Horizon 7.5.4

Serials User and Administrator Guide

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SirsiDynix®

Contents

Serials User and Administrator Guide

Welcome to Horizon Serials. Serials offers tools to help you track incoming serials and manage your existing serials inventory effectively.

Before you can manage your serials, a copy record must exist in Serials Control for each subscription to a title. Once a copy record exists, you can then predict when the next issue will arrive for each subscription. After the issues arrive you can add them to your existing materials. If an issue is late, Horizon automatically generates a serials claim for each overdue subscription based on your prediction of when that item should arrive. You can use Serials to generate a current inventory of all your subscriptions and enter each vendor into Horizon in the setup parameters. This enables you to choose from a list of existing vendors if changes need to be made to any serials subscription

The *Serials Guide* is for all users of Serials, including system administrators. It explains how to set up and use Serials to do tasks with serial items. It covers all the steps in the serials cycle—from cataloging and predicting serial items to receiving serial items and circulating serial items. It also explains how to review and print Serials reports. All setup and administration-related topics that are specific to Serials are covered in the *Serials Guide*, not in the *System Administration Guide*.

This chapter includes these sections:

Serials Guide Contents

This guide contains these major sections:

- **Getting Started** on page 1 explains the basic information you need to begin using Serials. It gives you an overview of this guide. It also gives you an overview of basic Serials records and tasks.

Conventions used in this guide

This guide uses terms, typefaces, and symbols to denote different kinds of information. Understanding these conventions can help you recognize the information you need more quickly.

Symbols

This guide uses these symbols:

Symbol	Description
	Tip This symbol indicates additional notes or helpful tips.
	Important This symbol indicates important information or warnings.

Mouse conventions

The following terms are used in this guide to describe actions you do with a mouse.

Term	Definition
Click	To place the mouse pointer on an icon, command, or button and quickly press and release the primary (usually the left) button once.
Double-click	To place the mouse pointer on an icon, command, or button and quickly press and release the primary mouse button twice.
Right-click	To place the mouse pointer on an icon, command, or button and quickly press and release the secondary (usually the right) button once.
Drag	To press and hold the primary mouse button while moving the mouse.
Choose	To click a button or an option from a menu, group of options, or list.
Select	To click once on an option in a list so that the option is highlighted. In a field, you may drag the mouse over text to select that text.

Keyboard conventions

This guide refers to keys following the standard convention of 101-key keyboards. For example, Ctrl is the control key, Alt is the alternate key, Enter is enter or return.

When you need to press two or more keys at the same time to do an action, the keys are connected with a plus sign (+). For example, **Alt+H** means to press and hold the **Alt** key while you also press **H**.

Keys you press appear in bold type in steps. Text or numbers that you need to enter using the keyboard also appear in bold (for example, "Type **main** in the **Location** field").

Other conventions

In step-by-step instructions, the names of menus, buttons, fields, and other options appear in bold type (for example, "the **OK** button" or "the **Title** field"). This helps you quickly identify which elements you should look for on the page or screen you are navigating.

When you are instructed to choose an option from a menu, the menu and menu options are separated by the greater-than symbol (>). For example, "choose **File** > **Save**" means to choose the File menu, then choose the Save option from the menu. This convention is also used to show the sequence of items you use on the navigation bar to open a form or page.

Text in italics shows general information that you must replace with information that is specific to your system. For example, you would replace *password* with a specific password, such as **123gr@ndma**.

File and directory names, code examples, and computer output appear in `Courier`.

Possible differences between the software and this guide

The names, labels, and sample windows in this guide reflect the default settings that are delivered with most new installations. The settings on your system may be different from these defaults, depending on your library's implementation choices and the way your system administrator sets up your system. For example, your system administrator can change labels and set up security to limit access to certain features.

Additionally, as you use the software, you can resize windows or customize your workspace. Consequently, your software environment may look and function differently than the environment described in the tasks in this guide.

This document is compatible with Horizon 7.5.4. Information in this document may also be compatible with later versions.

Documentation updates

Updates to this guide are posted to the customer support website between releases, as necessary. These updates provide corrections to unclear, incorrect, or incomplete information. They also provide documentation for enhancements that were not complete at the time the guide was first published.

You may access the customer support website at http://support.sirsidynix.com.

The customer support website requires a username and password. If you do not already have a username and password, contact your system administrator to receive one. If you are the system administrator for your library and need a username and password for the support website, please contact SirsiDynix Customer Support to receive one.

Documentation updates can include, but are not limited to, the following formats:

- PDF (Portable Document Format)
- HTML Webhelp
- EPUB
- Microsoft Word

To view a PDF file, you must install Adobe's Acrobat Reader on your workstation. You can download Acrobat Reader free of charge at Adobe's web site, http://www.adobe.com. Several open source eReaders are also available online which can open other formats such as EPUBs. Please contact SirsiDynix Customer Support if you are having trouble finding this guide in the format that you need.

Comments and suggestions

SirsiDynix welcomes and appreciates your comments on its documentation. We want to know what you think about our manuals and how we can make them better. If you have comments about this guide, please send them to docs@sirsidynix.com.

Be sure to include the title and version number of the guide and tell us how you used it. Then tell us your feelings about its strengths and weaknesses and any recommendations for improvements.

Chapter 1: Getting Started

This chapter provides you with the basic information that you need to begin using Horizon Serials. It gives you an overview of this guide, a review of some basic Horizon tasks and the Launcher interface, and an overview of Serials.

This chapter contains these sections:

Horizon Basics

This guide assumes that you have a basic knowledge of your Windows operating system, Horizon, and working in Horizon windows. At the minimum, you should know how to:

- Use a mouse or keyboard to do basic tasks, such as choosing menu options and buttons.
- Work with windows (selecting, moving, minimizing, restoring, maximizing, sizing, scrolling, closing, and so on).
- Work with dialog boxes.
- Log in to Horizon, change operators, and log off Horizon.
- Search for records on the Horizon system.
- Work in Horizon list and edit windows.

If you do not know how to do these tasks, see the Windows online help, your Microsoft Windows manual, or the *Horizon Basics Guide.*

Additionally, you need to understand how to use the Launcher environment. The Launcher is the framework that you use to open and navigate through the various Horizon processes. You can also use it as a tool to access some of your other desktop functions.

The Launcher workspace starts automatically when you first log in to Horizon. It includes pop-up lists, toolbars, and a navigation bar that help you do tasks easily. You or your system administrator can customize toolbars, the navigation bar, and some other features of the Launcher environment.

Here is an example of a Launcher workspace:

Figure 1-1: Launcher workspace
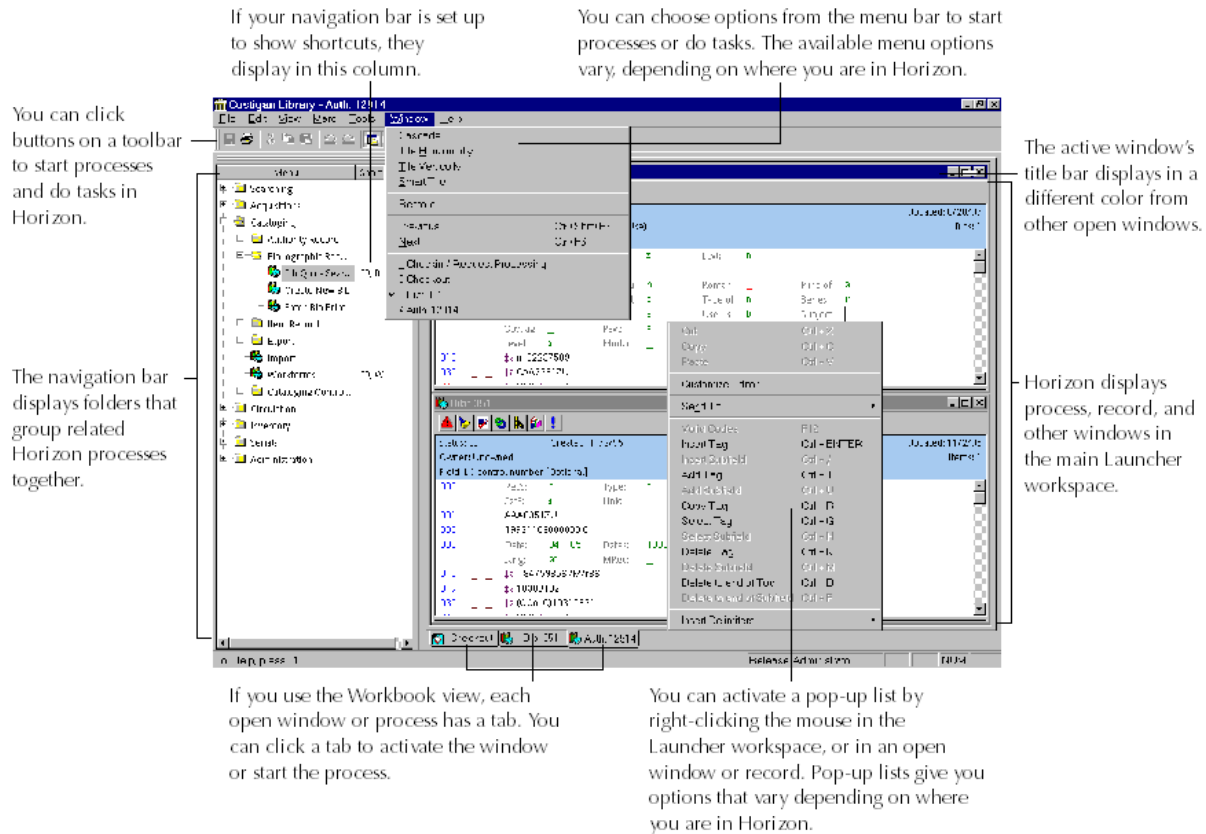
For more information on working in the Launcher environment, see the *Horizon Basics Guide*.

This section explains these topics:

- **Starting a Horizon Process** on page 2
- **Customizing the Launcher** on page 4

Starting a Horizon Process

When you do a task in Horizon, you must first start the process that lets you do the task. If you have already started several processes, you can activate the open process window that you want to use. The active window's title bar displays in a different color from other open windows. If the windows are displayed in a cascade, the active window moves to the front.

If you cannot activate a different window, the currently active window needs attention before you can continue. You must either close the window, or cancel or finish its process. (For example, if the window is a search window, you must complete the search, cancel the search, or close the window before you can start a different process.)

Horizon lets you use several different methods to start most processes. The various tasks in this guide usually give only one or two of the methods. As you work with Horizon, you will discover which methods are most convenient for you.

For example, if you work best using a mouse, you may choose to use the menu bar to start processes. If you prefer using a keyboard, you may choose to use keyboard shortcuts.

Your security settings and Launcher configuration may affect the options that you can use to start some processes. (For more information, see your system administrator.)

This section explains some of the methods you can use to start a process in Horizon. (For examples of some of these methods, see Figure 1-1 on page 2.)

This section explains these topics:

- **Starting a Horizon Process Using a Mouse** on page 3
- **Starting a Horizon Process Using a Keyboard** on page 4

Starting a Horizon Process Using a Mouse

When you use the mouse to start a process, you click or double-click on a specific part of the Launcher workspace. Here are some of the ways you can use a mouse to start a process:

- **Double-click on a process or tool on the navigation bar**. The navigation bar stores processes and tools in folders. (For more information, see "Horizon User Interface" chapter of the *Horizon Basics Guide*.)

- **Click on a toolbar button**. You can use the toolbar to start a process only if you (or your system administrator) have added a button for that process. (For more information, see the "Customizing the Toolbar" chapter of the *Launcher Configuration Guide*.)

- **Click on an option from the menu bar**. Choose **Window** and the open window or record that you want to make active.

- **Click on the window that you want**. If you can see part of the window or record that you want to make active, click on the window.

- **Use the Workbook view**. Click on the tab of the open window or record that you want to make active. (For instructions on opening the Workbook, see the "Horizon User Interface" chapter of the *Horizon Basics Guide*.)

Starting a Horizon Process Using a Keyboard

When you use the keyboard to start a process, you press a certain sequence of keys. You must know the keystrokes that open the function that you want. If your navigation bar is open and is set up to display shortcuts, you can see the keystrokes listed there. (However, the navigation bar does not have to be open for you to use the shortcuts.) The drop-down menus on the menu bar also display several keyboard shortcuts.

Your security settings may give you the rights to edit or create a shortcut. (For more information, see the *Launcher Configuration Guide*.)

You can use the keyboard in these ways:

- **Lead-in keys**. A lead-in key focuses the cursor on a certain set of tasks from which you can choose. The **F9** key focuses the cursor on the navigation bar, so that your next keystroke moves you through the folders of the navigation bar to find the process that you want to start. (You can use arrow keys, the first letter of the process that you want, or choose Find from the Edit menu to move to the process.)

- **Predefined keyboard shortcuts**. Windows and Horizon have certain default shortcuts that can help you in your work. You cannot change these shortcuts. (For example, **F2** starts a New Search.) (For a list of the most common predefined keyboard shortcuts, see "Shortcut Keys" in the "Horizon User Interface" chapter of the *Horizon Basics Guide*.)

- **User-defined keyboard shortcuts**. You can create shortcuts that start Horizon processes when you customize the Launcher. (For more information, see the Launcher Configuration Guide.) You can also edit or create shortcuts for many of the functions in the MARC Editor. (For instructions, see See "Customizing the MARC Editor".)

- **Press ALT+W**. This activates the Window drop-down menu. Then type the number of the open window or record that you want to make active.

Pressing **ALT** plus any underlined letter in the menu bar activates the drop-down menu for that menu option.

- **Press CTRL+F6**. This cycles through the open windows.

Customizing the Launcher

Depending on your security settings, you can customize your Launcher. (For instructions, see the *Launcher Configuration Guide*.) In general, you or your system administrator can customize the Launcher in a variety of ways.

Unless your security settings let you save changes that you make in the Launcher environment, the Launcher may revert to its default appearance when you log off.

- **Toolbars**. You can create a new toolbar or modify an existing toolbar's appearance and design so that the toolbar shows only the processes you use frequently.

- **Navigation bar**. You can hide or add new folders, processes, and applications to the navigation bar, including third party products. You can also set up shortcuts for processes and applications on the navigation bar.

- **Diacritics**. You can add, delete, and edit the non-keyboard characters (such as the British pound or an accent mark) that are available on the Diacritic Shortcut Bar. You can also specify the shortcuts for each character.

- **Background**. You can choose what background displays in the Launcher workspace.

- **Startup**. You can choose the processes that start automatically, and which folders on the navigation bar open automatically, when you first log in to Horizon.

Serials Basics

Serials consists of both the Serials Control and the Serials Checkin workspaces. They work together to enable you to track all serials material within your library.

