AFO 311 Receive issues

311.1 Introduction

Search for a bibliographic record using standard search techniques.

Search for a record	×
	ОК
Standard System number Z39.50	Cancel
Enter system number 1823	Help
Select standard index Subscription no.	<u>N</u> ew record
Select database Vubis Smart database	S <u>a</u> velists
□ Save settings	Previous
	Connect
	WebOpac

On the System number tab, you may search by alternative subscription number, subscription number, SICI and supplier reference number. Searching using the alternative subscription number, subscription number, SICI and supplier reference number may take you directly to the receiving screen. Other index searches will take you to the **Full record** screen from which you select the **Subscription(s)** field and the system displays the **List of subscriptions** screen. From the **List of subscriptions** screen, select the **Receive issues** option.

Note

For SICI index lookups, the system must know the Id of the ISSN index for each database. The system defaults its lookup to Index4 for each database but this may be changed noninteractively for each database. When doing SICI index lookups, the system provides access to the title by parsing the ISSN portion out of the SICI and using this to identify the title. The parsing algorithm involves taking the first 9 characters of the SICI (the fifth character must be a "-") and using these characters to search in the ISSN index. There is no attempt to identify the issue being checked in.

311.2 Determining which subscriptions to receive

Before displaying the Serials **Receiving** screen, the system may display one or both of the following forms:

• Enter SHIPTO location you are receiving for form

• Enter type of holding you are receiving form

When you select the **Receive issues** option, the system needs to know which SHIPTO location you are checking in and what type of material you are checking in. From this information the system decides which subscriptions are being checked in. If the title's subscriptions are linked to more than one SHIPTO CODE, and no default SHIPTO code can be determined, the system displays the **Enter SHIPTO location you are receiving for** form. Select the **SHIPTO code** that you wish to register receipts for.

Determining a default SHIPTO code:

If you select the **Receive issues** option from the **Subscription general data** screen, the system takes the SHIPTO code out of the subscription record to use as a default. Otherwise, the system takes the Default SHIPTO defined in your User defaults record (in AFO 368).

The system then checks to make sure that your default SHIPTO is contained in the list of SHIPTO locations you are allowed to receive (AFO 368). If not, the default is reset.

Skipping the Enter SHIPTO location you are receiving for form

This form is skipped under one of two conditions:

- 1. You end up with a default specified and the title has subscriptions with this SHIPTO code, the screen is skipped.
- 2. If the subscriptions for the title all have the same SHIPTO code and you are allowed to receive at that SHIPTO location.

If the system cannot find any subscriptions on the title that you are allowed to receive for, the system displays the message, **"You are not permitted to check in items at any of this title's locations"** and returns to the previous screen.

If the system cannot find any subscriptions on the title matching your default SHIPTO, the system displays the message, **"There are no copies of this title at your default SHIPTO location"**.

If the system cannot determine a preferred SHIPTO for you to receive and the subscriptions for the title contain more than one SHIPTO, the following form displays:

@ Y-smart [1.0.01]	🗙
Enter SHIPTO location you are receiving for	
SHIPTO code BRA	OK Cancel Help

SHIPTO code – a dropdown list of SHIPTO codes that you are allowed to receive for this title. Select one of the SHIPTO codes. This SHIPTO code defines where material is being received within the library. A SHIPTO code is assigned to each subscription in the system. Press **OK** to continue with the receiving process.

If the subscriptions for the selected SHIPTO code have more than one Type of holding defined and if the subscriptions do not contain the **Default for serials check-in** (as described in section 321.4.2), the system displays the **Enter type of holding you are receiving** form.

🥂 Y-smart [1.0.01]	🗙
Call Section 2 Content of Holding you are receiving	
SHIPTO code BD	OK Cancel Help

SHIPTO code – protected field. Use this field to determine which SHIPTO location you are receiving.

Type of holding – dropdown list of type of holdings linked to the subscriptions for the selected SHIPTO. Select a Type of Holding for the material that you are receiving. Press **OK** to continue with the receiving process.

311.3 Serials receiving screen

The **Receiving** screen displays once the system has narrowed down the SHIPTO location and Type of holding that you are receiving. From this screen you may:

- receive some or all the copies of an issue
- insert an unexpected or extra issue
- retrieve an issue to edit its issue or copy information
- move an issue to another place in the display
- delete an issue
- claim by phone
- manually claim overdue issues
- predict issues beyond the next expected
- update next expected issue information
- barcode issues
- display and update summary holdings statements
- update items (barcoded issues)
- display bibliographic information
- update publication pattern information
- track status changes of issue statuses

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Frequ	ed by ring		24 out of 2 Numbering 1 v.2000.no.6(2004:Spring) 2 v.2000.no.5(2003:Winter) 3 v.2000.no.5(2003:Autumn) 4 v.2000.no.5(2003:Spring) 5 v.2000.no.5(2003:Spring) 6 v.2000.no.4(2002:Winter) 7 v.2000.no.4(2002:Autumn) 8 v.2000.no.4(2002:Summer)	4 Recei 17/03/2004 17/12/2003 17/12/2003 17/06/2003 03/06/2009 03/06/2009 03/06/2009 03/06/2009	Status Exp issue Exp issue Exp issue Exp issue Exp issue Received Received Received Received Received	# Copies 2/2 2/2 2/2 2/2 2/2 2/2 2/2 2/2 2/2 2/	Claimed	No No No No No No No	No No No No No No No	No No No No No No No	ations	

The title of the screen is "Receiving for <SHIPTO code> – <Type of holding description>". In this example, the SHIPTO code is DFLTSER and the Type of holding description is Issues4.

Brief bibliographic data displays above the grid. This data is protected and includes the fields defined in the !Serial element/group profile record, in addition to Shelfmark, Shipto, Holding type and Frequency notes. It also shows the **Filtered by** and **Showing** fields. These two fields have an effect when you turn filtering on to only show issues with specific status.

Below the bibliographic data is a grid containing one row for each issue defined for the selected type of holding.

Columns on the screen

Numbering – enumeration and chronology of the issue.

Date – For expected issues, and issues with any Item due copies, this is the expected receipt date predicted by the system. For other issues, this is the date that the status shown in the box was assigned.

Note

Multiple copy issues may have copies with different statuses but the box shows only one status.

Status - The copies of a non-expected issue of a multiple subscription serial may have different statuses but the box can show only one — the first applicable one from the following list: Received, In Bindery, Missing, Returned, Claimed, Bound, Item due, Withdrawn, Microfilm, Microfiche, No receipt, Not expected, Optional 1 to 6. These statuses are defined in section 367.7 – Issue status codes. Any status code with a setting to **Treat as received** will display with the Received status.

