AFO 341 – Routing transactions control

341.1 Introduction

Generally a routing transaction is started the moment the receipt of a single issue is registered in AFO 311. However, if you a wish to start a routing process without receiving an issue, this is done via AFO 341 'Routing transaction control'. This AFO provides a feature for 'routed' a single issue or initializing a new routing separate from the receipt registration.

You use this AFO in the following situations:

- if an issue that has already circulated is returned to the library and the issue must continue routed (to the following routing list member or the following series of routing list members);

- if you want to start routed a single issue that has not been received in management (AFO 311);

- if an issue whose routing has been terminated is returned to the library (only if the parameter 'Receipt registration after routing' is Yes (see the explanation of AFO 361).

341.2 Routing management

After you start AFO 341 the standard search key screen appears. Use one of the methods described in the paragraph regarding the search key screen in the 'General use' chapter to select a subscription.

After you select a subscription, an overview screen appears with the issues that are currently routed:

Columns on the screen

No: This field contains the issue number.

Year: This field contains the year for the issue.

Issue: This field contains the volume for the issue.

Departure: This field contains the date on which the issue 'departed' for routing.

Return: This field contains the date on which the issue is expected back in the library.

Note: This field contains any remarks.

Print status: This field contains 'Not printed' if a routing slip still needs to be printed.

Options on the screen

New issue: Select this option to add a new issue. An input screen appears in which you can enter the issue number and the volume for the issue. The system asks whether the routing list members must be selected based on the routing list. If not, you can a enter one-time routing list. The system switches to AFO 342, where you can create a list for this. If so, the routing is

based on the standard list (as defined for the subscription in AFO 342). Then the system asks whether the issue must continue to be routed.

Details (+):Select an issue and then select this option to display or modify the routing list. This option offers the same functions as AFO 342 ('Routing list control'). Naturally, you can no longer modify a routing list once the routing slip has been printed..

Stop circulation (+):Select an issue and then select this option to interrupt the routing.

Continue circ. automatically (+):Select an issue and then select this option to allow the issues to continue routed automatically. This option is explained in the following paragraph.

Detailed info (+):Select an issue and then select this option to display additional information about the issue. An overview screen appears with the borrowers included in the routing list. The routing list member's name is followed by the date on which the issue should be received and the date on which it should be sent on if each routing list member is to have the issue for the maximum period. You can enter a remark on this overview screen, if desired.

Continue circ. manually (+):Select an issue and then select this option to continue routing of the issue manually. This option is explained in the following paragraph.

341.2.1 Continue routing (automatic or manually)The
system has two options for an issue that must continue routing, automatic and manual.

Continue routing automatically

Automatic continued routing means that you use the standard routing list (as specified in AFO 342). Once you have selected an issue and then selected the option "Continue routing automatically, the following actions occur:

- If the issue must be routed still further (that is, not all the members on the routing list have received the issue yet) the system issues the message 'Continue routing'. You confirm the continued routing with the OK button or with <Enter>.

- If the issue does not need to continue routing (that is, all the routing list members on the routing list have received the issue) the system issues the message 'Routing terminated'. If you press OK or <Enter> the issue is deleted from the list of issues in routing.

Continue routing manually

Manually continued routing means that you wish to continue having the issue circulate, but that you do not want to use the standard routing list for this purpose. In this way, you can send the issue to a routing list member who does not appear on the standard routing list, for example. Once you select an issue and then select the option "Continue routing manually", there are two options:

- You can use the standard routing list for the continued routing. If all routing list members on the list have received the issue, the system notifies you that the routing has been terminated and the issue is deleted from the list of issues in routing. If all the routing list members on the routing list have not yet received the issue, the system issues the message 'Continue routing'. Confirm the continued routing with OK or <Enter>.

- You can elect not to use the standard routing list. Then the system switches to AFO 342 where you can create a routing list. This routing list then applies for this (one-time) routing. Note that when this one-time routing is terminated and the issue is received back at the library, the routing can be continued by using the standard routing list.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	November 2006	changed incorrect terminology (delivered as part of build 17 updates)	