This section explains these topics:

- **Serials Processes** on page 5
- **Overview of Tasks** on page 6
- **Overview of Basic Serials Records** on page 7
- **Searching for a Title to Use in Serials** on page 9

Serials Processes

When you first install Horizon, the Serials folder on the navigation bar contains these folders and processes:

Figure 1-1: Serials Processes
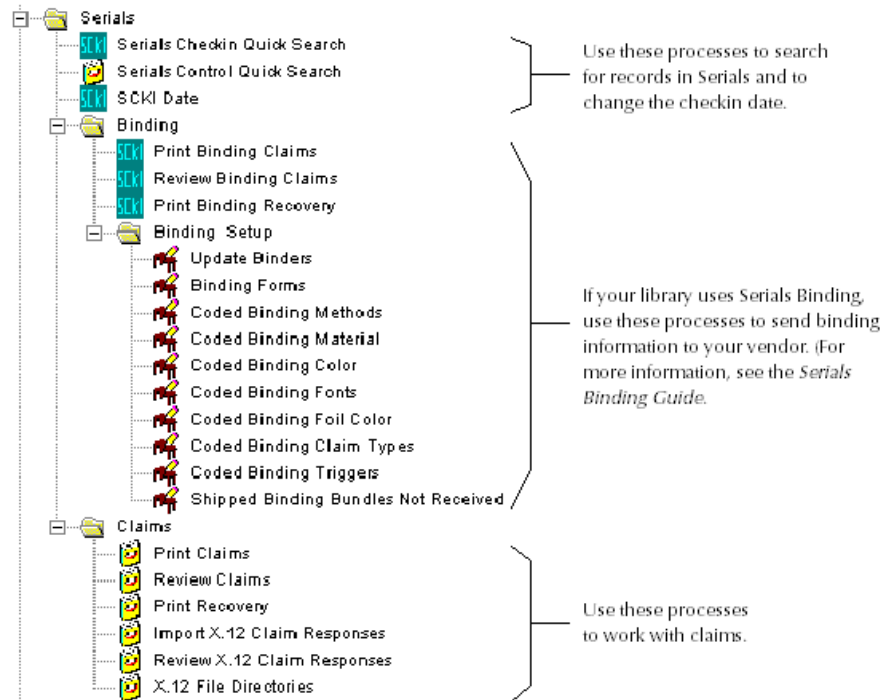
You may see only some of these Serials processes on your navigation bar. Your security setup and Launcher configuration determine the processes that are available on your navigation bar, and where they display. (For more information, see your system administrator or the *Launcher Configuration Guide*.)

Overview of Tasks

Serials includes many of the tasks found in other Horizon processes, but works specifically with periodical publications. These are the main tasks that you can perform in Serials:

- **Create copy records**. Serials Control must have an entry for every subscription to a title.

- **Create prediction patterns**. Horizon helps you keep track of when and how many issues should arrive. If certain issues do not come in as expected, you can use that information to make a claim for lost or missing issues in a shipment. If a shipment is late, Horizon can automatically generate a claim for each overdue subscription.

- **Checking in issues**. As shipments of serials arrive, you can use Serials to check in the issues and make their information part of the database. This helps you track those issues as they are placed in the library and checked in and out by patrons.

- **Track inventory**. You can generate a current inventory of all your serials holdings.

- **Track vendors**. You can use Serials to keep information about vendors in your database. If you need to change serials subscriptions, the vendor information can help you contact the vendors who can change the subscriptions for you.

- **Acquisitions link**. Serials lets you view purchase order information from Acquisitions and use that information in Serials to start predicting arrival of new issues. You can attach and detach information from purchase orders directly in copy records.

Overview of Basic Serials Records

The serial titles that you catalog and process through Horizon have these records:

- **Bib record**. You create a bib record for the title in Cataloging. This bib record must exist before you can create the remaining records.

- **Copy record**. You create a copy record that represents a group of issues (which constitutes a serial "run"), and that you want Horizon to display separately in the summary of holdings. As a general definition, you create one copy record for each subscription your library has of a title. (For example, a single library location may receive two copies of *Sports Illustrated*: one for the juvenile collection and one for the adult reference collection. The location may also receive a third copy in electronic version on CD-ROM, from an Internet subscription, or as microfilm. This library location would have three copy records for this title: one copy record for each collection and one for the electronic version.) Serials uses the information from copy records to predict arrival of issues, assign routings, and manage holdings display.

  When you create a copy record with a new media type for the same title, Horizon assigns a new serial number to the copy record. This serial number represents that particular title and media type combination. This function lets copies with the same media type share the same prediction information.

- **Issue record**. Horizon creates an issue record for you at prediction using the prediction information tied to a particular serial number. (A serial number represents one or more copy records with the same title and media type, and therefore, share prediction information.) You can also create an issue record manually. An issue record is a representation of a single issue for a title of a particular media type. However, an issue record does *not* represent the instance of an issue that your library either expects or has received for a particular copy of a title.

  For example, an issue record could represent the June 2003 issue of *Reader's Digest* for the magazine media type. The microfilm version of the June 2003 issue would have a different issue record. No matter how many copies of each media type the library has, Horizon still has only two issue records to represent the issue information for each media type of the June 2003 issue of *Reader's Digest*.

- **Copy Issue record**. Horizon creates a copy issue record for you automatically at either of these times: when you manually create the issue record or when you start Horizon prediction. A copy issue record represents a single copy of an issue that your library either expects or has received for a particular title and media type. Horizon stores the serials status (such as, "Expected," "Received," or "Being Claimed") on this record.

Copy issue records do *not* appear in PAC and staff searching screens unless they also have a corresponding item record. However, you could think of a copy issue record as a *serial* item record—a representation of a copy of an issue that your library expects or has received for a copy (or subscription) of a title.

- **Item record (optional)**. If you specify automatic item creation on a copy record, Horizon automatically creates an item record for each received copy issue. When you receive a copy issue, Horizon creates an item record for the copy issue in Cataloging, which lets Horizon put the received item under circulation control. If you create item records for copy issues, then staff and borrowers can search for serial items in your PAC or staff searching.

If you map serial information on a spreadsheet, you can see the different Horizon records and their relationships:

Here is a diagram of the different records with some brief information as to their relationships:

Depending on your library policy, you may create item records for all copy issues, only for copy issues you want to make available for public access, or not at all. If you have item records, you can search for the copy issue in your PAC or staff searching. (In this example, only the copy issues available for public access have an item record.)
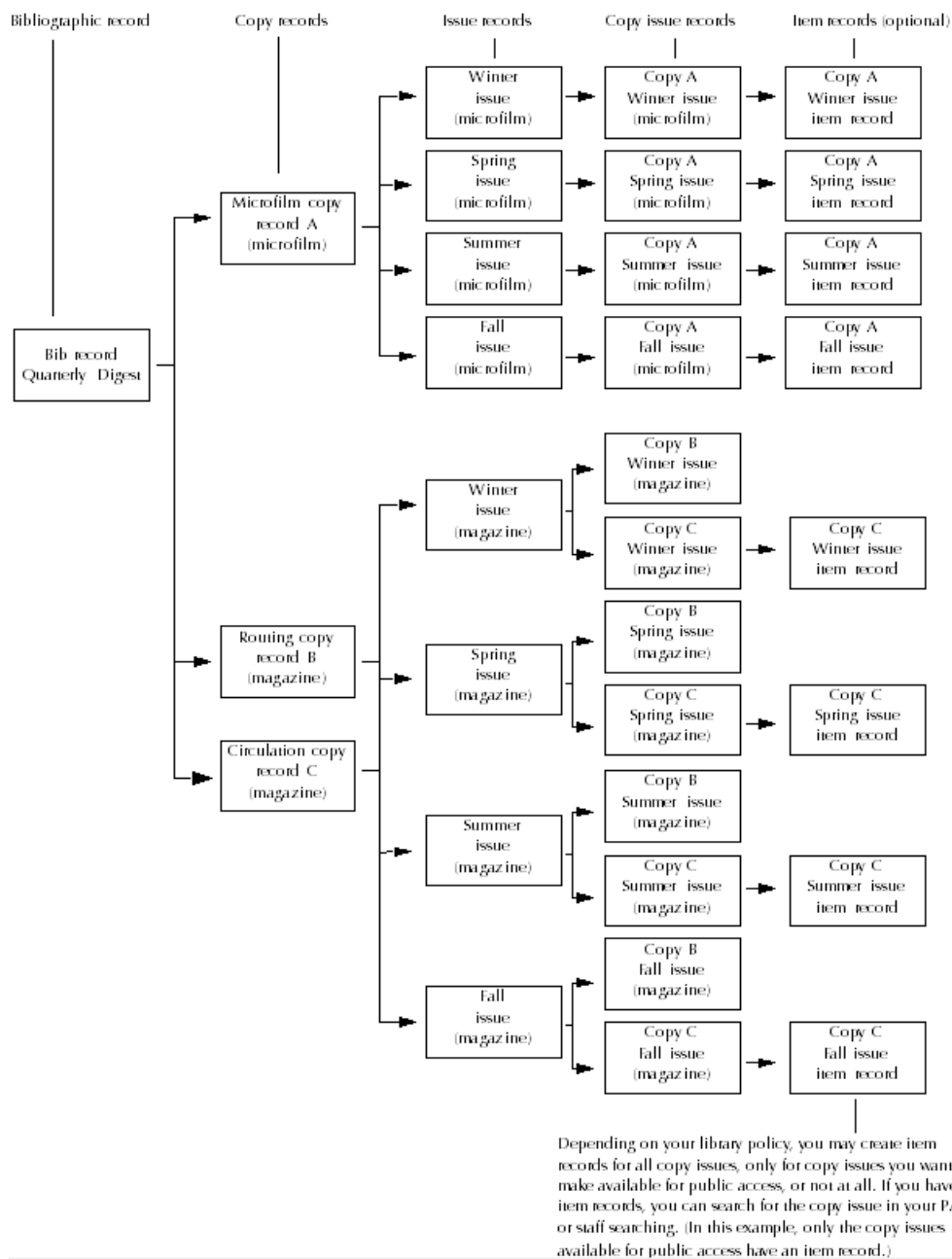
Searching for a Title to Use in Serials

You can find a title to work with in Serials in one of these ways:

- **Search in staff searching for the title**. You can search in staff searching for a serials title and send it to Serials Control or Serials Checkin.

- **Conduct a Quick Search in Serials by indexes such as title keyword, SISAC barcode (ISSN), and UPC barcode**. When you use this option, the search string

you enter must yield a direct hit. This means that only one title can contain the keywords or number that you enter. If more than one title matches the search string, Horizon prompts you to search in staff searching for the title.

To search for a title to use in Serials

1 Do one of these options:

From staff searching	From Serials
1. Start a **New Search**. To do this, press **F2** or find the process in the **Searching** folder on the navigation bar. 2. Search for a title that you want to view. (For instructions, see the "Searching" chapter of the *Horizon Basics Guide*.) Proceed with the search until the system displays either a Titles list window or a Bibliographic Detail dialog box. 3. If necessary, highlight the title or titles that you want. If you highlight more than one title, Horizon will send all the bib records that you highlight to Serials. 4. Press **F10** or choose **Edit, Send to**. Horizon opens the Send To dialog box. 5. Double-click the process to which you want to send the title or titles.	1. Start the **Serials Control Quick Search** process or the **Serials Checkin Quick Search** process. The default location of these processes is the **Serials** folder on the navigation bar. Horizon opens the Search dialog box. 2. Search for the title that you want to view. If Horizon finds only one title for your search, it opens the Copy List or Issues window for the title. If Horizon finds more than one title for your search, Horizon prompts you to use the search PAC option (staff searching). 3. If Horizon prompts you to use the search PAC option, click **OK**, then complete the steps in "From staff searching" in this table.

Horizon displays the Copy List or the Issues window.

Here is an example of the Copy List window:
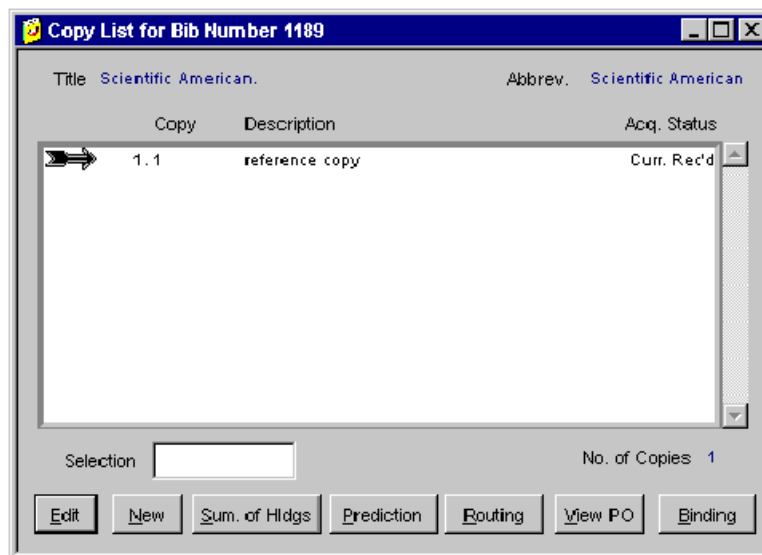
Here is an example of the Issues window:

2   Continue with your Serials task.

Chapter 2: Copy Records

This chapter explains how to create or edit serial copy records, specify vendors from whom you receive serial titles, specify checkin parameters, and specify routing functions. It also explains how to delete only a copy record, or purge a copy record and all of its related serials information.

This chapter contains these sections:

About Copy Records

Copy records contain information that determines these features:

- **Media Type and Prediction Setup**. Copy records for a single title that share media type also share common prediction setup. Copy record issues of the same media type can be checked in simultaneously. (For example, you can check in two magazine issues of *Esquire*, which arrive at your library weekly, at the same time. You must check in a CD-ROM issue of *Esquire*, which arrives quarterly, separately from the magazines.)

- **Automatic checkin functions**. Copy records, whether of the same media type or not, can have a unique set of parameters that determine what happens when each issue of that copy record is received in Serials Checkin.

- **Subscription information**. Each copy record contains subscription information specific to the serial title.

When you create a copy record, you can also assign the vendor to the copy record. This way, you or acquisitions staff know from whom you order your subscription. After you create a copy record, you can do these other tasks with the record:

- Specify automatic checkin functions (such as, creating a pre-checkin note, creating an automatic special handling note, creating an automatic workslip note, specifying a card label to print, specifying a routing slip to print, and flagging a copy for automatic item creation).

- Set up routing for all issues checked in for the copy.

If you need to do so, you can also edit a copy record or route information. If you no longer need a copy record, you can either delete the copy record or purge the copy record and all of its related serials information.

Creating or Editing a Copy Record

You create the first copy record of a title by entering information in each field. You can create subsequent copy records for the title by copying the first record and editing it. You edit a copy record by opening the record and changing the information.

To create or edit a copy record

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record that you want to change, or create a new copy record.

Horizon opens the first page of the Edit Serial Copies window:

3 Enter holdings information in these fields:

- **Location**. Enter the location where the copy is housed. To display a list of locations, click Codes to the right of the **Location** field.

- **Serials Location**. If you want to check in and claim issues of this copy record at a serials checkin location other than the default specified by your system administrator in the Table Editor, enter the new serials checkin location in this field. (For more information about the Serials checkin and claiming location, see **Specifying Locations to Check In Issues** on page 142.)

- **Collection**. You specify the collection type—periodical, newspaper, and so forth—this copy belongs to. To display a list of collection types, click **Codes** to the right of the **Collection** field.

4 Enter information in these fields:

- **Media Type**. Enter the media type of the copy record. This specifies the medium that the copy is published in (magazine, microfilm, CD-ROM, and so forth). To display a list of media types, click **Codes** to the right of the **Media Type** field.

- **Description**. Enter a description of the copy record. This should describe the function of the copy, such as circulation, reference, or routing.

- **Checkin Priority**. Enter the order in which each copy is checked in. Highest priority begins with "1," which Serials gives as a default. Checkin priority determines the issues that you need to check in if fewer than the number expected arrive.

5 Enter copy information in these fields:

- **Call No**. Enter the call number of the copy record if you plan to circulate issues of the copy and wish to print spine labels with the call number on them.

- **Copy No**. Enter a number to specify the order in which the copies of this title appear in the PAC and staff searching display.

6 Click **Page Down** or resize the window to display these fields in the Edit Serials Copies window:

7 Mark the appropriate **Acq. Status** button to specify the acquisitions status of the copy.

- **Unknown**. Horizon automatically assigns this status to copies that you create in Cataloging. You can also assign this status in Serials.