Copies - For multiple subscription serials, this column tells you how many copies have the displayed status and how many copies are/were predicted; for example, Received 2/2 means both copies of the item have been "received". If the copies have different statuses, the system adds a plus sign; for example, Received 1/2+ means one of the two copies of the item has been "received" but the other copy has a different status. If all of the subscriptions are inactive, the counter is 0/0 for expected issues (because none are really expected).

Claimed – this field displays whether the issue has been claimed. The format of display is #AAA:date where # represents the number of times claimed, AAA is either m (missing issue claim), s (stagnating subscription claim) or tel (claim made by telephone) and date is the claim date.

Barcoded - indicates whether this issue has been barcoded.

Note – indicates whether this issue has public and/or staff notes attached to it.

Citations – indicates whether or not there are citations linked to this issue.

Notes

- if an issue is not completely received, the **Status** field displays in bold and an arrow icon displays in the first column.
- when you enter this screen, the next expected issue displays on the fourth line. Three additional future predictions are displayed in lines one to three.
- when you receive the expected issue displayed on the first line (instead of the next expected on the fourth line), all expected issues below that will automatically be assigned the status Item due.
- when you receive the expected issue displayed on the first line, the system automatically adds four new future predictions, so the next expected issue displays again on the fourth line.
- when you choose the magic wand, the system predicts three more future issues for you; but when you leave this screen the system does not save the future predictions.

when you leave the receiving screen using the Back button, the system may
prompt again for Enter SHIPTO location you are receiving for and/or Enter
type of holding you are recieving. This does not happen when you leave this
screen using the STOP button.

Options on the screen

Return to search screen [X] – use this option to leave the **Receiving** screen and return back to the **Search for a record** form to retrieve another serial title.

Register receipt [*] – use this option to register receipts (i.e. mark issues as received). Please refer to section <u>311.3.1</u>.

Modify issue data [MI*] - use this option to change next expected information, change statuses, initiate manual or telephone claims, display status history. Please refer to section <u>311.3.2</u>.

Insert above issue $[I^*]$ – use this option when you receive an unexpected special issue, or receive an extra copy of an issue you are entitled to. You cannot insert an issue before the next expected issue - that is, above issue 4 of the Receiving screen. Please refer to section <u>311.3.3</u>.

Delete issue data ([S*] use this option to delete issue information for the selected issue. Please refer to section <u>311.3.4</u>.

Move issue [M] – use this option to change the order of display of the issue in the grid. Please refer to section 311.3.5.

Home [H] – if you have paged forward to the next screen(s) of receipt data, press this lcon to quickly get back to the initial Receiving screen showing the next expected issues.

Predict next three [V] – use this option to make three more predictions.

Filter by [R] – use this option to show issues with specific status(es). I.e. all claimed issues, all in bindery issues, etc. Please refer to section <u>311.3.6</u>.

Item display $[D^*]$ – use this option to display barcodes attached to the selected issue. Please refer to section <u>311.3.7</u>.

View bib [G] – use this option to view the bibliographic record in read-only mode.

Holdings statement [HS] – use this option to view and update holdings statements for the subscriptions at this SHIPTO location. Please refer to section <u>311.3.8</u>.

Publication pattern [P] – use this option to change the publication pattern or next expected information attached to the subscriptions you are receiving. Please refer to section 321.5.

Note

If there are too many receipts for a subscription (the treshold is around 4400 issues) the system will not allow:

- registering receipts
- inserting new issues
- predicting next three issues

A warning message will appear, telling you the oldest receipts need to be deleted before you can continue.

You may wish to copy receipt information to the Retrospective holdings statement before deleting the oldest issues. Otherwise you lose this information for automatically generated holdings statements.

The report that can be generated via AFO 325 will flag subscription numbers that have reached the treshold.

311.3.1 Register receipt

Select the issue that you wish to receive and choose the **Register receipt** icon. If the selected issue is completely received, the system displays a message, **"No copies left to receive"**.

If there is more than one copy left to receive, the system displays the **Enter copies to receive** form:

🖉 ¥-smart [1.0.01]	🗙
Enter copies to receive	W
Number of copies 2	OK Cancel Help

Fields on the screen

Enter copies to receive – defaults to the number of copies left to receive. Enter the number of copies of the selected issue that you are receiving. This field is used later in the receiving process as an integrity check. If you receive fewer or more copies than you specify here, the system will warn you.

Note

If your User defaults record (AFO 368) is not set up to **Prompt for additional information** and you are receiving the total number of copies left to receive, the system registers receipt of the number of copies specified and returns to the **Receiving** screen.

Otherwise, the system displays the **Register receipt** form:

ALC: A	Register re	eceipt								ОК
~	, regiotor re	, ooipt								Cancel
	1	Numbering v.1999:	no.1(1999:Winter)							Help
		Issue title				×				1
	Cita	tion title(s)				×				- 1
	Exp	ected date 04/04/2	003							
No	Subscription	Shelfmark	Receive (*)	Barcode	URL	Public note	Staff note	Supplier	Route	
1	SEAS1	PNB BD NEWONE	Y	No	No	No	No	Heinen (HEI - 1)	N	
	SEAS2	PNB BD NEWONE	Y	No	No	No	No	Heinen (HEI - 1)	Y	

Fields on the screen

Numbering – enumeration and chronology of the issue. Not updateable.

Issue title – displays the special title assigned to this issue. Not updateable.

Expected date - expected receipt date of the issue. Not updateable.

Grid information – one row displays for each subscription at the selected SHIPTO location. Columns in which you can use F8 (or type in ?L) to open up a form are denoted by (*).

Columns on the screen

Subscription – subscription number. Not updateable.

Shelfmark – current shelfmark for the subscription. Not updateable.

Receive (*) – enter Y or N in this field to indicate whether you are receiving the issue for the selected subscription. Enter (or type in ?L) in this field to open up the detailed **Register receipt** form which allows you to barcode the issue, enter public and staff notes, URL information, etc. Please refer to section <u>311.3.1.1</u> for more details on editing the detailed form.

Barcode – if this cell is grey in colour, you are not allowed to barcode issues for this subscription (i.e. subscription has no shelfmark or does not have the **Barcode issue** field set). The display in the field is Yes or No to indicate whether the issue is barcoded for this subscription. Not updateable.

