

AFO 219 – Release blocked orders

219.1 Introduction

A purchase order can be blocked in Vubis for two reasons:

- Purchase orders are blocked when they have been included in a final print file. (See the sections on AFO 251 – 253.) Once the purchase orders have been printed they are unblocked.

Note

If a temporary print file is generated again in AFO 251 and there are unprinted purchase orders in the final print file, these orders are shown as being blocked. You can recognize them by the order status 'G' (blocked). They are put into a file that you can view with AFO 219.

- Purchase orders are blocked the moment a user accesses the survey screen of a purchase order in any of the AFOs in which order details can be amended (for example AFO 211, AFO 212 etc.) The orders are blocked to prevent updates being carried out simultaneously by several people.

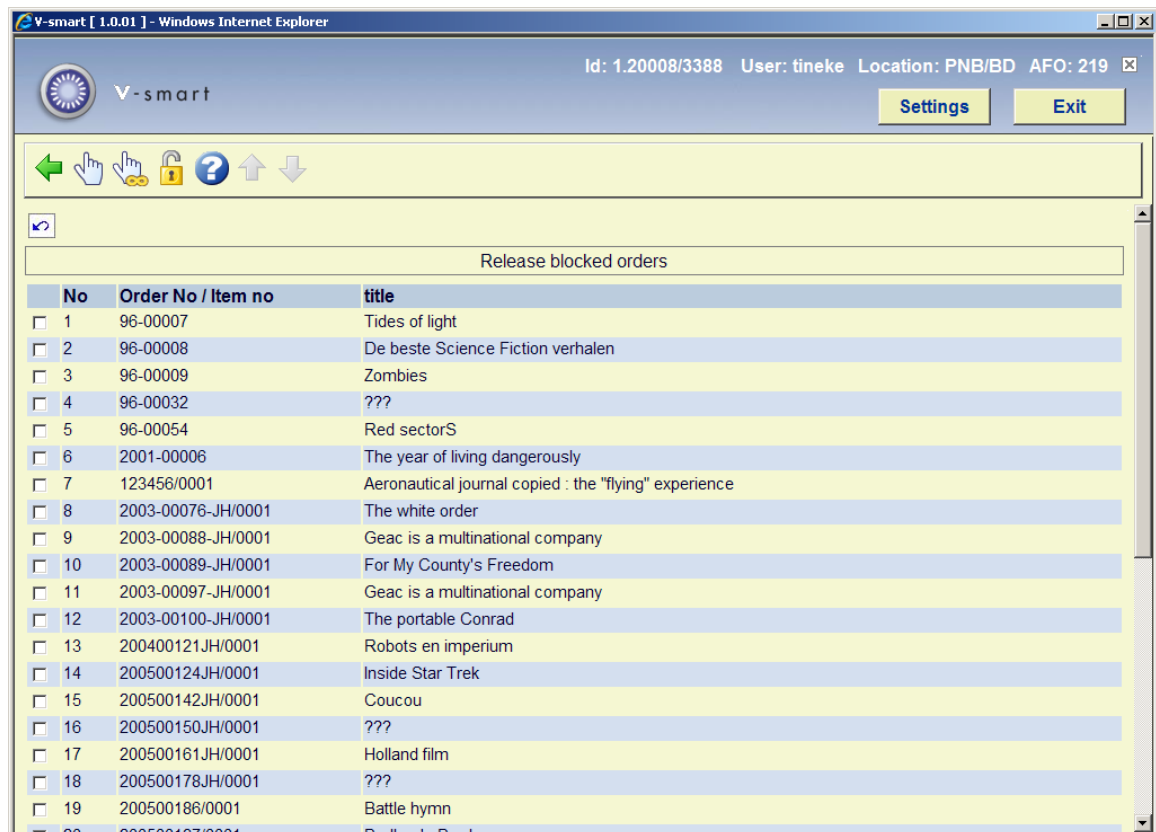
If you have had a software problem or other irregularities, a purchase order may remain blocked and hence inaccessible. These orders do not have the order status 'G' but 'I' (input) or 'V' (sent).