- **Other Receipt or Acquisitions Status**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control.

- **Completed**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control that have all their pieces received or in the system.

- **On Order**. Horizon automatically assigns this status to copies that are ordered but not received.

- **Currently Received**. This is the default selection.

- **Not Currently Received**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control

- **Not Currently Published**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control.

8 Specify claim type and cycle information:

- **Claim After Time OR Gap**. Mark this to generate claims after the days entered in the **Claim After (Days)** field have elapsed.

- **Claim After Gap Only**. Mark this to generate claims on unreceived issues only after you receive the next issue; this creates a gap between received issues.

- **Do Not Claim**. Mark this to generate no claims for issues of this serial copy record.

- **Claim After (Days)**. Enter how many days after an issue's expected date that Serials should generate the first claim.

- **Interval (Days)**. Enter how many days that should elapse between each subsequent claim.

- **Maximum Claims**. Enter the maximum number of claims Serials generates.

9 Enter vendor information in these fields:

- **Library Ref. No**. Enter a reference number that your library assigns this serial title. This number helps you track this serial title when claiming issues with vendors. This number appears on printed claims.

- **Vendor Title No**. Enter the title number your vendor assigns this serial title. This number helps vendors track items for claiming purposes. This number appears on printed claims under the heading of "Title #" and on X-12 electronic claims in the REF* entry.

- **Subscr. No**. Enter the subscription number that the vendor has assigned to the subscription of the title. This number helps vendors track items for claiming purposes. This number appears on printed claims under the heading of "Subscription #".

10 Click **Page Down** or resize the window to display these fields in the Edit Serials Copies window:

11 Continue to enter the Vendor information:

- **Renewal Date**. Enter the date when the vendor plans to renew the subscription. You can leave this field blank or change this date as necessary.

  Note: If you need to enter any dates that are either earlier than 89 years in the past, or later than 10 years in the future, you must enter the century with the date. (For example, if it is the year 2002, any date before 1894 or after 2012 needs the century as part of the date, such as 1884 or 2015.)

- **Cancel Date**. Enter, if appropriate, the date when you plan to change vendors. Horizon will stop generating claims to the previous vendor on this date.

12 Click **Vendor**. You search for and specify the vendor from whom you receive a title. (For more information, see **Assigning a Vendor to a Copy Record** on page 18.)

13 Enter notes in these fields:

- **Special Handling Note**. You can enter instructions or comments for the checkin staff. This message appears on the screen when checkin staff check in issues of the copy. Press **CTRL+ENTER** to enter text on the next line in the field.

- **Workslip note**. You can enter instructions or comments that you want printed when each issue is checked in. Press **CTRL+ENTER** to enter text on the next line in the field.

14 Mark the check boxes to:

- **Route This Copy**. This specifies that an issue of the copy will be routed upon checkin. Horizon prints the routing list upon checkin.

- **Print Labels**. This prints a label for each issue/copy upon checkin. Generally, print labels only for copies that circulate. Your system administrator should set label configuration and the printer designated to print these labels.

- **Sum. of Hldgs**. This indicates that PAC and staff searching displays holdings for the copy. Use this check box to indicate that Horizon should keep track only of holdings for the library copies, not for other copies such as routed ones.

15 Mark the appropriate **Item Creation** radio buttons.

This controls whether and in what manner Serials Checkin creates item records for checked-in issue copies. Options include these types of item creation:

- **None**. Does not create items.

- **W/O barcodes**. Creates items upon checkin but does not prompt for barcode entry.

- **With barcodes**. Creates items upon checkin and automatically prompts the checkin clerk to assign a barcode to the item.

16 Enter the item type in the **Item Type** field. You specify the item type the copy belongs to. Fill in this field if you have flagged the copy for item creation. To display a list of item types, click **Codes** to the right of the **Item Type** field.

17 Click **Page Down** or resize the window to display these fields in the Edit Serials Copies window:
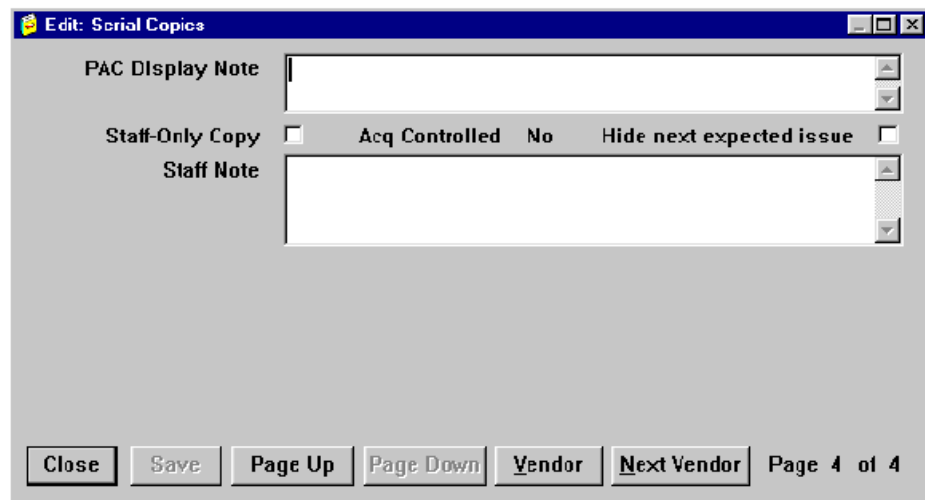
18 In the **PAC Display Note** field, enter information that you want displayed for the copy record in PAC and staff searching.

This field is limited to 255 characters. Press **CTRL+ENTER** to enter text on the next line in the field.

19 Mark the appropriate boxes:

- **Staff only**. Specifies that the holdings for this copy record's title display at staff workstations only.

- **Hide next expected issue**. Specifies that the next expected serial issue for this copy record will not display in the summary of holdings in PAC and staff searching.

20 Enter information that you want displayed for the staff in the **Staff Note** field. This field has an unlimited number of characters. Press **CTRL+ENTER** to enter text on the next line.

21 Save the file.

Horizon displays the new copy record in the Copy List window.

Assigning a Vendor to a Copy Record

You can search for vendors from the copy record. You can then assign the present or next vendor from whom you receive the title to the copy record. Vendors and vendor information are specified in the vendor table in the Table Editor. (For more information, see **Creating and Updating Vendor Records** on page 144.)

To assign a vendor to a copy record

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Choose the copy record that you want to change, or create a new copy record.

3   Click one of these buttons:

- **Vendor**. Opens the vendor search window where you can choose a vendor to assign to a copy record.

- **Next Vendor**. Opens the vendor search window where you can specify the next vendor from whom you will receive the title in the future. If you specify a next vendor, you must also enter the starting date the vendor starts as the new vendor in the Starting field on the Edit Serials Copies window.

4   Highlight a vendor search option in the vendor search window.

Note: If you do not know the vendor code or name, or you want to list all vendors, select the Vendor Name search option and enter an asterisk (*) in the Search for box.

5   Click **OK**.

One of these occurs:

- If your search yields a direct match, you return to the Edit Serial Copies window with the selected vendor number and code for the present or next vendor displayed in the window. You are finished.

- If your search yields a list of vendors, double-click on the one that you want.

Horizon closes the Search window and returns to the Edit Serial Copies window with the selected vendor number code for the present or next vendor displayed in the window.

Specifying Automatic Checkin Functions

Copy records, whether of the same media type or not, can have a unique set of parameters that determine what happens when each issue of that copy record is received in Serials Checkin.

This section explains these topics:

- **Creating a Pre-Checkin Note** on page 19

Creating a Pre-Checkin Note

To create a pre-checkin note

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Highlight the copy record that you are creating a pre-checkin note for in the list box.

3   Choose **Copies, Pre-Checkin Note**.

A dialog box appears where you can enter the note:
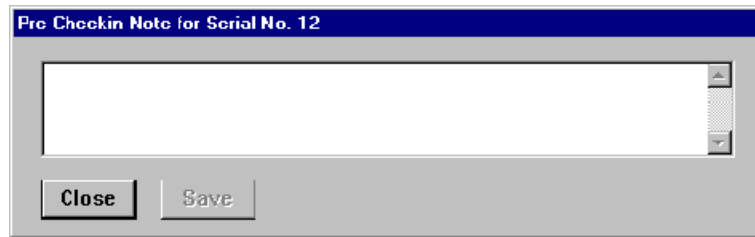
4   Enter the note or message in the entry field. (You can enter up to 255 characters.)

5   Save the file.

After staff have searched for the title in Serials Checkin, but before they can check in an issue, the pre-checkin notes appears. Here is an example of a pre-checkin note as it appears in Serials Checkin:

Creating an Automatic Special Handling Note

To create an automatic special handling note

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Choose the copy record that you want to change, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3   Click **Page Down** or resize the window to display the **Special Handling Note** field.

4   Enter the note in the **Special Handling Note** field.

You can enter an unlimited number of characters.

5   Save the file.

Note: The automatic special handling note is an editable field for serials checkin staff to view. This note does not appear in PAC or staff searching or print anywhere.

Creating an Automatic Workslip Note

To create an automatic workslip note

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Choose the copy record that you want to change, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3   Click **Page Down** or resize the window to display the **Workslip Note** field.

4   Enter the note in the **Workslip Note** field.

5   Save the file.

Note: The automatic workslip note will print only if your workstation is connected to a printer.

Specifying a Card Label to Print

To specify a card label to print

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Choose the copy record that you want to change, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3   Click **Page Down** or resize the window to display the **Print Labels** check box.

4   Mark the **Print Labels** box.

When each issue is checked in, Serials prints the label setup for the collection assigned to the copy record. (For more information, see "Labels" in the "General Setup" chapter of the *System Administration Guide*.)

5   Save the file.

Note: The card label will print only if your workstation is connected to a printer.

Specifying a Routing Slip to Print

To specify a routing slip to print

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record that you want to change, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Page Down** or resize the window to display the **Print Routing Slip** check box.

4 Mark the **Print Routing Slip** box.

When each issue is checked in, Serials prints the routing slip for the issue.

5 Save the file.

Flagging a Copy for Automatic Item Creation
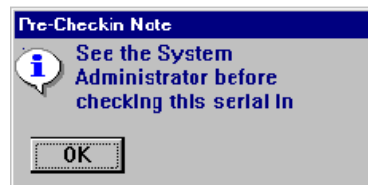
To flag a copy for automatic item creation

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record that you want to change, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Page Down** or resize the window to display the **Item Creation** options.

4 Mark one of these:

- **Item Creation W/O barcodes**. Mark this option if you want Serials to create an item record for each issue but not prompt for barcode entry at the time of checkin.

- **Item Creation W/barcodes**. Mark this option if you want Serials to create an item record for each issue and prompt for barcode entry at the time of checkin.

5 Save the file.

Setting Up Routing

Routing parameters are contained in and accessed through the copy record. These parameters can be set up anytime after you create the copy record.

This section explains these topics:

- **Marking a Copy Record for Routing** on page 22
- **Specifying the Route** on page 22
- **Specifying the Borrowers on a Route** on page 23

Marking a Copy Record for Routing

To mark a copy record for routing

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record that you want to route, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

Horizon opens the Edit Serials Copies window.

3 Click **Page Down** or resize the window to display the **Route this Copy** check box.

4 Mark the **Route this Copy** box.

5 Remove the mark from the **Summary of Holdings** box.

Do this if you will discard each issue after it is routed and it will, therefore, not be a part of your library's holdings.

6 Save the file.

7 Close the Edit Serials Copies window to specify the route.

Horizon displays the Copy List window. Continue with the steps in the next section to specify the route for this copy.

Specifying the Route

To specify the route

1 Select the routing copy from the **Copy List** window that you opened in the previous section.

2 Click **Routing**.

Horizon opens the Routing window.

3 Click **New Route**.

Horizon opens the Edit Serial Routes window:

4   Enter the number that represents the route in the **Route No.** field.

5   Enter a description of the route in the **Description** field.

    (For example, you might enter the type of people—library staff, associate personnel, and so forth—that read the title.)

6   Enter a message in the **Routing Msg.** field explaining to borrowers on the route what to do with the issue when they finish with it.

7   Enter a message in the **Return Msg.** field explaining what the last person should do with the issue.

8   Save the file.

9   Close the Edit Serials Routes window to specify the borrowers on a route.

    Horizon opens the Routing window with the route for the copy listed in the box. Leave the Routing window open and use the steps in the next section to specify the list of borrowers on the route.

Specifying the Borrowers on a Route

To specify the borrowers on a route

1   Search for the serials title you want and send it to Serials Control, if necessary.

    Horizon displays the Copy List window.

2   Click **Routing**.

    Horizon opens the Routing window.

3   Click **New Borrower** in the Routing window for the routing copy that you are setting up.

    Horizon opens the Search Borrower window.

4   Search for the first borrower on the route.

Once you find the borrower, Horizon displays him or her in the list.

5   Repeat Step 4 to add the remaining borrowers.

Once all borrowers are added to the list, routing setup is complete. Here is an example of a list of borrowers on a route:
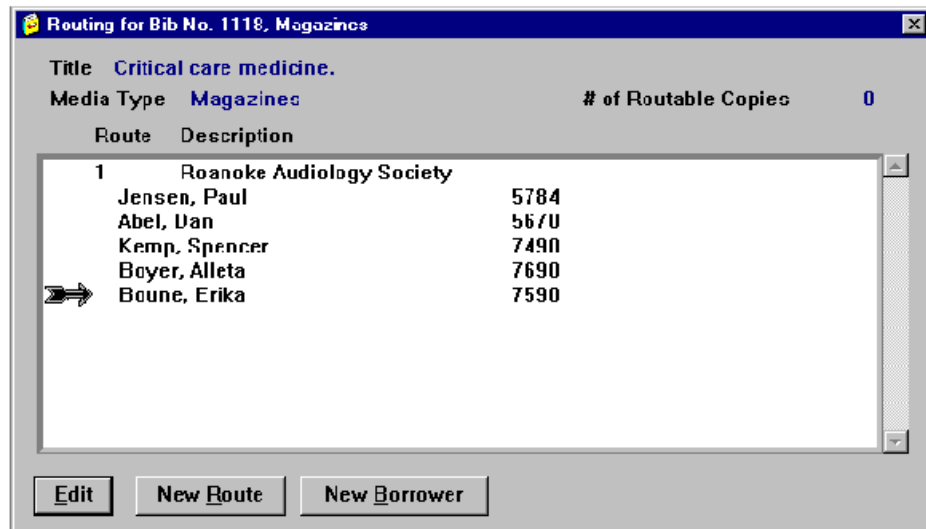
Note: You can repeat borrowers on the routing list. (For example, the first borrower on the route could also be the last to indicate completion of the route.)

When each issue of the routing copy is checked in, Horizon prints the routing list that the serials checkin clerk can then attach to the issue copy and route the copy. Here is a sample routing slip:

6   Press **ESC** to close the Routing window.

Horizon opens the Copy List window for the copy record.

Editing Route Information

You can edit borrower route information.

This section explains these topics:

- **Opening a Routing Window** on page 25
- **Displaying a List of Borrowers for a Route** on page 25
- **Printing a List of Borrowers for a Route** on page 25
- **Viewing All Routes a Borrower Belongs To** on page 26
- **Reordering Borrowers in a Routing List** on page 26
- **Removing a Borrower from a Routing List** on page 27

Opening a Routing Window

To open a routing window

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Click **Routing**.

Horizon opens the Routing window.

## Displaying a List of Borrowers for a Route

To display a list of borrowers for a route

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Click **Routing**.

