

# AFO 343 – Overview of subscriptions per borrower

## 343.1 Introduction

This AFO enables you to see at a glance the subscriptions in which a routing list member (borrower) participates. AFO 343 shows the subscriptions per borrower and enables you to switch from this overview to AFO 342 ('Routing lists control').

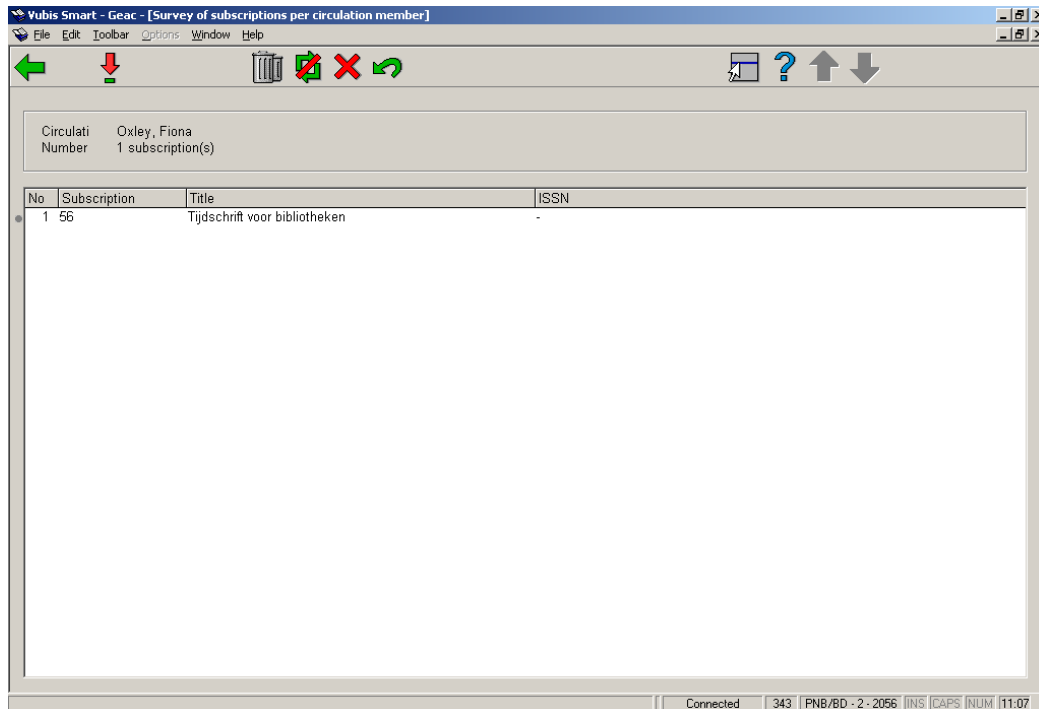
In addition, the system allows you to assign special characteristics to a routing list member. These characteristics then apply for all subscriptions for which the routing list member is included in the routing list. The following (status) modifications are involved:

- delete a routing list member from all routing lists; if the routing list member is included in a routing list for a subscription for which a single issue is routed, then the patron is not deleted from the routing list;
- temporarily remove from routing; you can temporarily remove a routing list member from routing, for example because he is on vacation or is ill by not including the routing list member on the routing slips or including him at the end of the routing list (you can specify which option you chose using a parameter in AFO 361);
- permanently remove from routing; you can permanently remove a routing list member from routing, for example because he has resigned and may be deleted from all the routing lists. However, if you attempt to delete the routing list member from a routing list for a subscription for which a single issue is in routing, the system will not delete the routing list member. In such a case you can/must define the routing list member characteristics as 'permanently remove from routing'. Then the routing list member will be removed from the routing list in question once the issue is returned to the library;

re-include in routing; this status change allows you to override the two statuses just described.

## 343.2 Viewing subscriptions by routing list member

After you start AFO 343, the input screen 'Identify a borrower' appears. Enter the borrower number. Once you have selected a borrower, an overview screen appears with the subscriptions on whose routing lists the borrower is included:



## Columns on the screen

**Subscription:** This field contains the subscription number on whose routing list the borrower is included.

**Title:** This field contains the title of the serial.

**ISSN:** This field contains the ISSN of the serial.

## Options on the screen

**View routing list (+):** Select a subscription and select this option to display the routing list. The overview screen for AFO 342 ('Routing lists control') appears. For an overview of the work method for this screen, please see the description of AFO 342.

**Delete all routing lists:** Select this option to delete the routing list member from all routing lists. The system requests confirmation before definitively deleting the routing list member from all subscriptions.

**Remove from routing temporarily:** Select this option to temporarily remove the routing list member from routing. An input screen appears in which you can enter the period for the removal (based on the formats as explained in AFO 321) and the reason why the routing list member is being temporarily removed from routing. With the option "Put back into circulation", you can include the routing list member in active routing again.

**Remove from routing permanently:** Select this option to permanently remove the routing list member from the routing list. An input screen appears in which you can enter the date and the reason for the permanent removal from routing.

**Put back into circulation:** Select this option to reactivate a routing list member who was temporarily removed from the routing list.

- **Document control - Change History**

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