

# AFO 352 – Check temporary claim file

## 352.1 Introduction

AFO 352 controls the second phase of the print process for claims within serials administration, in particular two aspects:

- the possibility of reviewing temporary output files (created via AFO 351);
- 'approving' a temporary output file and, as a result, copying it to a definitive output file, which can then be printed via AFO 353.

Temporary output files can be reviewed in the normal manner (claim by claim). The option for reviewing claims has been created for a number of reasons:

- it allows the person responsible to perform a final check;
- this final check enables the user to modify output files just before they are printed, which provides a manual intervention into the print process initiated automatically by the system.

In other words, this option increases the manageability as well as the ability to monitor the print process, and thus of the claim process in general: as such, the employees involved have the last word, rather than the system.

## 352.2 Managing temporary output files

After you start AFO 352, a survey screen appears with the temporary output files and the number of claims in each file:

	Institution : PNB.BD	Status	Date	Time	No. of records
<input type="checkbox"/>	1 Paid subscriptions	Building finished	28/02/2008	15:49	11
<input type="checkbox"/>	2 Free subscriptions	Building finished	28/02/2008	15:49	16
<input type="checkbox"/>	3 Memberships	Building finished	28/02/2008	15:49	0

## Columns on the screen

**Institution:** This field contains the various output file types within the institution.

**Status:** This field contains the status of the output file, for example 'Building finished'.

**Date:** This field contains the date on which the output file was created.

**Time:** This field contains the time at which the output file was created.

**No. of records:** This field contains the number of records in the file.

## Options on the screen

**Summary (+):** Select an output file and then select this option to display an overview of the output files. This option is explained in the following paragraph.

**Generate all final print files:** Select this option to convert the temporary output files to definitive output files without checking or making modifications.

## 352.2.1 Displaying and modifying temporary print files

Once you have selected an output file from the overview screen followed by the option 'Summary', an overview of all claims in that output file appears:

The screenshot shows a web browser window titled "V-smart [ 1.0.01 ] - Windows Internet Explorer". The interface includes a header with user information: "Id: 1.20093/196 User: tineke Location: PNB/BD AFO: 352". There are "Settings" and "Exit" buttons. Below the header is a navigation bar with icons for back, forward, home, print, refresh, search, and navigation. The main content area is titled "Check temporary claim file paid subscriptions" and contains a table with the following data:

No	Sub. no.	Volume/Issue	Claim data	Supplier	Title
<input type="checkbox"/> 1	64	Sunday:Nov 6, 2005 v.20	CIm3m	OXLEY LTD	Sunday post
<input type="checkbox"/> 2	64	Sunday v.20	CIm2m	OXLEY LTD	Sunday post
<input type="checkbox"/> 3	64	Sunday v.20	CIm1m	OXLEY LTD	Sunday post
<input type="checkbox"/> 4	68	2006:printemps vol.90:no.2	CIm3m	OXLEY LTD	A Connecticut Yankee in King Arthur's court
<input type="checkbox"/> 5	68	2007:hiver vol.91:no.1	CIm2m	OXLEY LTD	A Connecticut Yankee in King Arthur's court
<input type="checkbox"/> 6	68	2007:été vol.91:no.3	CIm2m	OXLEY LTD	A Connecticut Yankee in King Arthur's court
<input type="checkbox"/> 7	68	2008:hiver vol.92:no.1	CIm1m	OXLEY LTD	A Connecticut Yankee in King Arthur's court
<input type="checkbox"/> 8	68	2006:été vol.24:no.2	CIm2m	OXLEY LTD	A Connecticut Yankee in King Arthur's court
<input type="checkbox"/> 9	68	2006:automne vol.24:no.3	CIm2m	OXLEY LTD	A Connecticut Yankee in King Arthur's court
<input type="checkbox"/> 10	68	2007:printemps vol.25:no.1	CIm2m	OXLEY LTD	A Connecticut Yankee in King Arthur's court
<input type="checkbox"/> 11	68	2007:automne vol.25:no.3	CIm1m	OXLEY LTD	A Connecticut Yankee in King Arthur's court

## Columns on the screen

**Sub. no.:** This field contains the number of the subscription.

**Volume/Issue:** This field contains the volume and the issue number.

**Claim data:** This field contains the data regarding type and number of the claim. See below for an explanation.

**Supplier:** This field contains the supplier for the serial.

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

## Options on the screen

**Issue data (+) [\*]:** Select an issue and then select this option for additional data regarding this issue. The **Modify issue** form appears displaying details for this issue. For more information on the **Modify issue** form, please refer to section [311.3.2.1](#).

**Cancel reminder for No. (+) [S\*]:**Select one or more issues and then select this option to suppress a claim for this issue. The issue in question is not included in the definitive output file. However, if you create another temporary output file, this issue will again appear in the list.

**Print [P]:** Select this option to print the list of issues displayed on the screen. The system then switches to the standard output procedure.

**Final print file [OK]:** Select this option to convert the temporary output file to a definitive output file.

**Cancel reminder for Nos (+) [S\*,\*]:** You can type in "S line no, line no" (e.g. S1,3,5) to suppress claims for those line numbers only. The issues will not be included in the definitive output file.

**Cancel reminder for all issues [SA]:** Select this option to suppress claims for all issues. The issues will not be included in the definitive output file.

**Revoke cancellation for No. (+) [T\*]:**Select one or more issues and then select this option to revoke cancellation of the claim. The issue in question is again included in the definitive output file.

**Revoke cancellation for Nos (+) [T\*,\*]:** You can type in "T line no, line no" (e.g. T1,3,5) to revoke the cancellation of selected claims. The issues are again included in the definitive output file.

**Revoke cancellation for all issues [TA]:** Select this option to revoke the cancellation of all claims. The issues are again included in the definitive output file.

## **Note**

If you have not yet printed (via AFO 353), the system will refuse to copy the temporary output file to the definitive file. If the system displays the message 'Previous list has not yet been printed', you must first print that output file via AFO 353.

Copying a temporary output file to a definitive output file takes place online and, depending on the size of the temporary file, takes one to several seconds.

## **Explanation of claim types**

Clm1m	Claim 1 for missing issues
Clm1s	Claim 1 for stagnant subscriptions
Clm2m	Claim 2 for missing issues
Clm2s	Claim 2 for stagnant subscriptions
Clm3m	Claim 3 for missing issues
Clm3s	Claim 3 for stagnant subscriptions

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>July 2008</b>	<b>creation</b>	
<b>2.0</b>	<b>June 2009</b>	<b>added explanation of hidden options part of 2.0 updates</b>	