Horizon opens the Routing window. The list of borrowers may already appear in the window.

3 Choose **Routing, Show Borrowers**.

If the Show Borrowers command is checked, Serials lists the borrowers in the Routing window. If it is not checked, Serials does *not* list the borrowers in the Routing window.

Printing a List of Borrowers for a Route

To print a list of borrowers for a route

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Display the borrowers for a routed copy. (For instructions, see **To display a list of borrowers for a route** on page 25.)

3 Print the list of borrowers.

Viewing All Routes a Borrower Belongs To

To view all routes a borrower belongs to

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Display the borrowers for a routed copy of the title.

3 Highlight the borrower whose routes you want to view.

4 Choose **Routing, Borrower's Routes**.

Horizon opens a list of routes for the borrower:
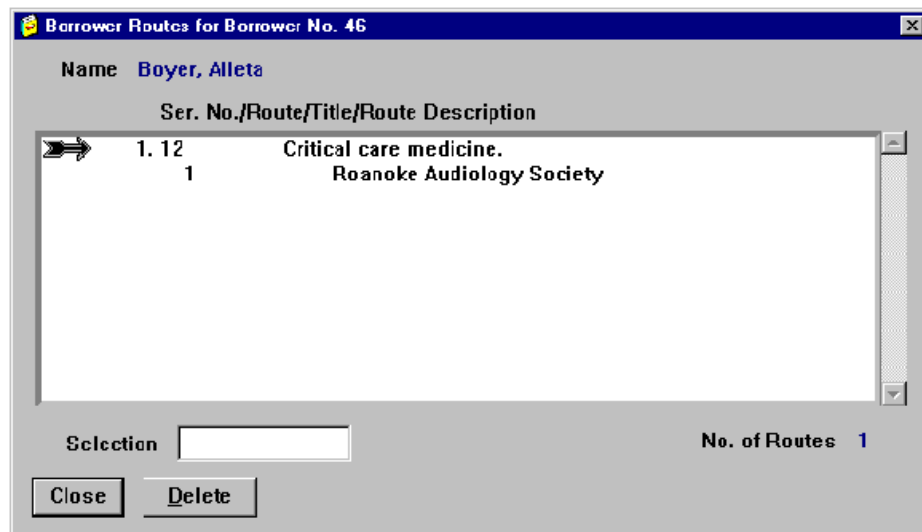
Reordering Borrowers in a Routing List

To reorder borrowers in a routing list

1 Display the **Routing** window. (For instructions, see **To open a routing window** on page 25.)

2 Highlight the borrower that you want to move to a different place on the list.

3 Choose **Edit, Cut**.

4 Click to the left of the borrower who should come after the one that you are moving.

5 Choose **Edit, Paste**.

Serials lists the borrower in the designated place.

6 Repeat steps 1 through 5 to move other borrowers.

Removing a Borrower from a Routing List

To remove a borrower from a routing list

1 Display the **Routing** window. (For instructions, see **To open a routing window on page 25**.)

2 Highlight the borrower that you want to remove.

3 Choose **File, Delete**.

Serials removes the name from the list.

4 Repeat steps 1 through 3 to remove another borrower.

Copying a Copy Record

Once you have created the first copy record for a title, you can create any remaining copy records by copying the first record then editing the data. You can copy records with the same serial numbers, media types, and checkin priorities without receiving an error message or a warning. If you use a different media type when you copy a record, the new copy will automatically be assigned a new serial number.

To copy a copy record

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

**2** Highlight the copy record that you want to copy.

3 Choose **File, Copy**.

Horizon opens a copy of the copy record opens.

4 Edit the information so that it represents the copy that you are working with.

5 Save the file.

Horizon displays the new copy record in the Copy List window.

Deleting a Copy Record

You can delete any copy records you have created. However, if any records have been created for the copy record, you cannot delete the copy record until the associated records have been deleted. These are the types of records you must delete before you can delete copy records:

- **Summary of holdings**. (For instructions, see **Deleting Summary of Holdings** on page 128.)

- **Routing information**. (For more information, see **Setting Up Routing** on page 21.)

- **Prediction setup**. (For more information, see **Setting Up Basic Prediction** on page 36.)

- **Predicted issues (in Serials Checkin)**. (For more information, see **Checking In an Expected Issue** on page 83.)

- **Received issues (in Serials Checkin)**. (For more information, see **Checking In Issues** on page 82".)

To delete a copy record

1 Search for the serials title you want and send it to Serials Control, if necessary.

   Horizon displays the Copy List window.

2 Select the copy record that you want to delete.

3 Choose **File, Delete**.

   Horizon prompts you to verify the delete.

   Note: If other records are associated with the copy record, a message appears to that effect. Quit the delete procedure now and delete the associated records before returning to this procedure.

4 Click **OK**.

   Horizon deletes the copy record.

Purging a Copy Record

If you need to do so, you can delete a copy record, all of its associated serials records, and any other related information from your Horizon database (called "purging" a copy record). (For example, you may have a magazine copy of which you are now going to keep only a microfilm version. Because of this, you want to delete the copy for the "magazine" media type and any related information and records in your Horizon system.)

Purging a copy record does more than merely deleting a copy record (choosing File, Delete Record from the Copy List window). Deleting a copy record does *not* let you delete the copy record if other serials records and related information exists. To delete a copy record and all of its related information, you must purge the copy record. (For more information on deleting a copy record only, see **Deleting a Copy Record** on page 27.)

When you purge a copy record, Horizon deletes this copy information from your Horizon system:

- Copy record.

- Received and expected copy issues.

- Summary of holdings.

- Pre-checkin notes.

- Claims.
- Binding setup information.

Horizon also removes these references to the copy in other Acquisitions and Serials records:

- Copy number referenced in any received binding bundles.
- Copy number referenced in any PO lines.

If this copy is the last of its title and media type (indicated by a unique serial number), then Horizon also deletes this information from your Horizon system:

- Issue records.
- Prediction patterns.
- Routing information.

Constraints

- You can use this feature only if the copy meets these requirements:
- There are no item records for the issues in the copy.
- Binding bundles that reference the copy have been received.

Before You Begin

Make sure the copy meets these requirements:

- All binding bundles that reference this copy are received.
- All item records for a copy's related issues are deleted—this includes any archived item records for your reserve book room.
- (For more information, see "Deleting an Item Record" in the "Item and Copy Records" chapter of the *Cataloging Guide*. For more information on archived item records, see "Placing an Item on Reserve" in the "Reserving Other Items" chapter and "Unarchiving an Item Record" in the "Withdrawing Items from Reserve" chapter of the *Reserve Bookroom Guide*.)

To purge a copy record

1   Search for the serials title you want and send it to Serials Control, if necessary.

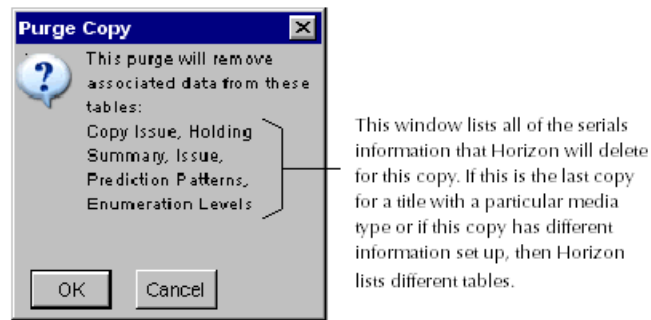   Horizon displays the Copy List window.

2   Choose the copy record that you want to purge.

    You cannot choose multiple copy records from the Copy List window.

3   Choose **Copies, Purge Copy**.

    Horizon displays the Purge Copy window:

This window lists all of the serials information that Horizon will delete for this copy. If this is the last copy for a title with a particular media type or if this copy has different information set up, then Horizon lists different tables.

4 Click **OK**.

Horizon deletes the copy record and all of the information associated with the copy record.

5 Verify that the purge was successful by looking at the Copy List window and verifying that Horizon no longer lists the copy record.

If Horizon encounters any problems with the purge, then Horizon displays an error message and leaves the records and all associated information as they are.

6 If you have other windows related to the copy record open (such as prediction or summary of holdings), you must close them and reopen them to see the changes.
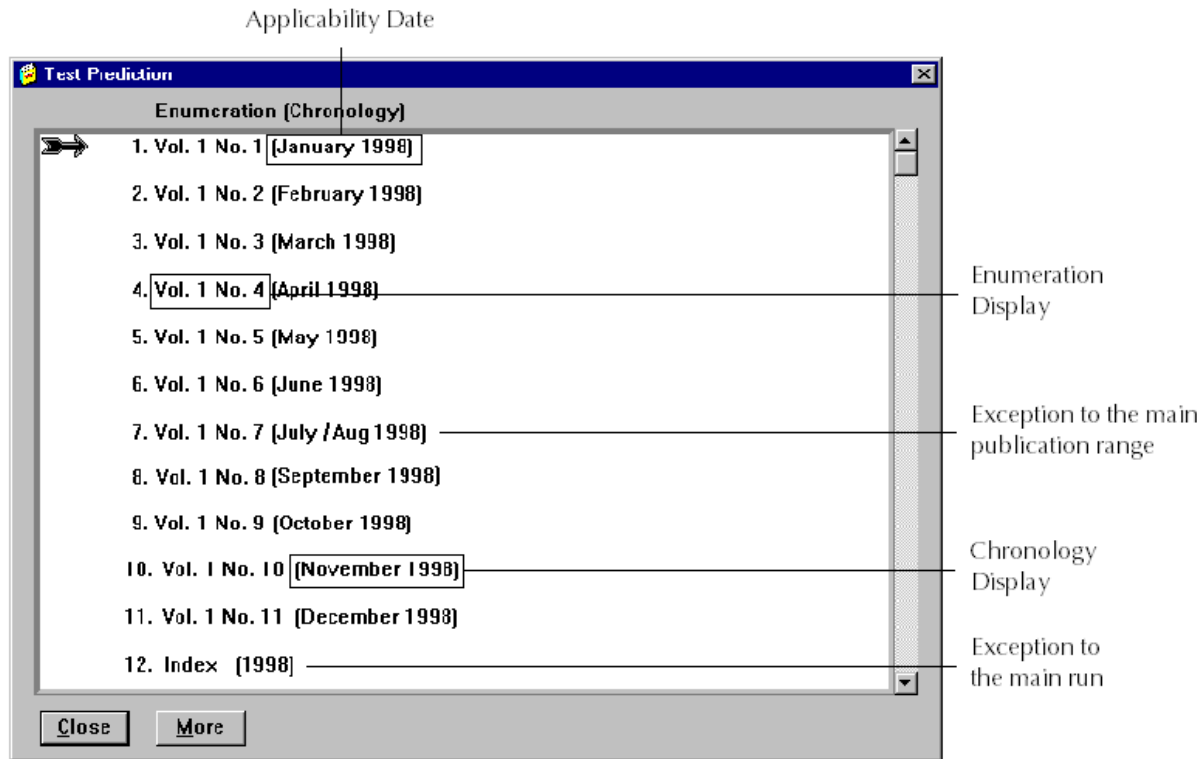
Chapter 3: Prediction Setup

The most complex portion of Serials Control is setting up prediction for serials. This chapter explains how to set up basic prediction and test basic prediction patterns. In addition, this chapter gives prediction examples and steps on creating publication patterns.

This chapter contains these sections:

About Prediction

Horizon Serials predicts the next expected issue of a title based on the title's prediction pattern. The data you enter in the prediction pattern generates a list of expected issues, like the one illustrated here:

Applicability Date

This "About Prediction" section lists the parts of the prediction pattern that you can set up. It explains these topics:

- **Applicability Date** on page 32
- **Publication Runs** on page 33
- **Publication Range** on page 33
- **Exceptions to the Range** on page 34
- **Frequency of Publication** on page 34
- **Chronology Display** on page 34
- **Display of Enumeration** on page 34
- **Other Prediction "Rules"** on page 35

Applicability Date

This date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started receiving a monthly title on 06/15/2003, then you should enter "01/01/2003" as the applicability date from

which Serials should begin predicting issues.) To display holdings for issues received before the applicability date, edit the summary of holdings display. (For instructions, see **Editing Summary of Holdings** on page 122.) These are the most important factors about applicability dates:

- If a title has more than one run, the runs should have the same applicability date.

- If the publisher changes the frequency at which they publish the title and you need to edit the prediction setup, create a new prediction setup and enter a more recent applicability date. This new date will override the existing date and cause Serials to use the new prediction setup.

- Remember that the applicability date is *not* necessarily the date when the title changed frequency or the date when you started receiving the title with the new frequency. This is the date that makes sense for Serials to use to predict future issues.

Publication Runs

Serials groups issues into runs according to the frequency, chronology, and enumeration of the issues. The illustration on the previous page shows a main run and an index run. A main run would consist of all issues published on a regular basis. A supplementary run would consist of supplementary or special issues, and an index run would consist of index issues. When setting up prediction, you need to first specify the run that you are setting up prediction for. You set up prediction for a title one run at a time. These are two of the most important factors about publication runs:

- If some issues have a different enumeration than others, you will need to set up two different run types. (For example, if the main issues display volume and issue number, but the supplemental issue displays only volume, you will need to set up a main run prediction and a supplemental prediction.)

- If some of the main issues differ from others in chronology or frequency, but not in enumeration, you will need to group them into separate parts of the main run. (For example, if a title is published once each month, except July and August, which are included in a combined issue, you will set up a main run for the monthly issues and a main run for the combined issue.)

Publication Range

For each run of a title, you must specify its range of publication—that is, what part of any given year the issues of the title are published. Here are some publication range examples:

Example	Publication Range
Issues are published year-round	1-1 through 12-31 (such as, every month, every week, every season, and so forth)
Issues are published in summer	6-1 through 8-31

Example	Publication Range
Issues are published year-round every month, except July and August, which are included in a combined issue	1-1 through 12-31
Issues for July and August exception	7-1 through 8-31

Exceptions to the Range

Exceptions include both different frequency of publication of main run issues and issues that are other than the main run (index, supplement, and so forth). When setting up the main run, you enter the range of time that the main prediction does not apply to. You then set up prediction for that range of time that encompasses the exception.

Frequency of Publication

The frequency represents how often issues of the run are published during any given year. (For example, for a title published weekly, you would set up the frequency to predict the arrival of an issue each week of any given year.)

Chronology Display

When you set up frequency, you also enter a code that determines how Horizon displays the chronology: full spelling or abbreviated months? the month followed by the date, or the date followed by the month? and so forth. You can define as many chronology codes as you need. (For instructions, see **Creating a Chronology Pattern on page 130**.)

Display of Enumeration

Defining enumeration determines the display of the enumeration—is it Vol 10, No. 2 or Vol X, Part II?—and when each part of the enumeration increments—Does the issue number start over at one at the beginning of each new year? Does the volume number increment by one at the start of each new year? Or does it change in the middle of the calendar year?

To set up enumeration, you must first determine how many "levels" a title's enumeration has—a "level" referring to each individual component of the enumeration. Levels can include volume, issue, part, pages, and so forth. You then define the parameters of each level in its own group entry so that when you finish, you would have as many group entries as the title has enumeration levels.

