
How is the "currently at" dropdown populated in Alma?

- **Product:** Alma
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Description

An Alma Operator needs to be able to choose a Department or Circulation Desk from their "Currently at" drop-down menu, at the top of the Alma screen. What are the steps?

Resolution

Steps to add an operator to a **Work Order Department** (including the **Acquisitions Department**):

1. Go to: Configuration > depending on your Institution setup, stay at the Institution level, or choose the specific Library
2. Click: General > Work Order Departments
3. Select your desired Department > edit it
4. Click the "Operators" tab
5. Add the relevant operator(s), and save.

The operator will need to sign out of Alma and sign in again, to notice the change in the locations drop-down menu at the top-right Alma menu.

Steps to add a **Circulation Desk** Operator:

1. Go to the Fulfillment Configuration Menu.
2. Change the scope ("You are configuring") to a library.
3. Select "Circulation Desks".
4. Select your desired desk and edit it
5. Click the "Operators" tab
6. Add the relevant operator(s), and save.

The operator will need to sign out of Alma and sign in again, to notice the change in the locations drop-down menu at the top-right Alma menu.

Additional Information

Click here more information about "[The Persistent Menu](#)" and "Library/desk selector (I am physically at:)"

Click here for more information about "[Configuring Circulation Desks](#)"

Click here for more information about "[Configuring Departments](#)" (such as the Acquisition Department)

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