**III Mobile – New & Notable Lists**

The III Mobile app “carousel” uses the bib record number, minus the “b” and the check digit.

**New to the Collection List Conversion**

1. ****Export desired New to the Collection list(s) – bib record only\* (unless you are going to combine…then maybe author and bib record number so that once in Excel, you can sort by author last name before proceeding)
2. Open Excel
3. Navigate to exported file and open as delimited (there is a header but doesn’t matter in this case)
4. Delete first row (RECORD #(BIBLIO) header)
5. Highlight Column A, go to the **Data** tab and select **Text to Columns**
6. Choose **Delimited**, check **Other** and put in the letter **b**, Next/Finish to remove the letter “b”
7. Delete Column A, which is now empty
8. Click into the first row of Column B and in the formula/function input, enter **=LEFT(A1, LEN(A1) - 1)**
9. Double click on column B so that the formula applies to all bibs
10. Column B now contains the bib number MINUS the check digit
11. Highlight column B, copy the data and paste in column C, paste as values (so you get the value vs. the formula)
12. Delete columns A & B
13. Highlight the first cell in column B and in the formula/function input, enter **=CONCATENATE(A1,",")**
14. Double click on column B so that the formula applies to all bibs
15. Column B now contains the bib number MINUS the check digit with a comma at the end (needed for below)
16. Highlight column B, copy and in column C, paste as values (so you get the value vs. the formula)
17. Delete columns A & B
18. Save the file and then copy the column contents into III Mobile per below

**Publish to III Mobile App**

1. Log in to [III Mobile/Solus admin application](https://admin-iius1.sol.us/login.aspx) (Technology Coordinator only)
2. Go to **Mobile Apps**
3. Select App (there is only one!)
4. Click/select **Home Screen**
5. Click on **Edit Tab – Home Screen**
6. Per above, clear old bib numbers in feed and paste in the new bib numbers