This illustration shows the enumeration levels of a title with issues that are published quarterly:
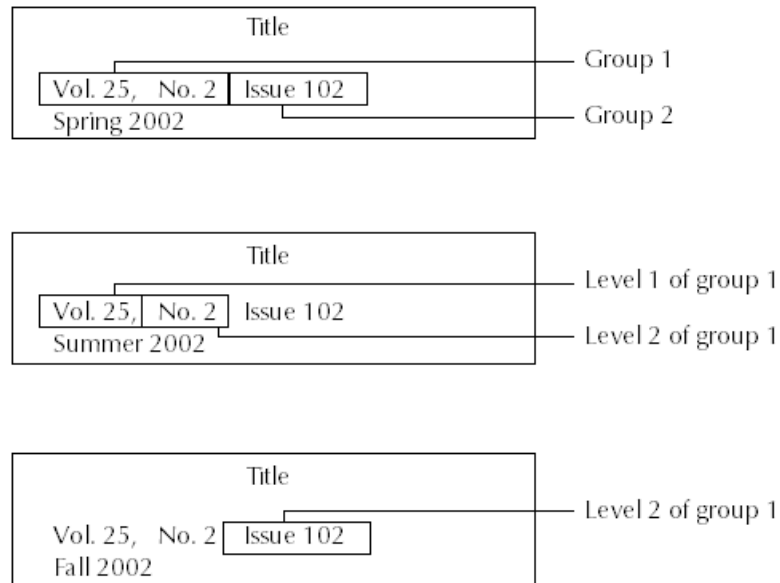
Related levels make up an enumeration group. In the example above, the volume and number levels make up group 1, because the volume level changes when the number level reaches a designated number; that is, the volume level depends on the number level. The issue level makes up its own group since it increases independently from the volume and number levels.

Both enumeration groups and levels start from the most general or all-encompassing portion—group 1 and level 1. For the example above, the volume would be level 1 of group 1; the issue level would be level 1 of group 2.

Other Prediction "Rules"

- You can copy the prediction pattern from a copy record of one title to the copy record of another title. (For more information, see **Copying Another Title's Prediction Pattern** on page 80.)

- Horizon groups prediction patterns by media type. Copy records of the same media type share a single prediction setup. This chart illustrates this relationship:
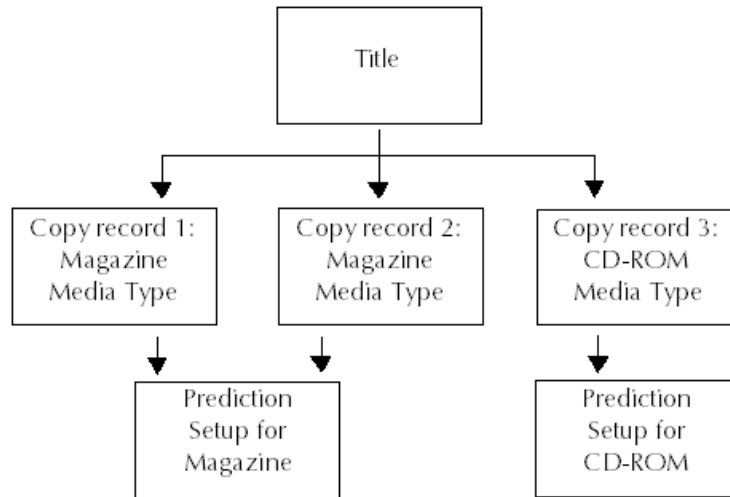
- Do *not* use Serials to do retrospective check in of issues. Use Horizon Cataloging and the Holdings Summary to update your system on old serial items. This is because Serials does not accurately calculate prediction patterns for dates older than the system date. Serials will not properly predict the items you expect to use and receive.

Setting Up Basic Prediction

You set up basic prediction for a copy record by entering data in the fields in the Edit Serials Prediction Table window.

To set up basic prediction

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Click the copy record with the media type for which you want to set up prediction to highlight it.

3   Click the **Prediction** button.

Horizon opens an empty Prediction Table for Bib No. window.

4   Click **New**.

Horizon briefly displays the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date window:

You must specify the applicability date and run before setting up the prediction.

5 Enter the run code in the **Run** field for the main run. Click **Codes** for a list of valid choices.

6 Enter the date in the **Appl. Date** field when you want prediction to begin.

The applicability date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started receiving a monthly title on 06/15/2003, then you should enter "01/01/2003" as the applicability date from which Serials should begin predicting issues.)

7 Click **OK**.

Horizon closes the Edit Run Code and Applicability Date window and returns to the first page of the Edit Serials Prediction Table window.

8 Specify the parts of prediction in the Edit Serials Prediction Table window:

Opening the Edit Serials Prediction Table Window

You can set up the parts of prediction in the Edit Serials Prediction Table.

To open the Edit Serials Prediction Table window

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Click the copy record with the media type for which you want to set up prediction to highlight it.

3 Click the **Prediction** button.

Horizon opens an empty Prediction Table for Bib No. window.

4 Click **New**.

Horizon briefly displays the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date window:

You must specify the applicability date and run before setting up the prediction.

5 Enter the run code in the **Run** field for the main run. Click **Codes** for a list of valid choices.

6 Enter the date in the **Appl. Date** field when you want prediction to begin.

The applicability date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started receiving a monthly title on 06/15/2003, then you should enter "01/01/2003" as the applicability date from which Serials should begin predicting issues.)

7 Click **OK**.

Horizon closes the Edit Run Code and Applicability Date window and returns to the first page of the Edit Serials Prediction Table window.

Specifying General Publication Information and Publication Range

You can specify publication information and the range of dates for publication.

To specify general publication information and publication range

1 Open the **Edit Serials Prediction Table** window for the run that you are working with. (For instructions, see **Opening the Edit Serials Prediction Table Window on page 37**.)

Horizon opens the Edit Serials Prediction Table window:
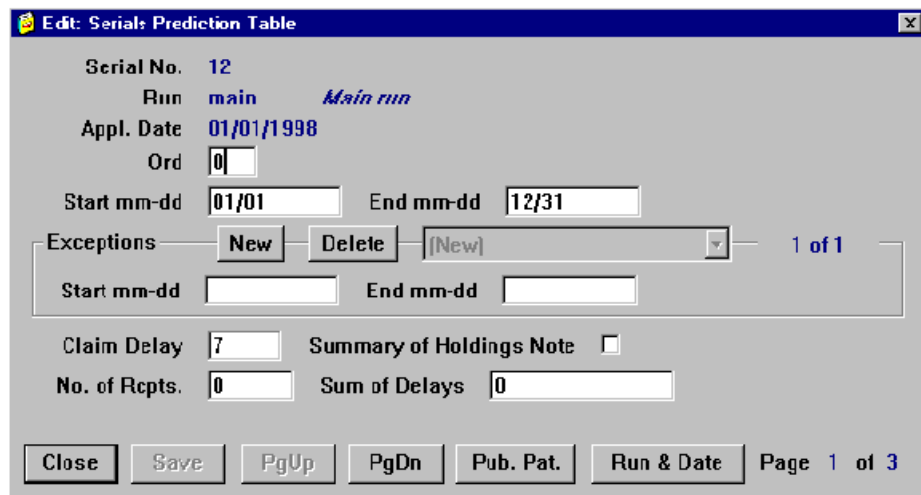
2 Enter the order number in the **Ord** field. This number must be unique for each run type of the prediction and is a required field. This number indicates the order in which Serials merges this run with other runs for the copy record.

3 Enter publication range information in these fields:

- **Start mm-dd**. Enter the month and the day when the run starts. If you are working with a main run, enter 01-01 as the start day. If you are working with an exception, enter the first day of the exception as the start day. This specifies the beginning of the date range covered by this prediction pattern.

- **End mm-dd**. Enter the month and the day when the run ends. If you are working with a main run, enter 12-31 as the end day. If you are working with an exception, enter the last day of the exception as the end day. This specifies the ending of the date range covered by the prediction pattern.

4 Complete these fields:

- **Claim Delay**. Enter the number of days that you want claims delayed beyond the claim type parameters specified in the copy record.

- **Summary of Holdings Note**. Check if you want issues of this copy record to display in the PAC and staff searching summary of holdings.

- **No. of Rcpts**. Leave blank. This field displays the number of copies that you have received of a given title. Serials maintains this count for you.

- **Sum of Delays**. Leave blank. This field is a running average of the actual number of days beyond the expected date that you receive issues of this serial copy record. Serials maintains this count for you.

5 Save the file.

Specifying Exceptions to the Current Prediction Setup

You can specify exceptions to the current prediction setup.

To specify exceptions to the current prediction setup

1 Open the **Edit Serials Prediction Table** window for the run that you are working with. (For instructions, see **Opening the Edit Serials Prediction Table Window on page 37**.)

Horizon opens the Edit Serials Prediction Table window:

2   Enter the start and end dates of the first exception in the **Exceptions** group.

An exception is one or more periods of time when issues are published at a different frequency from that with which you are currently working.

For example, issues are published every month except June and July, the exceptions start date would be 06-01 and the end date would be 07-31.

3   If other exceptions exist, click **New** on the **Exceptions** group.

4   Repeat steps 2 and 3 for the remaining exceptions.

Note: You will need to set up separate prediction runs for the exceptions if issues are published during those times.

**5**   Save the file.

Specifying the Chronology

You can specify the chronology for a prediction pattern.

To specify the chronology

1   Open the **Edit Serials Prediction Table** window for the run that you are working with. (For instructions, see **Opening the Edit Serials Prediction Table Window on page 37**.)

2   Click **Page Down** or resize the window to display these fields in the Edit Serials Prediction Table window:
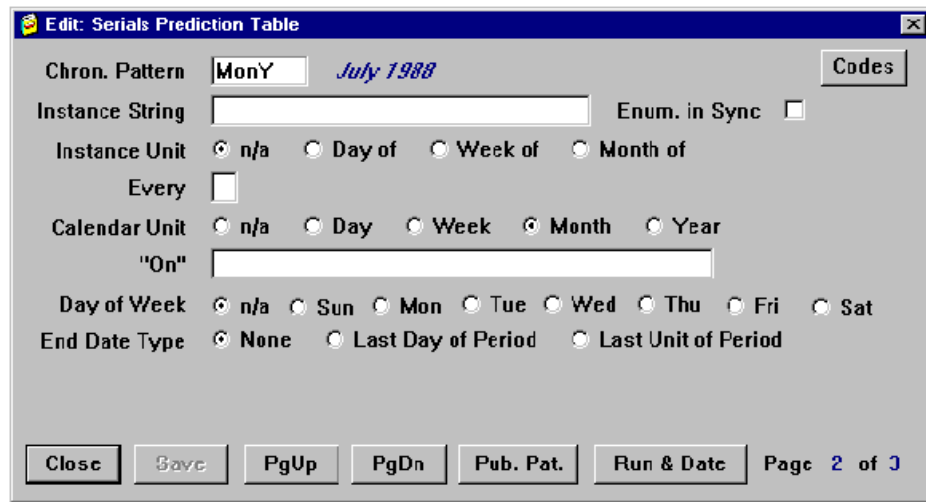
3   Enter a code for the chronology pattern in the **Chron. Pattern** field. This is a code that controls how the chronology displays each predicted issue—what calendar units (month, week, day, or year) display, whether they are abbreviated or fully spelled, what order they appear in, and if you should include any punctuation, such as commas. Click **Codes** to view a list of valid chronology patterns.

Note: Horizon does not require a chronology pattern for prediction to work. You just will not be able to see the month, date, year, and so forth, of the issues. If no pattern exists that corresponds with the chronology display of the title, you can click Add to define a new pattern. (For more information, see **Creating a Chronology Pattern** on page 130.)

4   Save the file.

Specifying the Frequency

You can specify the frequency for a prediction pattern.

To specify the frequency

1   Open the **Edit Serials Prediction Table** window for the run that you are working with. (For instructions, see **Opening the Edit Serials Prediction Table Window** on page 37.)

2   Click **Page Down** or resize the window to display these fields in the Edit Serials Prediction Table window:

3 Enter publication instance information:

- **Instance String/Instance Unit**. Enter the exact instance during a given unit of time that an issue is published. Using a string of numbers in the Instance String field provides a way to specify the following periods of publication:

  – One or more exact dates of a month

  – One or more exact days of a week

  – One or more exact weeks of a month

  – One or more exact months of a year

  – A specific range of days, weeks, or months

- **Enum. In Sync**. Mark this box if the number of issues in a given year vary and you want to keep the enumeration in sync. (For example, if the publisher of a monthly serial publishes the May and June issue together instead of separately, marking this box ensures that the enumeration display for the May/June issue is correct and, although the publisher sends only 11 issues that year, the volume and number would display and increment correctly.)

The enumeration increments correctly
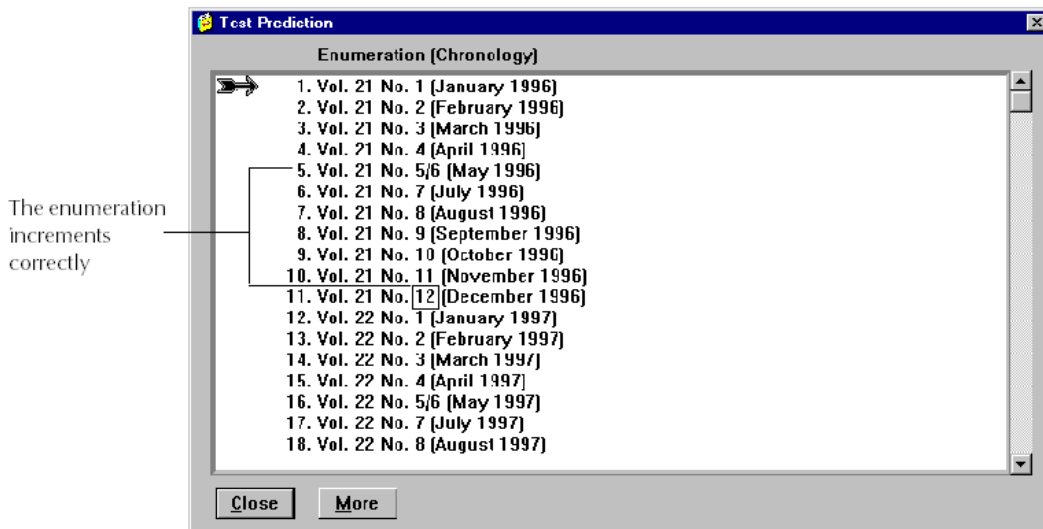
- **Every/Calendar Unit**. Enter how many times during a given calendar unit the publication frequency takes place. What instance unit (Day of, Week of, Month of) you select determines the choices of calendar unit to select. You must always select a calendar unit larger than the instance unit.

- **"On"/Day of Week**. Enter the exact day a title is published. The "On" field works much like the Instance String field, but applies specifically to the Day of the Week unit. (For example, if the title is published on every third Thursday, you would enter a "3" in the "On" field and select the Thu radio button.)

- **End Date Type**. Enter, where applicable, the end date an issue is published. Use these radio buttons for some forms of chronology that require two dates.

  End date type options include:

- **Last Day of Period**. Generates an end date that is the day just before the next predicted issue date. (For example, for a title with issues that are published twice monthly, on the first and fifteenth of each month, Horizon would generate an end date of 14 for the first issue of the month.)

- **Last Unit of Period**. Generates an end date that is the next multiple of the base unit. (For example, for an issue published every two weeks on Tuesday and the last issue date was January 7, the next issue date would be January 21 and the end date would be January 28.)

4   Save the file.

Specifying the Enumeration

You can specify enumeration for a prediction pattern.

To specify the enumeration

1   Open the **Edit Serials Prediction Table** window for the run that you are working with. (For instructions, see **Opening the Edit Serials Prediction Table Window on page 37**.)

2 Click **Page Down** or resize the window to display this group in the Edit Serials Prediction Table window:

3 Complete or update these fields:

- **Enum. Group and Level**. Enter the enumeration group and the level of that group that you want to add or edit. (For a more complete explanation about enumeration groups and levels, see **About Prediction** on page 31.)

