How do I view all items with a specific copy category?

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Applies to

• OLIB (all versions)

Answer

You can run a refined copy search to view all items with a specific copy category:

1. In the left-hand menu click **Searches > Copies** to start a Copy Barcode search.
2. Click **Refine Search > Copy Category**.
3. This will take you back to the search screen with **0 Selected...** under **Copy Category**. To the right of this field, click the icon with the red funnel titled **Select Items**.
4. Select the copy category you wish to display and click OK.
5. OLIB will then run a wildcard search consisting of all items with your selected copy category.

Additional information

**Refining the search (Filtering)**

Page ID

13516