URL – if this cell is grey in colour, you are not allowed to enter URL information for this subscription (i.e. subscription's **Format** field is set to Print only). The display in the field is Yes or No to indicate whether the issue has URL information for this subscription. Not updateable.

Public note – The display in the field is Yes or No to indicate whether the issue has a public note for this subscription. Not updateable.

Staff note – The display in the field is Yes or No to indicate whether the issue has a staff note for this subscription. Not updateable.

Supplier – the missing issues supplier attached to the subscription. Not updateable.

Route – Whether or not the subscription is routed. Not updateable.

Press **OK** to register receipts for each of the subscriptions with Y in the **Receive** column. The system checks if there is a discrepancy between the number of copies you indicated on the

Enter copies to receive form and the number you received. If there is a discrepancy, the system displays one of two messages, "**Receiving fewer items than specified**" or "**Receiving more items than specified**". Press **OK** to continue registering receipts. Press **Cancel** to abandon the registration. If you have assigned barcodes to any of the received issues, the system now displays the **Enter a new item** form for each of these barcodes. Please refer to section <u>311.3.1.2</u>. If any of the subscriptions you received are routed, the system will now either print out a routing slip immediately or send an entry to AFO 344 (dependent on the settings in your User default record – AFO 368). After the receipts have been registered, the system redisplays the **Receiving** screen with updated information.

	No	Numbering	Date	Status	# Copies	Claimed	Barcoded	Note	Citations
٠	12	v.2000:no.3(2001:Spring)	30/04/2008	Received	1/2+		Yes	No	No

From our example, we see that 1 of 2 copies was received and barcoded.

311.3.1.1 Register receipt details

After entering F8 (or typing ?L) in the **Receive** column of the **Register receipt** grid, the system displays the detailed **Register receipt** form:

Register receipt		
Subscription 129		
Shelfmark PNB BD tvb	999	ОК
Receive 🔽		Cancel
Barcode		Help
		Auto item BC
URL		and the state
		1031
URL path		3249703
Public note		
Staff note		
Supplier		

Fields on the screen

Subscription – display only. The subscription number assigned to this subscription.

Shelfmark – display only. The shelfmark assigned to this subscription.

Receive – if checked, the system will register a receipt of the issue for this subscription.

Barcode – if the subscription has the **Barcode issues** flag set and if you barcode issues at time of receipt, enter the barcode here. When a custom barcode format has been defined in AFO 651 – Custom barcodes for automatic barcode generation, you can use the button **Auto item BC**. In that case the system will redisplay the form with the automatically assigned barcode:

Barcode 2010039		
	Barcode	2010039

When adding a new item you can place a [(square bracket) in front of the barcode number. This ensures the new item will not be counted as "new" for SDI.

This only applies to entering the original barcode, for any subsequent barcodes for the same item a [will be stored as data (if it passes an edit check).

For SSP such a barcode would also still be counted as a "new" entry.

So if you have ordered a new copy of an existing title (to replace lost or damaged copies) and you want to suppress these from being processed as new titles for SDI, (they are not new titles) then add the new copies with the [barcode - SDI will not see these new items as new titles now available.

URL – if the subscription has a **Format** that supports receipt of electronic material, enter the URL here.

URL path – if the subscription has a **Format** that supports receipt of electronic material, enter the URL path here.

Public note – enter a public note that is specific to this copy of the issue.

Staff note – enter a staff note that is specific to this copy of the issue.

Supplier – display only. Missing issues supplier attached to the subscription.

Route – display only. If checked, the subscription is the routing copy.

Press OK to save your changes.

311.3.1.2 Enter a new item form

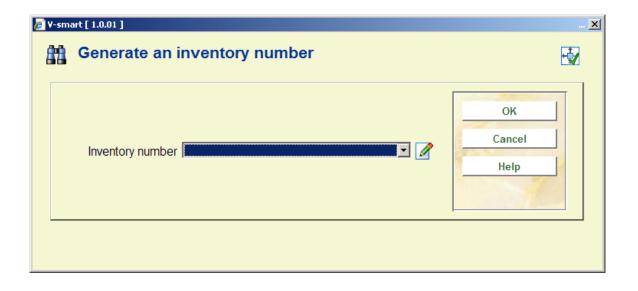
If you have assigned barcodes to any of the received issues, the system now displays the **Enter a new item** form in succession for each of these barcodes. At this stage, you can change the defaults assigned by the system. Press **OK** to add the new barcode to the system. If you press **Cancel**, the new barcode will not be added.

mart[2.0]Webpage Dia		
Parada	2010103	
Institution		ОК
Location code		Cancel
Sublocation code		Help
Shelfmark classification		
Shelfmark Suffix		<u>G</u> en. inv. no
	1 - *c no binding - received - subscription copy	Clear Ioan status
Shelfmark algorithm		
Item category		
Chronology		
Enumeration	Vol.22:Iss.4	
Annotation		1
Statistical category		
Attachment		A A MITCH
Cost		
Purchase order number/item number		
Pending item category	03 (PER)	
Part title		
Numbering	Vol.22:Iss.4	
Circulating Stock		
Bound label	<u> </u>	
Inventory number		
	INPROCESSING	
SWAN date last		
processed nlbawgayubis/sm200ga/ClientBod		Local intranet

When you allow barcoded items to be loaned, and the parameter **Automatically allow circulation of previous issue when next issue is received** in AFO 367 – Miscellaneous is ON there must be an additional field on this form. This is defined through AFO 469 - Item definition settings, where the field **Pending item category** must be set to Active and AFO 469 – Data to be entered/corrected where the field **Pending item category** must be defined on the input forms. Also, in AFO 321 – Subsciption general details, the field **Last received issue circulates** must be ON.

When a new issue is received in AFO 311, the system checks the previously barcoded issue for this subscription. If the barcoded issue's item contains a value in the **Pending item category** field, the item's current Item category will be updated to the value in the **Pending item category** field and the **Pending item category** field will be removed from the item. If the **Last received issue circulates** field is not set in the subscription, the **Item category** is defaulted to 1 (non-circulating) and the **Pending item category** is defaulted to the item category fields can be changed. When the item is filed, if the **Item category** contains a circulating item category, the value in the **Pending item category** is not filed.

The Inventory number field on these forms is protected (you are not allowed to enter data into this field directly). You must use the **Gen. inv. no** button to generate an inventory number, an input form will be displayed:



Inventory number – dropdown list of inventory number range codes as defined in AFO 469 – Inventory number ranges. You can choose an entry from the list, type in a free text number or leave the field empty. If the entry is from the list, the system generates the next number in the selected range. If the entry is not a code or is a duplicate (already found in the index), the system will display a warning.

