

TO ADD A PERIODICAL ISSUE FOR CHECK-IN IN ACQ

On the screen where you feel the issue should be:

Click on "Receive New Items" in upper right.

Enter volume, issue, date info in Description box

Must fill in either Enumeration A or Enumeration B above Description with only volume or issue number.

Click "Create and Receive" in upper right.

If Alma wants more info, you will get a bossy message. Do as instructed.

Confirm – maybe twice.

Issue should now be listed in its rightful spot for check-in.

Per Kay Miller 5-3-18