In both cases orders can be unblocked via AFO 219 but orders that have been blocked because they have been put into a final print file can only be unblocked in very exceptional circumstances.

You can generally recognize blocked purchase orders by the fact that you cannot access the detail screen of these orders. When you identify a blocked purchase order the system will provide access to an overview of all the orders linked to the bibliographic record but not to the detail screen of an individual record.

219.2 Unblocking

Select AFO 219. If orders have been put into a blocking file a survey screen of all the blocked orders will immediately be displayed. Orders that have been blocked because they have been put into a final print file are flagged in this overview with an ! (exclamation mark) after the order number. As already pointed out these orders may only be unblocked in very exceptional circumstances.



Options on the screen

Unblock order (+) - select a purchase order from the list displayed and click on this option to unblock the order.

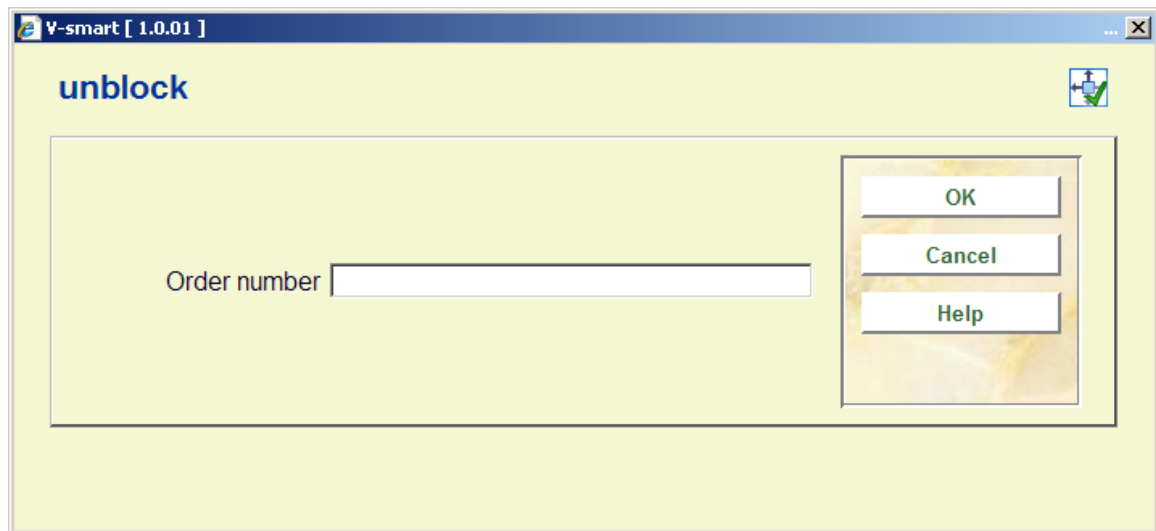
If you select a line that is part of a multi-title order, the systems asks, 'Order has multiple lines. Do you want to release all lines on this order?'. If you click **OK**, all lines on the multi-title order will be released. If you click **Cancel**, only the selected line will be released.

Unblock all orders - select this option to unblock all the purchase orders in the list.

Unblock orders not in list - select this option to unblock a purchase order that does not appear in the list displayed. This situation can occur for example after a problem when running AFO 251.

If you type in an order number that is part of a multi-title order, the systems asks, 'Order has multiple lines. Do you want to release all lines on this order?'. If you click **OK**, all lines on the multi-title order will be released. If you click **Cancel**, only the selected order number will be released.

If no purchase orders have been blocked in a temporary print file an input screen will immediately be displayed where you can input the order number of the order to be unblocked. The same screen can also be displayed when one of the survey screen options mentioned above has been selected or when there is no list to be displayed.



Input an order number. If the number you enter has not been blocked the system will immediately display the error message 'Invalid!'. If you enter a blocked order number the system will unblock the order and display the message 'Purchase order has been unblocked' on the screen. This means that the order is accessible in the normal way again.

Note

You do not need to enter the blocked order number in full for orders that fall within the default year. For example, if the default year is 2009 you can also enter the order number 200909355 as 9355.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	July 2008	Creation	
2.0	September 2009	Deblocking multi title orders part of 2.0 updates	