You can optionally add a note when adding an inventory number. When entering in a new inventory number, add '.-' (period minus sign) followed by the note. This will generate the next inventory number and add the note field to the end of the generated number.

When you click **OK** on this form, the system returns to the add/update form with the new inventory number.

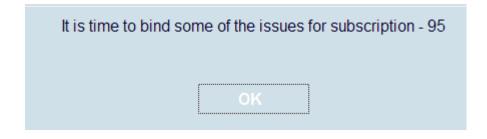
The Loan status field on these forms is protected (it contains the default status as defined in AFO 469 – Miscellaneous). You must use the **Clear loan status** button if you want to clear this status.

Please note

The **Gen. inv. no** and **Clear loan status** buttons will only appear if the respective fields are defined in AFO 469 – Data to be entered, Data to be corrected.

311.3.1.3 Binding alerts

If the subscription being received has the Binding alert flag set (i.e. is an Active binding alert), the system will attempt to alert staff when it is time to bind issues together (i.e. when the binding unit is 'complete''). The alert comes in the form of a message:



and, if setup for binding alerts/slips has been completed, a binding alert will be printed.

See the help for AFO 321 for more information on setting binding alerts.

311.3.2 Modify issue data

Select an issue from the grid and click on the **Modify issue data** option to change statuses, barcode issues, initiate manual or telephone claims and display status history changes.

The system displays the **Modify issue** screen:

9 V-9	smart [1.0	0.01] - Windows In	ternet Explorer								
(V-smart				ld: 1.2	2000	2/4088 Us	er: tineke	Location: PNB/	0: 311 🗵 Exit
		8 🌍 =:	60								
lmı Nu		J	0001924 UK, 1989	10	·	ience [Peri	iodic	al] SmithR	ichard		
					M	odify issue					
	No	Subscription			Date		_	Public note			Citations
_	1 2	SEAS1 SEAS2	PNB BD NEWONE				No No		No No	Heinen (HEI - 1) Heinen (HEI - 1)	Yes Yes

Brief bibliographic data displays above the grid. This data is protected and includes the fields defined in the !Serial element/group profile record. It also shows the **Numbering** of the issue that you selected from the **Receiving** screen, as well as the issue title (if applicable). The system will display the first 100 characters of the issue title.

Columns on the screen

Subscription – the subscription number assigned to this subscription.

Shelfmark – the shelfmark assigned to this subscription.

Status – the status assigned to the issue for this subscription. The status is one of those defined in section 367.7 – Issue status codes. Possible statuses include Received, Returned, Claimed, Next expected, Missing, In bindery, Bound, Item due, Withdrawn, etc.

Date - the date associated with the issue status.

Barcode – the display in the column is Yes or No to indicate whether the issue is barcoded for this subscription. Not updateable.

EH – electronic holdings field. The display in the column is Yes or No to indicate whether the issue has URL information for this subscription. Not updateable.

Public note – The display in the column is Yes or No to indicate whether the issue has a public note for this subscription. Not updateable.

Staff note – the display in the column is Yes or No to indicate whether the issue has a staff note for this subscription.

Supplier – the missing issues supplier attached to the subscription.

Route – the display in the column is Yes or No to indicate whether the subscription is the routing copy.

Citations – the display in the column is Yes or No to indicate whether or not there are citations linked to this issue.

Options on the screen

Modify [*] - Select one of the subscriptions and click this option to change the status, barcode the issue, add/update notes. Please refer to section <u>311.3.2.1</u>.

History [H] – Use this option to display a history of the status changes for this issue. Please refer to section 311.3.2.2

Modify part [M] – Use this option to change the numbering or issue title information. Please refer to section <u>311.3.2.3</u>.

Manual claim $[R^*]$ – Select one of the subscriptions and click on this option to manually claim the issue. Please refer to section <u>311.3.2.4</u>.

Claim by phone $[T^*]$ – Select one of the subscriptions and click on this option to claim by telephone. Please refer to section <u>311.3.2.5</u>.

Print label $[PL^*]$ – Select one of the subscriptions and click on this option to print a label. Please refer to section <u>311.3.2.6</u>.

311.3.2.1 Modify issue

Select one of the subscriptions and click the **Modify** option on the **Modify issue** screen. The system displays the detailed **Modify issue** form:

Modify issue		-
Numberir	g v.2000:no.4(2002:Summer)	ок
Issue tit	le	Cancel Help
Citation title(5)	
Subscriptio	SEAS1	
Shelfma	PNB BD NEWONE c.	
State	IS 1 - Received	
Status da	te 17/06/2008	
Barcoo	le	1
UF		
URL pa	th	
Public no	ie	
Staff no	e e	
Last claime	d	
Times claime	d	
	Claimed by phone Heinen (HEI - 1) Route	
Expected dat	e <u>11//06/2002</u>	

Fields on the screen

Numbering – display only. Enumeration and chronology of the issue.

Issue title – display only. The special title assigned to this issue.

Citation title(s) – display only. The citation record(s) linked to this issue.

Subscription – display only. The subscription number assigned to this subscription.

Shelfmark – display only. The shelfmark assigned to this subscription.

Status - the status assigned to the issue for this subscription. The status is one of those defined in section 367.7 – Issue status codes. Possible statuses are:

- 1 Received The library has received an issue for this subscription. If you
 register receipt of an issue on a screen, the system automatically assigns this
 status to all active copies of the issues. The system prints a routing list slip if
 required.
- 2 Returned The library received this copy but then returned it to the supplier.
- 3 Claimed The library has created a claim for this copy. The system can automatically generate claims for late Expected and Item due copies. You can manually create a claim by assigning the Claimed status to a copy here. To remove the claim, assign a different status (such as Received or Missing) to the copy.
- 4 Exp issue, 5 Exp index, 6 Exp suppl The library expects receipt of one copy for every Type of Holding linked to every active subscription of the serial. The Exp statuses can only be assigned by the system, to issues that it has predicted. If you receive some copies of an issue but still expect the others, assign the Item due status to them.
- 7 Missing The library no longer expects receipt of this copy.
- 8 In Bindery The library has sent this received copy to be bound.
- 9 Bound This received copy has been bound.
- 10 No action The system removes this copy line from the issue definition when you return to the Receiving screen. This status can be assigned at any time. For example, if you get 5 copies of an issue of a 4-subscription serial, you would Receive the first 4 of them against the supplied issue. In addition, you could use the Insert after issue icon to create an extra issue box with the same enumeration and chronology as the original issue box, and then Receive the 5th copy against 1 of the subscriptions and set the other 3 copy lines to No action. The original issue would show the summary status Received 4/4; the inserted issue would show the summary status Received 1/1. You might also use the No

action status if you discover you have claimed issues that will never be published.