- **Label**. Enter the label that you want Horizon to display for the level. (For example, the volume might have the label "V." The number level might have the label "N." A level that displays pages might have the label, "pp.")

- **Postfix**. Mark this box to specify that the label appears after the number or letter of the given level. If you leave the Postfix box unmarked, Horizon displays the label followed by the number or character of the level.

4 Complete these fields:

- No. Units/Level. Enter how many uniquely numbered units are published for each level.

Note: A title published once a month each year would have 12 uniquely numbered issues, each comprising a single volume. While you receive 12 issues per volume, the volume itself remains a single entity; its number does not change until the next year. Therefore, you would not need to enter any value in the No. Units/Level field for the volume level, since the volume itself remains a single volume each year. However, the issue level contains 12 unique units; each issue comprises a single entity, with the number changing from issue to issue. For a monthly publication, you would therefore enter "12" as the No. Units/Level.

- **Continuous**. Mark this box to specify that issues or pages should be numbered continuously regardless of changes in the year or other enumeration levels. If this box is marked, Horizon will not let you enter values in the Value List field. Continuous means that the value of the enumeration will not reset at the calendar reset.

Note: It is not necessary to mark this box for the volume level. Unless you mark the Calendar Reset box, Horizon automatically bumps the volume up by one when it is supposed to.

- **Baseline**. If the initial volume of a publication contains a number of issues more or less than the usual number per volume, you can enter in the Baseline field the number more or less than the usual number. This base line number would then cause the volume to increase at the appropriate issue despite the odd number of issues.

5 Mark the appropriate **Data Type** radio button:

- **Numeral**. Mark this to display the character of a given level in numerical form.

- **Cap**. Let. Mark this to display the character of a given level in capital letters.

- **Small Let**. Mark this to display the character of a given level in lowercase letters.

- **Roman/Small Roman**. Mark either of these to display the character of a given level in large or small roman numerals.

- **Free Text**. Mark this radio button to make the given level display as free text in order to edit this level upon checkin. Horizon will not predict the level specified as free-text as it does the other levels. Free-text enumeration lets you enter any text that you want in this level when an issue of this copy record is checked in. (For more information, see **Specifying Free-text Enumeration** on page 46.)

6 Complete these fields:

- **Value List**. Enter the exact values displayed for the enumeration level. Use this field if the level that you are currently working with does not follow a regular, sequentially incrementing pattern. (For example, assume a title has 4 issues in each volume. The first issue appears as V. 4 n. 1 and the second displayed as V. 4 n. 1A, the third as V.4 n. 1B, and so forth.)

  You would have three levels: volume, number, and part. The third level would need a value list to control the appearance of a blank and an A or B. You would select the data type Cap. Letter then enter the following value list:

  Note: Values in the Value List field mean that the issues will have these values for each period between calendar resets.

- **Cal. Change**. Enter the date when the enumeration level increments. For a weekly publication with a volume level that increases by one at the start of each new calendar year and a number level that resets at one each new year, you would enter 01-01 in the number (issue) group entry as the date when the issue numbers reset at one. If you specify a calendar change, you do not need to enter a value in the No. Units/Level field.

- **Calendar Reset box**. Mark this to reset the enumeration of the current level, as well as any levels below it, to one.

  Note: This box works in conjunction with the Cal. Change field; Horizon resets the level on the date specified in the Cal. Change field.

7 Save the file.

When you close the Edit Serials Prediction window, Horizon displays the List Prediction Table window listing the prediction run that you set up.

Specifying Free-text Enumeration

Part of the enumeration text of many serials publications includes information that is not predictable. (For example, the volume, number, and issue may be predictable with each issue, but additional enumeration information such as an issue label "Spring" or "Summer" or the number of pages may not be predictable.) Free-text enumeration lets you include unpredictable text in the enumeration display.

You must set up nonpredictable, or free-text, enumeration after you have specified the predictable enumeration (volume, number, issue). You enter nonpredictable enumeration in the last group, last level, of the Enum. Pattern group. If you try to enter free-text enumeration on any other level, Horizon displays an error message. (For more information on enumeration groups and levels, see **About Prediction** on page 31.)

To specify free-text enumeration

1   Open the **Edit Serials Prediction Table** window for the run that you are working with. (For instructions, see **Opening the Edit Serials Prediction Table Window** on page 37.)

2   Click **Page Down** or resize the window to display this group in the Edit Serials Prediction Table window:

3   Set up all levels and groups of enumeration that are predictable. (For instructions, see **Specifying the Enumeration** on page 43.)

4   Click **New** on the **Enum. Pattern** group.

5   Enter the last enumeration group in the **Enum. Group** field.

6   Enter the last level in the **Level** field.

7   If you want to attach a label to the free-text enumeration, such as "season" or "pages" enter that **Label** in the label field.

Note: Because Serials does not predict free-text, that label remains with the enumeration display as is until you edit it at checkin. You may choose to leave the label field blank. This lets you enter any text or numbers that you want when an issue is checked in.

8 Mark the **Free Text** radio button.

9 Save the file.

Note: Remember that you enter the free-text enumeration for the issue in Serials Checkin when you check in the issue.

Setting Up Serials without Prediction

Vendors often publish or issue a significant percentage of serials publications in nonpredictable patterns. Horizon lets you create serial copy records for publications without prediction. Setting up serials without prediction involves creating a copy record for the serial and then not specifying any prediction for it.

To set up Serials without prediction

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Create a copy record for the title. (For more information, see **Creating or Editing a Copy Record** on page 13.)

Horizon does not predict any issues of this copy record.

Testing a Prediction Pattern

When you test a prediction pattern, Horizon displays a list of issues expected in the future. This list displays the chronology and enumeration as defined by the prediction pattern. If prediction is incorrect when you test it, you can return to the Edit Serials Prediction Table window and make the necessary corrections.

If the prediction is incorrect after you have checked in several issues in Serials Checkin, return to the Prediction List window and set up a new prediction pattern. (Leave the original one intact; the new one will override it.) When you set up the correct prediction pattern, enter a more current applicability date (that is, more recent than the applicability date of the original prediction setup).

Horizon always predicts issues starting at volume 1, issue 1 until you define a baseline issue. Defining the baseline issues is the process where you specify the actual issue and volume number of the first issue that you receive under Horizon. Defining a baseline issue can be done in Serials Checkin at the time the issue is checked in. (For instructions, see **Editing an Issue** on page 97.)

To test a prediction pattern

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   If no copy record exists, create a copy record for the title. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3   Highlight the copy record with the media type for which you want to test this prediction.

4   Click **Prediction**.

Horizon opens the Prediction Table window.

5   Choose **Test Prediction**.

Horizon opens the Test Prediction window with the list of expected issues. As previously noted, the volume and issue numbers begin with one. However, the chronology should appear correct and the enumeration increments as it should.

Note: For issues that are published weekly, choose More as necessary to view the point at which the volume increments and the issue number resets to one.

6   If prediction is incorrect, close the window and edit the prediction setup.

Setting Up Prediction—Examples

Six examples in this section explain how to set up prediction for common publication frequencies. These examples are guidelines for setting up predictions similar to them. They also illustrate how the prediction fields work together to accomplish different results.

This section explains these topics:

Example 1: Setting Up a Monthly Prediction

This example shows how to set up a prediction for a title that:

- Is published every month the entire year (12 issues)
- Has a chronology that looks like this: March 1996
- Has an enumeration that looks like this: V. 24, N. 1
- Increases its volume and resets its issue number the first day of every calendar year (January 1)

To set up a monthly prediction

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Prediction**.

Horizon opens the Prediction Table window.

4 Click **New**.

Horizon opens the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date window.

5 Enter the code for the main run in the **Run** field.

6 Enter the first of January and the current year in the **Appl. Date** field (for example, enter "01-01-03").

The applicability date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started receiving a monthly title on 06/15/2000, then you should enter "01/01/2000" as the applicability date from which Serials should begin predicting issues.)

7 Click **OK**, or press **ENTER**.

Horizon opens the first page of the Edit Serials Prediction Table window.

8 Complete the fields on the window:

Field	Action
Ord	Enter "0".
Start mm-dd	Enter "01-01".
End mm-dd	Enter "12-31".
Claim Delay	Leave at default setting.
Summary of Holdings Note	Mark the box so that it is active.
No. of Rcpts.	Leave at default setting.
Sum of Delays	Leave at default setting.

The screen should resemble this example:

9 Click **Page Down** or resize the window to display the **Chron. Pattern** field.

10 Enter the code for "month year" in the **Chron. Pattern** field, or click Codes to locate this pattern.

11 Complete the frequency fields listed:

Field	Action
Instance String	Enter "1".
Instance Unit	Mark **Day of**.
Every	Leave blank or enter "1" (a blank is the same as 1).
Calendar Unit	Mark **Month**.

The screen should resemble this example:

12 Click **Page Down** or resize the window to display the **Enum. Pattern** group.

13 Enter this information in the first of two group entries (you will have one entry for the volume level and one for the number level).

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "1".
Label	Enter "V".
Data Type	Mark **Numeral**.

The group entry should resemble this example:

14 Click **New** to display a second group entry.

15 Complete the information in the second group entry for the number level:

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "2".
Label	Enter "N".
No. Units/Level	Enter "12" (12 issues).
Data Type	Mark **Numeral**.

The second enumeration group entry should resemble this example:
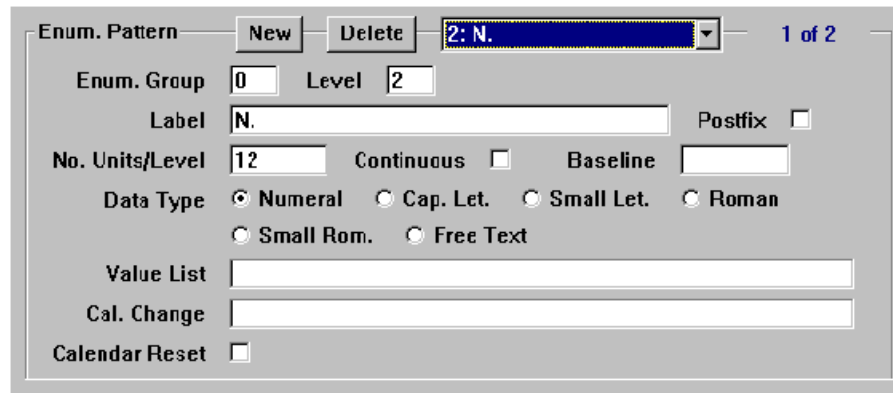
16 Save your changes.

17 Click **Close**.

Horizon returns to the List Prediction Table window.

18 Click **Test Prediction**.

Horizon opens the Test Prediction window:

19 Click **More** to see more predictions in the list.

20 Click **Close**.

Horizon returns to the List Prediction Table window.

Example 2: Setting Up a Bimonthly Prediction

This example shows how to set up prediction for a title that:

- Is published bimonthly the entire year (6 issues)

- Has a chronology that looks like this: Mar/Apr. 2002

- Has an enumeration that looks like this: VOLUME 24, NUMBER 1

- Increases its volume and resets its issue number the first day of every calendar year (January 1)

To set up a bimonthly prediction

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Prediction**.

Horizon opens the Prediction Table window.

4 Click **New**.

Horizon opens the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date window.

5 Enter the code for the main run in the **Run** field.

6 Enter the first of January and the current year in the **Appl. Date** field (for example, enter "01-01-03").

The applicability date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started receiving a monthly title on 06/15/2003, then you should enter "01/01/2003" as the applicability date from which Serials should begin predicting issues.)

7 Click **OK**, or press **ENTER**.

Horizon returns to the first page of the Edit Serials Prediction Table window.

8 Complete the fields on the window:

Field	Action
Ord	Enter "0".
Start mm-dd	Enter "01-01".
End mm-dd	Enter "12-31".
Claim Delay	Leave the default setting.
Summary of Holdings Note	Mark the box so that it is active.
No. of Rcpts.	Leave the default setting.

Field	Action
Sum of Delays	Leave the default setting.
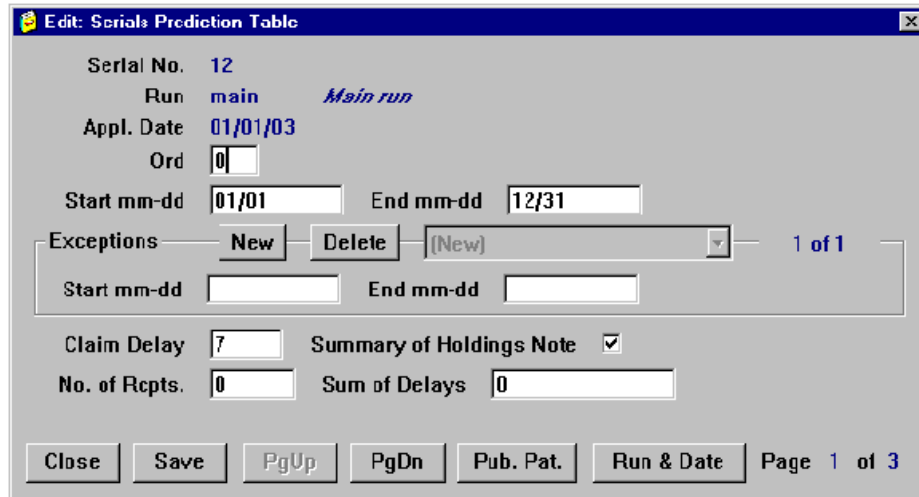
The screen should resemble this example:

9 Click **Page Down** or resize the window to display the **Chron. Pattern** field.

10 Enter the code for "month/month year" in the **Chron. Pattern** field, or click Codes to locate this pattern.

This pattern causes Serials to display the chronology as two months separated by a slash (for example: June/July 2002). (If this chronology pattern does not exist, see **Creating a Chronology Pattern** on page 130.)

11 Complete the frequency fields listed:

Field	Action
Instance String	Enter "1/2,3/4,5/6,7/8,9/10,11/12" Each slash combines the two months.
Instance Unit	Mark **Month of**.
Every	Leave blank or enter "1". A blank is the same as 1.
Calendar Unit	Mark **Year**.
End Date Type	Mark **Last Unit of Period**.

The screen should resemble this example:

Note: You must enter numbers in the Instance String field in ascending order. In other words, you cannot enter lower numbers after higher numbers in the Instance String field. (For example, for a bimonthly issue that is published as a Dec./Jan. issue, enter "12/13" in the Instance String field. Serials reads the number "13" as January.)

12 Display the page with the **Enum. Pattern** group.

13 Enter this information in the first of two group entries (you will have one entry for the volume level and one for the number level):

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "1".
Label	Enter "VOLUME".
Data Type	Mark **Numeral**.

The group entry should resemble this example:

14 Click **New** to display a second group entry.

15 Complete the second group entry for the number level:

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "2".
Label	Enter "NUMBER".
No. Units/Level	Enter "6" (6 issues).
Data Type	Mark **Numeral**.

The second enumeration group entry should resemble this screen:

16 Save your changes.

17 Click **Close**.

Horizon opens the Prediction Table window.

18 Click **Test Prediction**.

Horizon opens the Test Prediction window:

19 Click **More** to see more predictions in the list.

20 Click **Close**.

Horizon returns to the List Prediction Table window.

Example 3: Setting Up a Quarterly Prediction

This example shows how to set up prediction for a title that:

- Is published every quarter according to the seasons: Winter, Spring, Summer, Fall (4 issues)

- Has a chronology that looks like this: Winter 1995

- Has an enumeration that looks like this: V. 5, N. 2

- Increases its volume and resets its issue number with every winter issue (December 31)

To set up a quarterly prediction

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Prediction**.

Horizon opens the Prediction Table window.

