pathfinder. This action automatically imports **all** currently flagged pathfinders. Unflag any pathfinders you do not want inserted in the pathfinder you are editing.
- Unflag pathfinders.
- Display a pathfinder.
- Edit a pathfinder.
- Export up to 100 flagged pathfinders

Show flagged pathfinders

	Action
1	On the Pathfinders tab, under Show Options, click Flagged Pathfinders .
2	The system displays a Flagged Pathfinders screen listing titles of pathfinders currently flagged. View and work with the list and pathfinders using the same methods as for any other search results.

Actions on list of flagged pathfinders

- **Export.** Connexion exports up to 100 pathfinders at a time. After the system completes the first 100 pathfinders, you must retrieve any remaining pathfinders, flag them, and then export them.

Action	How to
Flag all items on the current page	Open the Action/Sort list and click Flag All on Page . A check mark appears in the box to the left of each entry on this page of the record list.
Remove flags from all items on the current page	Open the Action/Sort list and click Clear Flags on Page . Check marks disappear from all entries on this page of the record list.
Clear flags from all items (all pages of the list)	Open the Action/Sort list and click Clear All Flags . Check marks are removed from entries on all pages of the record list.
Export Flagged Records 100 maximum	<ol style="list-style-type: none"> 1. Retrieve and flag a group of pathfinders that you want to export. 2. (Optional) To list flagged pathfinders not in the current results set, on the Pathfinders tab, under Show, click Flagged Pathfinders. 3. On the results screen or on the Flagged Pathfinders screen, open the Action/Sort list and click Export Flagged Records. 4. At the top of the Export screen, click HTML.

Action	How to
Move forward 10 entries	Click the right arrow button (right of View List box).
Move back 10 entries	Click the left arrow button (left of View List box).
View 10 entries beginning with specific entry	Type an entry number in the View List box and press <Enter>.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the View Record box and press <Enter>.
Print a page of the list of flagged pathfinders	Jump to the screen you want to print. In your browser, on the File menu click Print . Or On the toolbar click the Print button.

Actions on brief entry

Action	How to
Display pathfinder	Click the hyperlinked entry number in the brief entry.
Begin editing pathfinder	Click the Edit button to the left of the brief entry.
Unflag pathfinder	Click the check mark to the left of the brief entry. The check mark changes to an open box.
Flag pathfinder	Click the open box to the left of the brief entry. The open box changes to a check mark.

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the right arrow button (right of View Record box).
View previous record in list	Click the left arrow button (left of View Record box).
View a specific record	Type an entry number in the View Record box and press <Enter>.
Return to flagged records list	Click the Flagged Records button at the top or bottom of the record screen.

Find Pathfinders

No flagged pathfinders

If you have not flagged pathfinders during the current session, the system displays the message

You currently have no flagged Pathfinders

If you flagged pathfinders and then logged off or closed your browser without logging off, the system unflagged the pathfinders when your session ended. You must reflag the pathfinders to work with them in your current session.

Flag pathfinders

Single pathfinder	All on a page	Result set
Click the open box in front of the pathfinder you want to flag.	On the Action/Sort list, click Flag All on Page .	On the Action/Sort list, click Flag All Records Retrieved .
A check mark appears in front of each brief entry you have flagged.		

Unflag pathfinders

Single pathfinder	All on a page	Result set
Click the check mark in front of the pathfinder you want to unflag.	On the Action/Sort list, click Clear Flags on Page .	On the Action/Sort list, click Clear All Flags .
A open box appears in front of each unflagged brief entry.		