

CARL Connect Setup

CARL Connect may be accessed via the Internet on a device connected to the OWLSnet network on a library PC, connected to Staff Wi-Fi, or through a VPN (CARL in the Wild). We recommend using Google Chrome as an Internet browser.

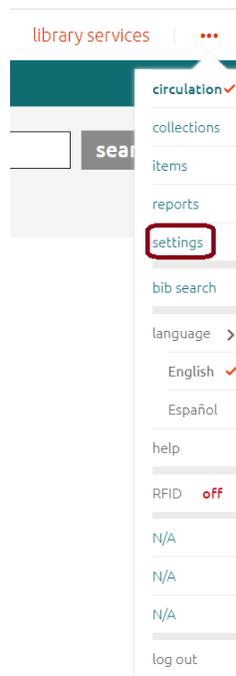
Access to CARL Connect Staff

You can access CARL Connect Staff by going to <https://owlsnet.carlconnect.com/login.html>.

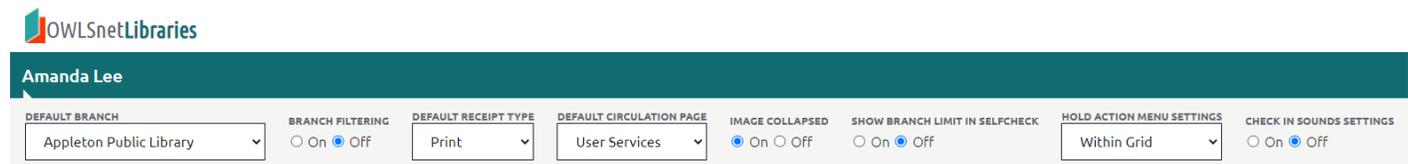
CARL Connect Staff Settings

From the login page, go to the red gear (staff settings) in the lower right corner.

- If you are already logged in, you can go to the three dots in the upper right corner.



From here you can change a variety of settings.



- a. **Default Branch** should be set to your library's location.
- b. **Branch Filtering:** "On" means you will only see your library's holdings when searching in CARL Connect. We recommend leaving this as "Off."

- c. **Default Receipt Type:** Options for sending receipts include Email, Text, Print, All, No Selection, No Receipt. We do not utilize Text through CARL, so this will not do anything. We recommend Email or Print.
- d. **Default Circulation Page:** Your Circulation Page can default to User Services or Library Services.
 - i. **User Services:** This option goes to the patron record and registration options.
 - ii. **Library Services:** This option goes to Check Out, Check In, and Manage (Damaged Items, Fill List, Wander List).
- e. **Image Collapsed** refers to an image in the patron record. Most libraries are not using patron photos, so this option is usually set to “On.”
- f. **Show Branch Limit in SelfCheck:** You can leave this “Off.”
- g. **Check In Sound Settings:** A sound will play when you check in items if this is set to “On.”
- h. **Hold Action Menu Settings:** This refers to where the Fill List options will appear.
 - i. **Above Grid** will show the appropriate options above the results grid.

The screenshot shows a search interface with three filter dropdowns: HOLD TYPE (unfiltered), LOCATION (unfiltered), and MEDIA (unfiltered). Below these are statistics for REQUESTS (28), FILLED (0), and NOT FOUND (0), along with a refresh button and a hamburger menu icon. A row of action buttons is positioned above the results table: not found (red), found (blue), check in (teal), fill with (green), and item detail (grey).

Call Number	Item Number	Title	Author	Media	Location	Status Date	Pickup Branch
306.38 Orm	31110005845359	The ultimate retirement guide for 50+: winning strate	Orman, Suze	Book - Adult	Nonfiction	11/1/2021	multiple

- ii. **Within Grid** will pop up next to the item title within the results grid.

Call Number	Item Number	Title	Author	Media	Location	Status Date	Pickup Branch	
306.38 Orm	31110005845359	The ultimate retirement guide for 50+: winning strate	Orman, Suze	Book: not found	found	check in	fill with	item detail