- 11 Item due The library expects receipt of this copy. This status is more or less equivalent to the Exp status. Use this status when you do not receive all the expected copies of an issue and do not want to mark the remainder as Claimed or Missing. The system automatically assigns this status to any issues with a status Expected that are below the issue that you receive. The system automatically generates claims for late Expected and Item due copies. You can also use this status when you have accidentally received an issue you should not – yet- have received (because you cannot manually assign a status of 'expected item').
- 12 Withdrawn This received copy is withdrawn.
- 13 Microfilm, 14 Microfiche Use these statuses to denote that the library has holdings on microfilm or microfiche. First delete all receipts boxes for the paper issues that were transferred to microfilm or microfiche. Then use the **Insert after issue** icon to insert a new issue. In the **Numbering** field enter enough information to identify the microfilm or microfiche (i.e. 1993-1994). Make sure you assign a status of Microfilm or Microfiche.
- 15 20 Optional 1-6 Library definable. The system administrator can define statuses such as Not published, In process, and so forth in section 367.2.6 Issue status codes.
- 21 Not expected The part is not expected by the subscriptions at the selected SHIPTO location.
- 22 No receipt This status is used to add retrospective receipts, e.g. as part of a conversion from another system. We advise you to not assign this status manually

Note

Issue statuses that are picked up by the claim cycle are:

3 – claim

4,5,6 – next expected

11 – item due

This is not configurable.

Status date - the date associated with the issue status. When you change the status of an item, the system will by default put today's date in the status date field. However you can override this by inputting another (future or past) date in here.

Barcode – if the subscription has the **Barcode issues** flag set and if you barcode issues at time of receipt, enter the barcode here.

URL – if the subscription has a **Format** that supports receipt of electronic material, enter the URL here.

URL path – if the subscription has a **Format** that supports receipt of electronic material, enter the URL path here.

Public note – enter a public note that is specific to this copy of the issue.

Staff note – enter a staff note that is specific to this copy of the issue.

Last claimed – display only. Date that claim was last printed.

Times claimed – display only. Number of times claimed followed by type of claim:

- m missing issue
- s stagnating
- tel telephone

Claimed by phone - display only. If checked, this item was claimed by phone.

Supplier – display only. Missing issues supplier attached to the subscription.

Route – display only. If checked, the subscription is the routing copy.

Expected date - display only. Expected receipt date of the issue.

311.3.2.2 Status history display

Select one of the subscriptions from the list and choose the **History** icon. The system displays the **Status history display** form. This form allows you to track the status changes made to a copy. The system stores the changed status, the ID of the staff member who made the change, and the date and time of the change for each status change made to a copy.

		Status h	istory display				ОК
No	Subscription	Shelfmark	Status	User	Date	Time	
1	SEAS1	PNB BD NEWONE	Received	tineke	08/07/2008	10:28	Cancel
			Claimed	Super User	04/04/2003	00:00	Sector Contraction
□ 2	SEAS2	PNB BD NEWONE	Received	tineke	08/07/2008	10:28	
			Claimed	Super User	04/04/2003	00:00	

The display includes one line for each status change that has occurred on each copy. For this example, the status of the issue for subscription 66 changed from Item due to Received on September 8, 2005.

311.3.2.3 Modify part

Select the **Modify part** icon to change the **Numbering** of the issue. You can also use this option to link citations to the issue or unlink them. The following form is displayed:

Add/r	nodify i	eeuo					ОК
a Addi	nouny i	ssue					Cancel
	v.	no.	{pt.}	(year)	(Season) (*)		Help
umbering	1999	1	1999	Winter			Link citation
	Issu	ie title				×	<u>Unlink citation</u>
	Citation t	title(s)					- 1
	Anno	tation	C Sup	press captio	ons	×	7

Fields on the screen

Numbering - Contains issue enumeration (volume numbering) and issue chronology (cover date). This information is either predicted by the system or can be entered by you in this field. One column displays for each level of enumeration and chronology defined in this issue's

publication pattern. For chronology fields that have chronology codes with valid predictions (i.e. months, days of week, seasons), you can press F8 (or type in ?L) to see a list of valid entries. In this case, the system will verify that you enter a valid prediction in the field.

If you edit the numbering of the next expected issue, the system changes the current field and future predictions.

Issue title - special title associated with this part.

Citation title(s) - The system displays the titles of any citation records currently linked to this issue.

The 'Link citation' button is used to link an(other) citation bibliographic record to the issue.

The 'Unlink citation' button is used to unlink a citation bibliographic record from the issue.

When you press the Link citation button, the system presents the standard 'Search for a record' form.

From this form, you can choose to:

- 1. create a new citation bibliographic record (New record button)
- 2. search for an existing citation bibliographic record

In either case, when you have identified the citation bibliographic record, the !Title element/group profile of the citation record will be appended to the display in the Citation title(s) field (multiple entries are separated by ;).

To complete the linking of the citation to the issue title (whether newly created or one that already existed in the database), select the Memorize record option from the Full record screen.

After memorizing the record, escape back to the Search for a record form. From this form you may search for or create another citation to link. When you have finished memorizing all records that you want to link, click Cancel to return to the Add/modify issue form. After verifying that each of the memorized records belongs to the same database as the Issue, the **Citation title(s)** field is updated with the contents of the !Title field for the linked citation(s).

The **Unlink citation** button will show you a list of citations that are currently linked to the serial issue.

🖉 ¥-smart [1.0.01]	×
Linked citations No Title 1 Test citation	OK Cancel

Select one of the titles and press **OK** to unlink the selected title from the issue.

Suppress captions – if not checked, the system uses the captions defined in the publication pattern when printing out the Numbering of the issue. For example, v.62:no.8(2005:July). If checked, the captions are ignored and the system prints out what is in the numbering field. This is useful if you wish to receive an annual Index at the end of the year without creating a separate type of holding/publication pattern record for it. In this case, enter Index.2005 into the first column of the Numbering field, clear any other data out of the remaining columns and check the Suppress captions field. The system will display Index.2005 as the numbering for this part.

Annotation – enter a note about this part.

