ALMA: BASIC NAVIGATION
Logging in to Alma:

Please use the link specified on the Alma LibGuide to login to the system using your Pennkey and Password.
The **Persistent Menu** will appear at the top of every Alma Page. It contains the quick search box.

*The default search is **All titles**
*Use **Physical Items** to narrow your search to books, DVDs etc.
The **Persistent Menu** also contains:

* Penn Libraries Logo – click from any page to return to the home page
* Alma blue menu buttons – opens the list of actions relevant to your user role
* Currently At Location – **IMPORTANT** – be sure set/confirm your working location when logging in
* Your name – click on to log out or change your password
The Tasks list is a to-do list of jobs based on your user roles. Click on a drop-down menu to navigate to the page for the task type.
The Fulfillment Menu opens the list of actions relevant to your Fulfillment user roles.

*To check out an item use **Manage Patron Services**
*To check in items use **Return Items**
*Use **Repository Search** to perform a search using more options than the quick search box.
Repository Search defaults to the quick search setting which is what you see below. Use the blue drop-down menu to select the type of search you would like to do. Use the white drop-down menu to specify the search criteria:

Use the "advanced" drop down menu to execute a more advanced search including by library and location:
**Advanced Search** allows you to create a custom search by adding conditions. Use the available drop-down menus to customize your search:

More options appear once you’ve made your initial selections:

Add more criteria by clicking the plus sign or copy line icon.