

ScotEID Library

Admin pages - Keeper Lookup

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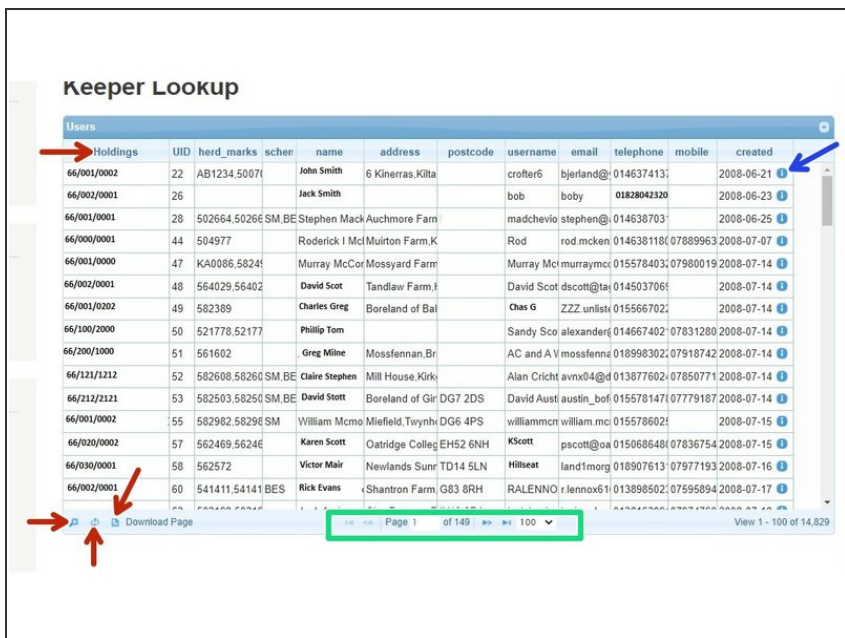


Step 1 — Admin pages - Keeper Lookup







- Click on **Keeper Lookup** under the Admin pages header at the bottom of the ScotEID home page

Step 2 — Admin pages - Keeper Lookup

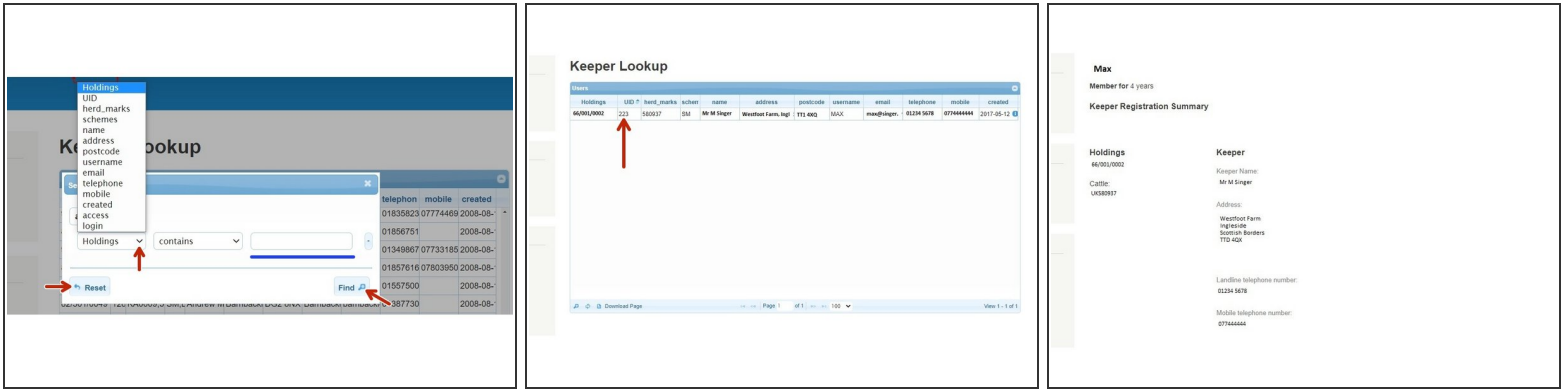


- Holdings can be viewed in ascending or descending order by UID or CPH, by clicking on the blue

link labelled Holdings along the top banner.

-  If you click on the blue i (shown by the blue arrow) you can view details on when the account was created.
-  To select how many records per page to view, use the small arrows at the bottom of the table (shown inside the green box)
-  To download, click on the icon next to Download page at the bottom of the grid, as shown by the red arrow.
-  To search for a keeper, click on the magnifying glass icon at the bottom left hand corner of the grid, where shown. Now go to step 3.

Step 3 — Keeper Lookup - search function



- Click on the small black arrows within the search box to reveal a drop down list, as shown in image one.
- Select your criteria from the drop down list then enter in the relevant details for which you are searching for, in the blank box. For example, if you are selecting to search by holding, you would select **Holdings** from the drop down list then enter the CPH number in the box, shown underlined in blue. Then click on **'Find.'**
- To reset a search, click on the reset icon at the bottom left hand corner, where shown.
- The holding you have searched for will appear in the grid, as shown in image two. Click on the UID, where shown, to view the keeper details. Go to image three to see how this is viewed.

If you require further assistance, please contact ScotEID on 01466 794323.