Note

Please remember that a part is shared by all of the subscriptions for a title that expect the same type of holding. For example, if your library has 5 subscriptions for the paper issues of a journal and you change the Numbering of v.62:no.8 to v.62:no.8A, the change affects all 5 subscriptions.

311.3.2.4 Create manual claims

There are two ways to manually claim overdue issues:

- 1. on the **Modify Receipt** form, set the Status to Claimed
- 2. from the **Modify receipt** screen, select one of the subscriptions and choose the **Manual claim** icon. If the latter is chosen, the system asks the question,

Do you wish to man	ually claim this issue?
ОК	Cancel

Answer **OK** to create the claim. When you go back to the **Receiving** screen, the system will switch to the standard form for generating output. This will generate a claim according to the defined claim cycle.

If you use the **Manual claim** option for an issue that is already claimed, the system responds with, "Issue has already been claimed. Do you wish to manually generate the next claim?". If you have already reached the last claim in the claim cycle, using this option will force the system to print another claim. Which means that you can actually send more than the maximum of 3 defined claims.

🖉 ¥-smart [1.0.01]				🗙
_{Output}				
Output to	Output can be sent to another Windows app The valid options for y workstation are show Printer Screen File Browser Spreadsheet Word processor Email Delimited output	plication. your login and	OK Cancel Help	

Select **OK** to print the claim immediately to the selected device. Select **Cancel** to generate the claim for later printing in AFO 351/352/353.

311.3.2.5 Claim by telephone

If you wish to keep track of the fact that you made a telephone claim for overdue items, select one of the subscriptions and choose the **Claim by phone** icon on the **Modify receipt** screen. The system displays the **Claim by phone** form:

Y-smart [1.0.01]	
🗞 Claim by phone	
Last claim date	ок
Last contact person	
Last remarks	Cancel
Claim date 08/07/2008	Help
Contact person Anneke van den Bosch	
Remarks here by end of week	

Fields on the screen

Last claim date - display only. Last date claimed by telephone.

Last contact person – display only. Contact person at supplier that received the telephone claim.

Last remarks – display only. Remarks entered by person who made the telephone claim.

Claim date – defaults to today's date. If you are recording a telephone claim, enter a date here.

Contact person – if you are recording a telephone claim, enter the person that you called.

Remarks – if you are recording a telephone claim, enter any special information that the contact person told you.

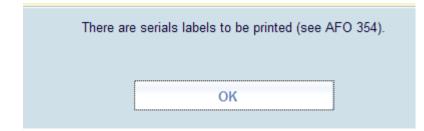
Press **OK** to create a new telephone claim. Press **Cancel** to leave the form without creating another claim. If you choose the **Claim by phone** icon for a subscription that is already claimed by phone, the system fills in the first three fields with the information entered into the previous telephone claim.

311.3.2.6 Print label

If the "Print label" field for a subscription is set, then the library will have the ability to automatically print labels for serials on receiving serial parts. In addition a manual reprint of the labels is available from the "Modify issues" display. See the help on AFO 354 for background information.

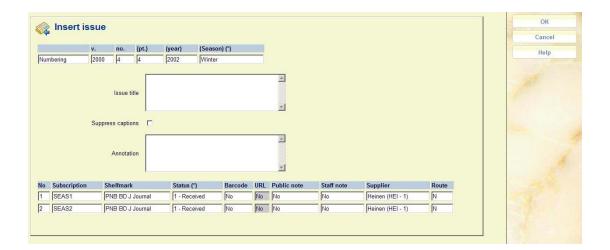
Print label [PL*] – Select one of the subscriptions and click on this option to print a label. The label will be generated according to parameters set in AFO 367 – Miscellaneous as well as the settings for your port in AFO 612.

If there are left over labels to be printed you will be warned when exiting AFO 311:



311.3.3 Insert an unpredicted issue

When you use the **Insert above issue** option from the **Receiving** screen to insert a new issue, the system displays the **Insert an issue** form. The fields default to the values from the line you specified when you used the insert option. Thus, if you inserted above the issue on line 7, the system copies the values from the fields for line 7, and reproduces them on a new form.



Fields on the screen

Numbering - Contains issue enumeration (volume numbering) and issue chronology (cover date). This information is defaulted to the values from the line you specified when you used the insert option. You can override this information by entering your own numbering into the columns. One column displays for each level of enumeration and chronology defined in this issue's publication pattern. For chronology fields that have chronology codes with valid predictions (i.e. months, days of week, seasons), you can press F8 (or type in ?L) to see a list of valid entries. In this case, the system will verify that you enter a valid prediction in the field. Instead of using F8 or ?L you can enter free text. In that case the system will NOT verify you have entered a valid prediction. You can use this for instance to add 'summer special' etc.

Issue title – special title associated with this part.

Suppress captions – if not checked, the system uses the captions defined in the publication pattern when printing out the Numbering of the issue. For example, v.61:no.12(2004:November). If checked, the captions are ignored and the system prints out what is in the numbering field. This is useful if you wish to receive an annual Index at the end of the year without creating a separate type of holding/publication pattern record for it. In this case, enter Index.2004 into the first column of the **Numbering** field, clear any other data out of the remaining columns and check the **Suppress captions** field. The system will display Index.2004 as the numbering for this part.

Annotation – enter a note about this part.

Note

You cannot insert an issue with copies expected in the future.

Columns on the screen

Subscription – subscription number. Not updateable.

Shelfmark – current shelfmark for the subscription. Not updateable.

Status (*) – To assign a status to a copy, enter a numeric Issue status code as previously described in section <u>311.3.2.1</u>. You can also enter F8 (or type in ?L) in this field to open up the detailed **Insert issue** form which allows you to barcode the issue, enter public and staff notes, URL information, change the date, etc. Fields in which you can use F8 (or type in ?L) to open a detailed form are denoted by (*). Please refer to section <u>311.3.3.1</u> for a description of the detailed form.

Barcode – if this cell is grey in colour, you are not allowed to barcode issues for this subscription (i.e. subscription has no shelfmark or does not have **Barcode issues** field set). The display in the field is Yes or No to indicate whether the issue is barcoded for this subscription. Not updateable.

URL – if this cell is grey in colour, you are not allowed to enter URL information for this subscription (i.e. subscription's **Format** field is set to Print only). The display in the field is Yes or No to indicate whether the issue has URL information for this subscription. Not updateable.

Public note – The display in the field is Yes or No to indicate whether the issue has a public note for this subscription. Not updateable.

