Discover how records are displayed in OLIB.

**Record Display**

Although there are many different search windows, they all display the results of a search in the same way. When you execute a search, records are immediately displayed in the List View - a 'hitlist' of records. To obtain more information, click the link to display the ‘full details’ of the record.

→ You may wish to hide the Menu in order to display as much information as possible.

When viewing the details of a record, return to the list view by clicking above on the previous link in the thread, e.g.

Title Search (4) > Titles Record

To browse through records in the details view use Next/Last, First/Previous.

**Selecting Records**

In the hitlist records can be selected in order to perform relevant actions - click the check box. In some circumstances, e.g. serial issues check-in, it is useful to select multiple records using Select All and Select Current Page.

**Related Information**

When displaying the details of a record such as a Title record, several fields show a link. It indicates that a ‘secondary search’ is available by clicking on the current value to follow the link to

- obtain further information about this record. For example in Users if you click on the Location field this displays the Locations domain containing the related full location information.
- obtain a list of other records containing the same value in this field. For example in a User Category record a secondary search on the Users field displays other Users in this Category.

**Tabs**

Domains containing large amounts of information are divided into separate ‘pages’. For example, Main Details, Circulation History, Audit Trail. To move from one page to another click on a tab at the top of the page.

**Layouts**

There may be more than one type of details display in a domain. Hover over Layouts on the top right, for example in the Users domain - Users and Users Standard Layout. Use Layouts to switch to an alternative layout that displays different
fields for all records in that domain.