4 Click **New**.

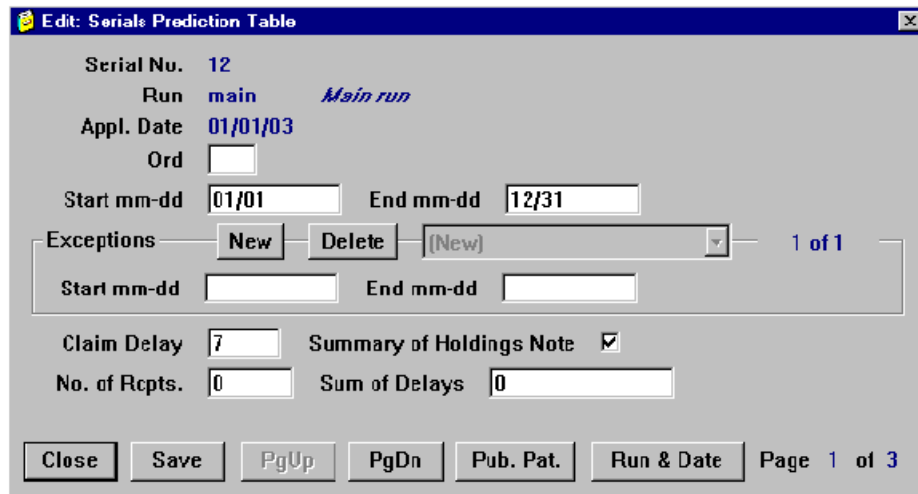Horizon opens the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date window.

5 Enter the code for the main run in the **Run** field.

6 Enter the first of January and the current year in the **Appl. Date** field (for example, enter "01-01-02").

The applicability date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started receiving a monthly title on 06/15/2000, then you should enter "01/01/2000" as the applicability date from which Serials should begin predicting issues.)

7 Click **OK**, or press **ENTER**.

Horizon returns to the first page of the Edit Serials Prediction Table window.

8 Complete these fields on the window:

Field	Action
Ord	Enter "0".
Start mm-dd	Enter "01-01".
End mm-dd	Enter "12-31".
Claim Delay	Leave the default setting.
Summary of Holdings Note	Mark the box so that it is active.
No. of Rcpts.	Leave the default setting.
Sum of Delays	Leave the default setting.

The screen should resemble this example:

9 Click **Page Down** or resize the window to display the **Chron. Pattern** field.

10 Enter the code for "season year" in the **Chron. Pattern** field, or click Codes to locate this pattern.

This pattern causes Serials to display seasons in place of months.

11 Complete these frequency fields:

Field	Action
Instance String	Leave blank.
Instance Unit	Select **n/a**.
Every	Enter "3".
Calendar Unit	Mark **Month**.

The screen should resemble this example:

12 Click **Page Down** or resize the window to display the **Enum. Pattern** group.

13 Enter this information in the first of two group entries (you will have one entry for the volume level and one for the number level):

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "1".
Label	Enter "V".
Data Type	Mark **Numeral**.

The group entry should resemble this example:

14 Click **New** to display a second group entry.

15 Complete the second group entry for the number level:

Field	Action
Enum. Group	Leave the default 0.
Level	2
Label	N.
No. Units/Level	4
Data Type	Mark **Numeral**.

The second enumeration group entry should resemble this screen:

16 Save your changes.

17 Click **Close**.

Horizon opens the Prediction Table window.

18 Click **Test Prediction**.

Horizon opens the Test Prediction window:

19 Click **More** to see more predictions in the list.

20 Click **Close**.

Horizon returns to the List Prediction Table window.

Example 4: Setting Up an End-of-the-Year Index Prediction

This example shows how to set up prediction for a title's index that:

- Comes at the end of every year
- Has a chronology that looks like this: 2002
- Has an enumeration that looks like this: Index

To set up an end-of-the-year index prediction

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Prediction**.

Horizon opens the List Prediction Table window.

4 Set up prediction for the main run first. (For instructions, see **Setting Up Basic Prediction** on page 36.)

5 Click **New**.

Horizon opens the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date window.

6   Enter the code for the index run in the **Run** field.

Note: This code separates the index run from the main run.

7   Enter the exact same date as you did for the main run in the **Applicability Date** field.

8   Click **OK**, or press **ENTER**.

Horizon returns to the first page of the Edit Serials Prediction Table window.

9   Complete these fields on the window:

Field	Action
Ord	Enter "0".
Start mm-dd	Enter "12-01".
End mm-dd	Enter "12-31".
Claim Delay	Leave the default setting.
Summary of Holdings Note	Mark the box so that it is active.
No. of Rcpts.	Leave the default setting.
Sum of Delays	Leave the default setting.

The screen should resemble this example:

10   Click **Page Down** or resize the window to display the **Chron. Pattern** field.

11   Enter the code for "year" in the **Chron. Pattern** field, or click **Codes** to find this pattern.

12 Complete the frequency fields listed:

Field	Action
Instance String	Enter "-1". A negative one causes Horizon to predict the last day of the year.
Instance Unit	Click **Day of**.
Every	Leave blank or enter "1". A blank is the same as 1.
Calendar Unit	Mark **Month**.

The screen should resemble this example:

13 Click **Page Down** or resize the window to display the **Enum. Pattern** group.

14 Enter this information in the first and only group entry (you need only one for the index level):

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "1".
Label	Enter "Index".
Data Type	Click **Cap. Let.** or **Small Let.**
Value List	Enter "0" (zero). Combined with the End Data Type, a value of zero causes the system to display a blank instead of a number or character.
Cal. Change	Enter "1-1".

The group entry should resemble this example:

15 Save your changes.

16 Click **Close**.

Horizon opens the Prediction Table window.

17 Click **Test Prediction**.

Horizon opens the Test Prediction window:
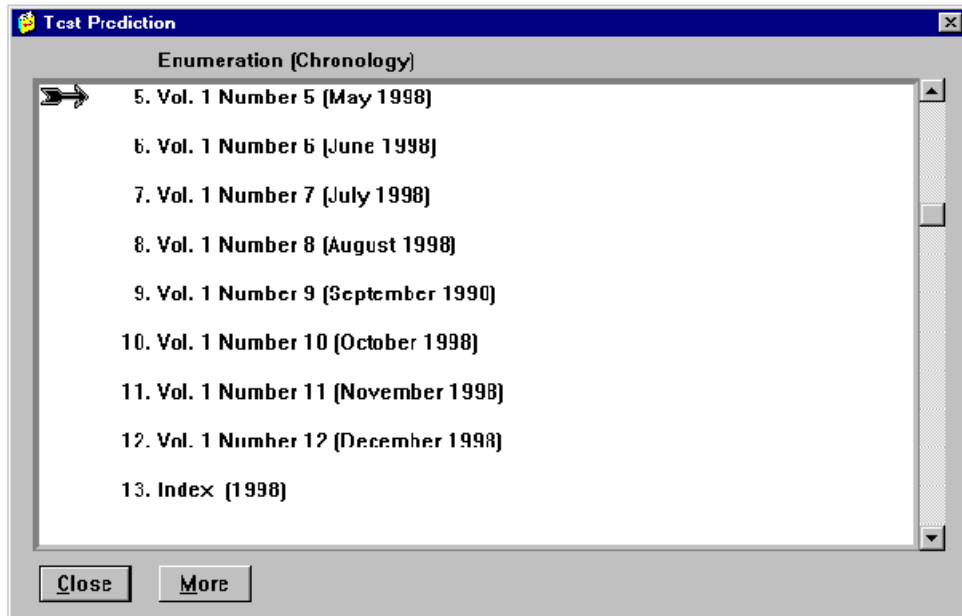
18 Click **More** to see more predictions in the list.

19 Click **Close**.

Horizon returns to the List Prediction Table window.

Example 5: Setting Up a Prediction with a Range

This example shows how to set up prediction for a title with issues that:

- Are published every week

- Have a chronology that looks like this: Jan. 1-7, 2002

- Have an enumeration that looks like this: V. 10, N. 1; Issue 54 (While the Number resets every January 1, the Issue numbers are continuous.)

To set up a prediction with a range

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3   Click **Prediction**.

Horizon opens the List Prediction Table window.

4   Set up prediction for the main run first.

5   Click **New**.

Horizon opens the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date window.

6   Enter the code for the run in the **Run** field.

7   Enter the exact same date as you did for the main run in the **Applicability Date** field.

8   Click **OK**,or press **ENTER**.

Horizon opens the Edit Serials Prediction Table window.

9   Complete these fields on the window:

Field	Action
Ord	Enter "0".
Start mm-dd	Enter "01-01".
End mm-dd	Enter "12-31".
Claim Delay	Leave the default setting.
Summary of Holdings Note	Mark the box so that it is active.
No. of Rcpts.	Leave the default setting.
Sum of Delays	Leave the default setting.

The screen should resemble this example:

10 Click **Page Down** or resize the window to display the **Chron. Pattern** field.

11 Enter the code that displays month, followed by a range of dates, followed by a year in the **Chron. Pattern** field, or click Codes to locate this pattern.

12 Complete the frequency fields listed:

Field	Action
Instance String	Enter "1/7,8/14,15/21,22/-1".
Instance Unit	Click **Day of**.
Every	Leave blank or enter "1". A blank is the same as 1.
Calendar Unit	Mark **Month**.
End Date Type	Mark **Last Day of Period**.

The screen should resemble this example:
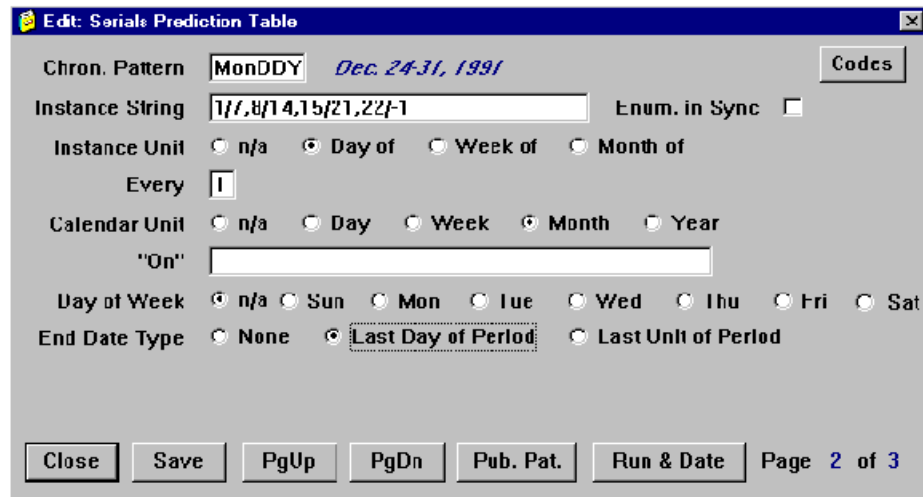
13 Click **Page Down** or resize the window to display the **Enum. Pattern** group.

14 Complete these fields and options in the first of three group entries:

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "1".
Label	Enter "V".
Data Type	Mark **Numeral**.

The first group entry should resemble this example:
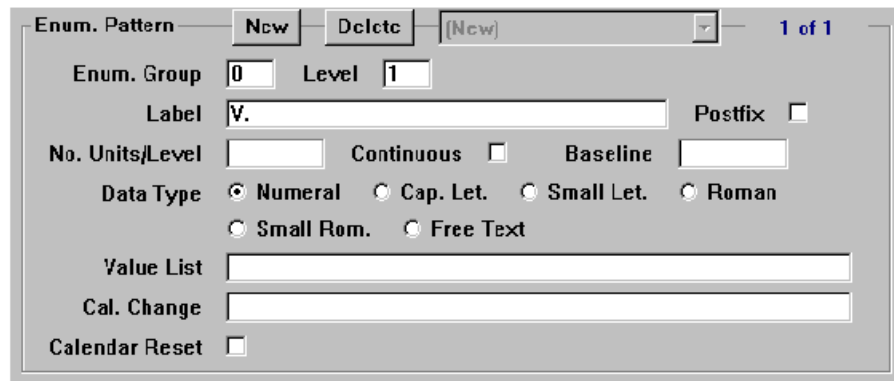
15 Click **New** to display a second group entry.

16 Complete the second group entry for the number level:

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "2".
Label	Enter "N".
No. Units/Level	Leave blank.
Data Type	Mark **Numeral**.
Cal. Change	Enter "1-1". This causes the number to reset at the start of every year regardless of how many weeks have passed since any given year could have 52 or 53 weeks.
Calendar Reset	Mark this box.

The second enumeration group entry should resemble this example:

17 Click **New** to display a third group entry.

18 Complete the information in the third group entry for the number level:

Field	Action
Enum. Group	Enter "1".
Level	Enter "1".
Label	Enter "Issue".
No. Units/Level	Leave blank.
Data Type	Mark **Numeral**.

Field	Action
Cal. Change	Enter "1-1". This causes the number to reset at the start of every year regardless of how many weeks have passed since any given year could have 52 or 53 weeks
Calendar Reset	Remove the mark from this box.

The third enumeration group entry should resemble this screen:

19 Save your changes.

20 Click **Close**.

Horizon returns to the Prediction Table window.

21 Click **Test Prediction**.

Horizon opens the Test Prediction window:

22 Click **More** to see more predictions in the list.

23 Click **Close**.

Horizon returns to the List Prediction Table window.

Example 6: Setting Up Prediction with an Exception

This example shows how to set up prediction for a title that:

- Is published twice each month on the first and third weeks except for December, when one issue is published

- Has a chronology for all months, except December, that looks like this: January 3, 2002

- Has a chronology for only December that looks like this: December 2002

- Has an enumeration for all issues that looks like this: V. 13 N. 1

- Increases its volume and resets its issue number the first day of every calendar year (January 1)

For this prediction, you set up the frequency for the issues published every month, specifying that December is an exception to (or exempt from) the frequency. You then set up the frequency for the December issues. Because both setups are for issues belonging to the main run, Serials combines them in the correct chronological order. The Test Prediction window at the end of these steps illustrates this combined prediction.

To set up prediction with an exception

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Prediction**.

Horizon opens the Prediction Table window.

4 Click **New**.

Horizon opens the Edit Serials Prediction window, overlaid by the Edit Run Code and Applicability Date window.

5 Enter the code for the main run in the **Run** field.

6 Enter the first of January for the current year in the **Appl. Date** field (for example, enter "01-01-02").

The applicability date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started

receiving a monthly title on 06/15/2000, then you should enter "01/01/2000" as the applicability date from which Serials should begin predicting issues.)

7 Click **OK**, or press **ENTER**.

Horizon returns to the first page of the Edit Serials Prediction Table window.

8 Complete the fields on the window:

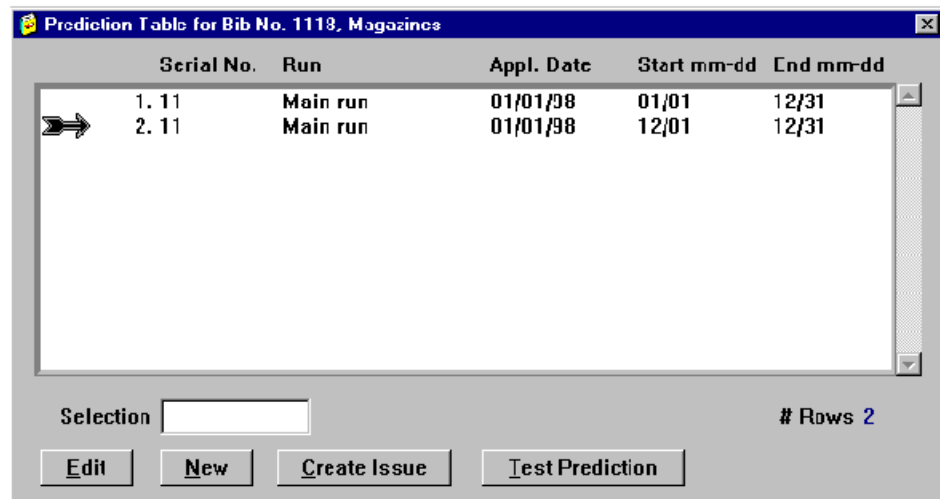| Field	Action
Ord	Enter "0".
Start mm-dd	Enter "01-01".
End mm-dd	Enter "12-31".
Exceptions group Start mm-dd	Enter "12-01".
Exceptions group End mm-dd	Enter "12-31".
Claim Delay	Leave the default setting.
Summary of Holdings Note	Mark the box.
No. of Rcpts.	Leave the default setting.
Sum of Delays	Leave the default setting.