Staff note – The display in the field is Yes or No to indicate whether the issue has a staff note for this subscription. Not updateable.

Supplier – the missing issues supplier attached to the subscription. Not updateable.

Route – Whether or not the subscription is routed. Not updateable.

When you press **OK**, the system creates an entry for each of the subscriptions with a status other than No action in the Status column. If you have assigned barcodes to any of the received issues, the system now displays the **Enter a new item** form for each of these barcodes. Please refer to section <u>311.3.1.2</u>. If any of the subscriptions you received are routed, the system will now either print out a routing slip immediately or send an entry to AFO 344 (dependent on the settings in your User default record – AFO 368). After the receipts have been registered, the system redisplays the **Receiving** screen with updated information.

311.3.3.1 Insert issues details

When you press F8 (or type in ?L) in the **Status** column of the **Insert issues** form, the detailed **Insert issue** form displays.

Subscriptio	n SEAS2	ок
Shelfma	k PNB BD NEWONE	
Statu	S 1 - Received	Cancel
Status da	e 08/07/2008	Help
Barcoo	e	
UF	L	
URL pa	h	
		the second se
Public no		
T ublic tio	c	
		10 M 10 10
Staff no	e	
Suppli	er Heinen (HEI - 1)	

Fields on the screen

Subscription – display only. The subscription number assigned to this subscription.

Shelfmark – display only. The shelfmark assigned to this subscription.

Status - assign a status to a copy. Enter a numeric Issue status code as previously described in section <u>311.3.2.1</u>.

Status date - enter the date associated with the issue status.

Barcode – if the subscription has the **Barcode issues** flag set and if you barcode issues at time of receipt, enter the barcode here.

URL – if the subscription has a **Format** that supports receipt of electronic material, enter the URL here.

URL path – if the subscription has a **Format** that supports receipt of electronic material, enter the URL path here.

Public note – enter a public note that is specific to this copy of the issue.

Staff note – enter a staff note that is specific to this copy of the issue.

Supplier – display only. Missing issues supplier attached to the subscription.

Route – display only. If checked, the subscription is the routing copy.

311.3.4 Delete an issue

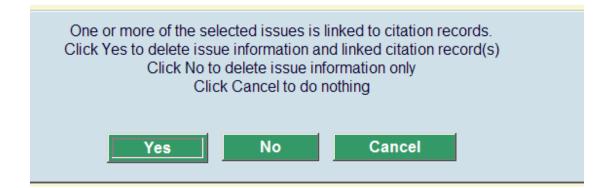
Select one (or more) of the issues from the Receiving screen and choose the Delete issue icon to delete information for the selected issue(s). You cannot delete the expected issues at the top of the screen. The system displays the message, "Do you wish to delete issue information?" Answer OK to go ahead and delete, or Cancel to not delete it. If you answer **OK**, the system checks to ensure that the parts can be deleted. If no errors are encountered, the system deletes the holdings for the current SHIPTO location from the selected parts record(s). If there are holdings for other SHIPTO locations in the parts record(s), the issue will continue to display but it will show a status of Not expected. This means that there are other holdings for this part on the system but they do not belong to the current SHIPTO location. If there are no other holdings for this part on the system, the entire line is deleted from the display. Use this option to remove an issue inserted in error or an unpublished issue. This delete option deletes receipt information from all of the subscriptions for the current SHIPTO location. If you wish to delete receipt information from one specific subscription only, use the **Delete** option on the **Receipt information** screen after choosing the Receipt information option on the Subscription general data screen (see section 321.3.4).

Note

Depending on parameter settings in AFO 367 – Miscellaneous, you may be prompted for an additional password when you try to delete more than 1 issue at the same time:

@ V-smart [1.0.01]	×
Serials authorization exception	
Warning. All selected issues and associated barcodes will be deleted. This action is permanent and cannot be undone. Are you sure you want to continue? Override password	OK Cancel Help

When issues are linked to citations, and these issues are selected for deletion, the system displays a warning. The message has three buttons:



311.3.5 Move an issue

Allows you to change the order of display of the issues on the **Receiving** screen. You cannot move an issue above the next expected issues. After selecting this option from the **Receiving** screen, the system prompts with the form.

🖉 V-smart [1.0.01]		🗵
Nove issue		Ð
From position 0 To position 0	0	OK Cancel Help

Fields on the screen

From position - enter the line position of the issue you want to move

To position – enter the line position that you want to issue to move to. If you move an issue upwards in the list, the To position equals the final position in the list. In our example, the issue formerly at line 11 will be moved to line 9. The issue formerly at line 9 will now display on line 10. If you move an issue downwards in the list, the issue will be moved to the position below that defined by the To position. For example, if you moved an issue from line 9 to line 11, the issue will display under the former contents of line 11.

311.3.6 Filtering contents of receiving screen

Use the **Filter by** option to restrict what you see on the **Receiving** screen. The system displays the **Filter by** form.

🖉 ¥-smart [1.0.01]		×
Kilter b	у	
Status	21 - Not expected 22 - No Receipt 4 - Exp issue 5 - Exp index 6 - Exp suppl 7 - Missina Barcoded issues	OK Cancel Help <u>C</u> lear all

Fields on the screen

Status – select one or more statuses. The system will show you only issues with these statuses.

Barcoded issues – if checked, the system will show only issues that have been barcoded.

Use the **Clear all** button to clear previous filtering restrictions. Press **OK** to return to the **Receiving** screen. The header portion of the **Receiving** screen will be updated with your new filter restrictions. Also, the system will display issue information according to your filter restrictions.

In the example, we have selected to display only claimed issues. After pressing **OK**, we return to the **Receiving** screen.

¥-sma	art [1.0.0)1] - Wind	ows Internet Explorer							
							ld: 1.20002/4088	User: tineke	Location: Pl	NB/BD AFO: 31
(En) v	- s m a	rt						Setting	s Exit
~	<u> </u>			1 VV 🔿 📼 🔿						
-		~~~~		´ ¥ €⊑₹\$		▶				
0										
litle				Aeronautical journal	: an experience [Pe	eriodical] Smith	Richard			
SSN				00019240						
Imprir	nt			UK, 1989 -						
	mark(s))		PNB BD J Journal, F	PNB BD NEWONE					
Ship 1				DFLTSER						
	ng type			Issues2						
Fillere Show	ed by			Status=Claimed 31 out of 43						
SHOW	ing			51 Out 01 45	Receiving f	or dfltser - issues	.2			
		No	Numbering	Date	Status	# Copies	Claimed	Barcoded	Note	Citations
•		1	v.1999:no.1:pt.12	09/04/2007	Received	1/5+	1m:04/04/2003	No	No	No
>		2	v.1999:no.1:pt.9	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
è.		3	v.1999:no.1:pt.8	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
\$		4	v.2000:no.2:pt.1	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
\$		5	2000,Index	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
\$		6	v.2000:no.1:pt.12	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
\$		7	v.2000:no.1:pt.11	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
>		8	v.2000:no.1:pt.10	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
•		9	v.2000:no.1:pt.9	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
\$		10	v.2000:no.1:pt.8	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
è.		11	v.1999:no.1:pt.7	04/04/2003	Claimed	2/5+	1m:04/04/2003	No	No	No
•		12	v.1999:no.1:pt.6	04/04/2003	Claimed	2/5+	1m:04/04/2003	No	No	No
•		13	v.1999:no.1:pt.5	04/04/2003	Claimed	2/5+	1m:04/04/2003	No	No	No
•		14	v.1999:no.1:pt.4	04/04/2003	Claimed	2/5+	1m:04/04/2003	No	No	No
÷		15	v.1999:no.1:pt.3	04/04/2003	Claimed	2/5+	1m:04/04/2003	No	No	No
⇒		16	v.1999:no.1:pt.2	04/04/2003	Claimed	2/5+	1m:04/04/2003	No	No	No
		17	v.1999:no.1:pt.1	04/04/2003	Claimed	2/5+		No	No	No
→		18	2001.Index	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
		19	v.2001;no.1;pt.12	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
*			v.2001:no.1:pt.11	04/04/2003	Claimed	1/5+	1m:04/04/2003	No	No	No
* *		20								
* * * * *		20 21		04/04/2003	Claimed	1/5+		No	No	No
* *		20 21 22	v.2001:no.1:pt.10 v.2003:no.2:pt.3	04/04/2003	Claimed Claimed	1/5+ 1/5+	1m:04/04/2003	No No	No No	No No

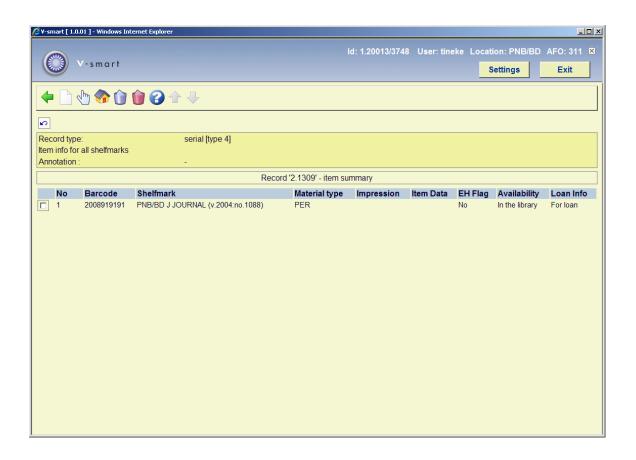
Notice that the header has been updated to let us know that we are only displaying Claimed issues. Only 31 out of 43 issues have the Claimed status.

Note

Filters remain in effect after you leave the **Receiving** screen. Use the **Clear all** button on the **Filter by** form to reset the filter.

311.3.7 Item display

From the **Receiving** screen, select a line that has the **Barcoded** column set to Yes and then choose the **Item display** icon. The system displays the **Item summary** screen for the selected issue.



You are not allowed to add new barcodes, only update/delete barcodes that have already been created for the selected issue. If you wish to add a barcode to an issue, use the **Modify issue** icon from the **Receiving** screen.

311.3.8 Update holdings statement

If you select the **Holdings statement** icon from the **Receiving** screen, the system displays the **Holdings statement for shelfmark sets** screen.

	.0.01] - Windows In	nternet Explorer					
\bigcirc	V-smart			ld: 1.20002/2364	User: tineke	Location: PNB/E	D AFO: 311
🔶 🔶	? ↑ ↓						
\$							
ītle SSN		000192	240	erience [Periodical] Smi	thRichard		
mprint		UK, 198					
				ement for shelfmark sets			
No	Subscription 1 MC9999	N Shelfmark PNB BD J JOURNA		AC label Holdings stater es Library has older			ute Compresse

The system displays the summary holdings statement for each subscription at the current SHIPTO location.

Click one of the entries to update the holdings statement for one of the subscriptions. The system responds by displaying the **Holdings statement** form. Please refer to section 321.4.3 for a detailed explanation of the fields on this form.

🖉 Y-smart [1.0.01]						
	Holdings statement			-1		
		Issues - Issues v.2003:no.1078,v.2004:no.1089	OK Cancel Help			
	Retrospective statement	Library has older volumes on microfiche.	×			
	Automatically generate	V				
	Follow up statement					
l	Use for compressed WebOpac display					

Notice the holdings statement that the system has automatically generated for this location. It also shows gaps for issues that are not yet received.

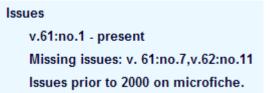
Such a statement would display in the WebOpac similar to this:

Issues				
Library holds older volumes on microfiche				
v.2003:no.1078,v.2004:no.1083,v.2004:no.1085,v.2004:no.1087- v.2005:no.1096				
Last received issue FROM PREFERNCES v.2005:no.1096 - [08/07/2008]				

If you turn off the **Automatically generate** holdings flag, the system displays only what you put into the **Retrospective statement** and **Follow up statement** fields. You might prefer to list this subscription's holdings as follows:

A V-smart [1.0.01]						
	Holdings statement					
	Description	Issues2 - Issues		ок		
	System generated holdings		×	Cancel Help		
		v.61:no.1 - present Missing issues: v.61:no.7,v.61:no.8,v.62:no.3,v.62:no.7	X	1		
	Automatically generate					
	Follow up statement	Library holds issues prior to 2000 on microfiche.				
	Use for compressed WebOpac display					

The resulting WebOpac display would be similar to this:



Document control - Change History

Version	Date	Change description	Author
1.0	July 2008	creation	
1.1	August 2008	new option for WebOpac display; new option for (non)circulating issues	
2.0	January 2009	new option for label printing for issues; additional info on statuses	
3.0	August 2009	free text allowed for chronology; display frequency notes on receiving screen; new option binding alerts Part of 2.0 updates	
4.0	June 2010	new automatic barcode feature; clear loan status button; improvements for issue status codes; [bracket for item barcode part of 2.0.06 updates	