The screen should resemble this example:

9 Click **Page Down** or resize the window to display the **Chron. Pattern** field.

10 Enter the code for "month date year" in the **Chron. Pattern** field. Choose **Codes** to find this pattern.

11 Complete the frequency fields listed:

Field	Action
Instance string	Enter "1,3".
Instance Unit	Mark **Week of**.
Every	Enter "1". A blank is the same as 1.
Calendar Unit	Mark **Month**.

The screen should resemble this example:
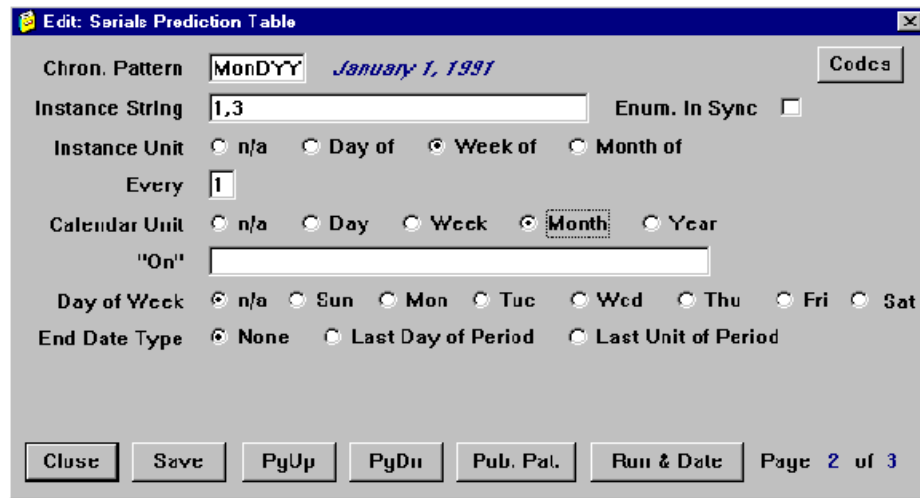
12 Click **Page Down** or resize the window to display the **Enum. Pattern** group.

13 Enter this information in the first of two group entries (you will have one entry for the volume level and one for the number level):

Field	Action
Enum. Group	Leave the default "0".
Level	Leave the default "0", or enter "1".
Label	Enter "V".
Data Type	Mark **Numeral**.

The group entry should resemble this example:

14 Click **New** to display a second group entry.

15 Complete the second group entry for the number level:

Field	Action
Enum. Group	Leave the default "0".
Level	Enter "2".
Label	Enter "N".
Data Type	Mark **Numeral**.
Cal. Change	Enter "1-1".
Calendar Reset	Mark the box.

The second group entry should resemble this example:

16 Save your changes.

17 Click **Close**.

Horizon returns to the Prediction Table window.

18 Click **Test Prediction**.

Horizon opens the Test Prediction window:

Prediction skips
the December
exception
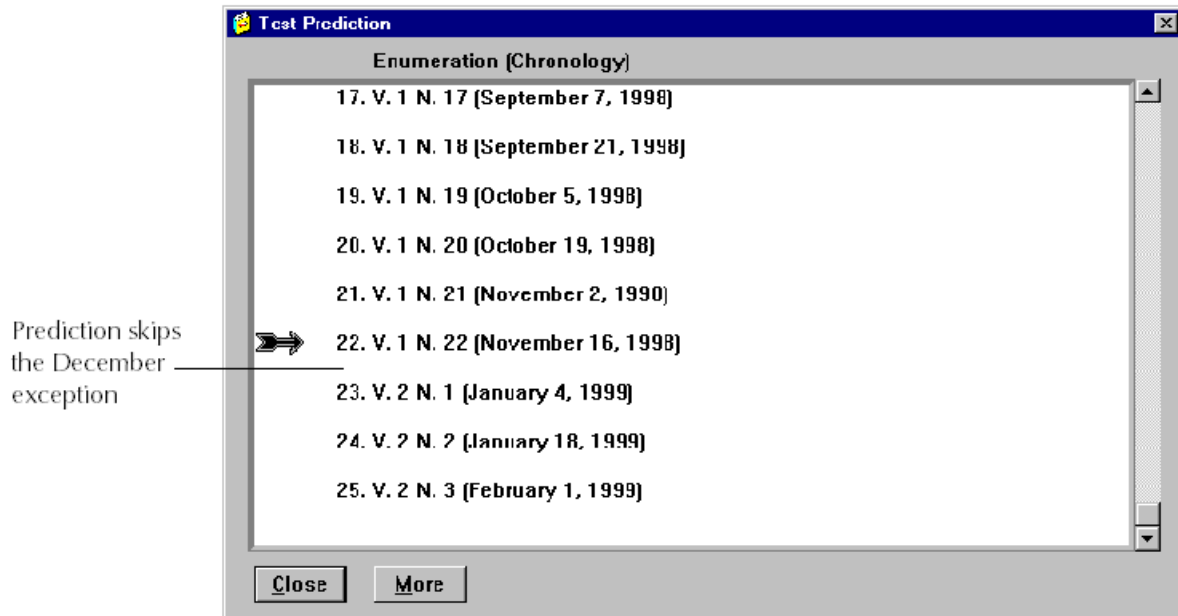
19 Click **Close**.

Horizon reopens the Prediction Table window. You are now ready to set up prediction for the December exception.

To set up the exception

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 If no copy record exists, create a copy record for the title. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Highlight the copy record with the media type for which you want to set up this prediction.

4 Click **Prediction**.

Horizon opens the Prediction Table window.

5 Choose **New** on the Prediction Table window.

Horizon opens the Edit Serials Prediction window, overlaid by the Edit Run Code and Applicability Date window.

6 Enter the code for the main run in the **Run** field.

Note: Since the December issue is considered part of the main run, make sure you enter the same run code as you did for the issues published twice monthly.

7 Enter the first of January for the current year in the **Appl. Date** field (for example, enter "01-01-02").

The applicability date represents the date when Serials should begin predicting issues, not the date when the title was first published or the date when you first started receiving the title. This means that you should enter a date that makes sense for Serials to use to predict future issues. (For example, if you started receiving a monthly title on 06/15/2000, then you should enter "01/01/2000" as the applicability date from which Serials should begin predicting issues.)

Since the December issue is considered part of the main run, make sure you enter the same applicability date as you did for the issues published twice monthly.

8 Click **OK**, or press **ENTER**.

You return to the first page of the Edit Serials Prediction Table window.

9 Complete the fields in the window:

Field	Action
Ord	Enter "1".
Start mm-dd	Enter "12-01".
End mm-dd	Enter "12-31".
Claim Delay	Leave the default setting.
Summary of Holdings Note	Mark the box.
No. of Rcpts.	Leave the default setting.
Sum of Delays	Leave the default setting.

The screen should resemble this example:

10 Click **Page Down** or resize the window to display the **Chron. Pattern** field.

11 Enter the code for "month year" in the **Chron. Pattern** field, or click Codes to find this pattern.

12 Complete the fields on the window:

Field	Action
Instance string	Enter "2".
Instance Unit	Click **Week of**.
Every	Enter "1". A blank is the same as 1.
Calendar Unit	Mark **Month**.

The screen should resemble this example:
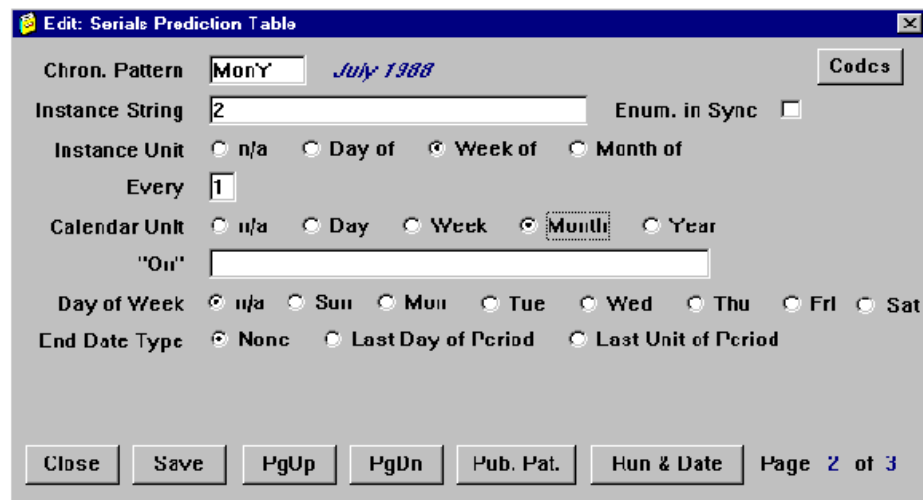
13 Click **Page Down** or resize the window to display the **Enum. Pattern** group.

Horizon displays the fields already filled in since the exception is part of the main run and shares the enumeration of the other issues.

Important: If you change the enumeration for the exception, you will change it for the other issues.

14 Save your changes.

15 Click **Close**.

Horizon returns to the Prediction Table window:

16 Click **Test Prediction**.

Horizon opens the Test Prediction window:

December issue
now included in
prediction
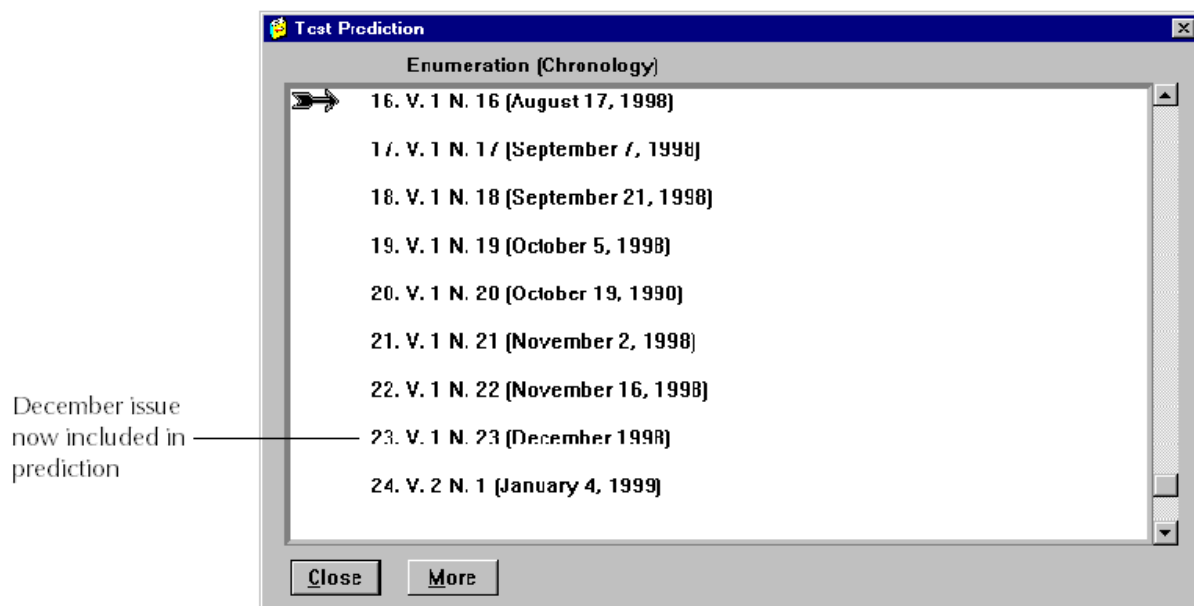
17 Click **More** to see more predictions in the list.

18 Click **Close**.

Horizon returns to the Prediction Table window.

Creating a Publication Pattern

Publication patterns are templates of common publication frequencies. These patterns might include monthly, weekly, quarterly, bimonthly, and so forth. When you need to set up prediction for a title that is published according to a common pattern, you can select a publication pattern and Serials will enter the template information.

When setting up a publication pattern, you enter the same type of information in a template as you do for the publication pattern portion of the Edit Serial Prediction Table window.

To create a publication pattern

1   Search for the serials title you want and send it to Serials Control, if necessary.

    Horizon displays the Copy List window.

2   Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3   Click **Prediction**.

    Horizon opens the Prediction Table window.

4   Click **Edit** to open the Edit Serials Prediction window.

5   Click **Pub. Pat.** at the bottom of the window.

    Horizon opens the Code Lookup Publication Pattern window. From this window, you can select a publication pattern, create a pattern, or edit a pattern.

6   Click **Add**.

    Horizon opens a blank Edit Publication Patterns window:

7   Enter publication information in these fields:

- **Pub. Pat. Code**. Enter a code for the publication pattern that you are setting up. (For example, if you were setting up a monthly pattern, you may enter "Mon" or "M".)

- **Description**. Enter a description of the publication pattern. (For example, if you were setting up a monthly pattern, you may enter "monthly" as the description.)

8 Specify the frequency information. (For more information, see **Specifying the Frequency** on page 41.)

9 Save the file.

Horizon returns to the Code Lookup Publication Patterns window. The pattern is included in the list.

10 Click **Cancel** on the Code Lookup window so that Horizon does not apply the new publication pattern to the title.

Note: Since you are not applying this publication pattern to the title that you used to access the Edit Publication Pattern window, you must close the window without selecting a pattern. If you accidentally click OK and thereby apply the publication pattern, close the Edit Prediction Setup window without making the change.

Using an Existing Publication Pattern

You may find that many titles have nearly identical prediction patterns; many are published once a month, once a week, or once every season. In such cases, you can speed up the process of setting up prediction. You do this by creating publication patterns that you can copy into the prediction tables for those titles that have similar or identical publication patterns.

To use an existing publication pattern

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Prediction**.

Horizon opens the Prediction Table window.

4 Click **New**.

Horizon opens the Edit Serials Prediction Table window, overlaid by the Edit Run Code and Applicability Date dialog box.

5 Enter the run code and applicability date in the **Run Code and Applicability Date** field.

6 Click **OK**, or press **ENTER**.

Horizon returns to the first page of the Edit Serials Prediction Table window.

7 Click **Pub Pattern**.

Horizon opens a list of publication patterns.

8 Double-click the pattern that you want.

Horizon closes the list and inputs the pattern into the appropriate fields.

9 Continue setting up basic prediction.

Copying Another Title's Prediction Pattern

As an alternative to using a publication pattern, you can copy the entire setup of one title to another. This not only copies the frequency, but the enumeration, chronology pattern, and general information. Use this method if two titles have similar prediction, enumeration, and chronology information. After copying the setup, you can edit it as necessary.

To copy another title's prediction pattern

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3 Click **Prediction**.

Horizon opens the Prediction Table window.

4 Choose **Copies, Predict Like**.

Horizon opens the Search window.

5 Search for the title with the prediction setup that you want to copy.

Horizon locates the title (if it is the only one that matches the search string) and displays the Predict Like dialog box:
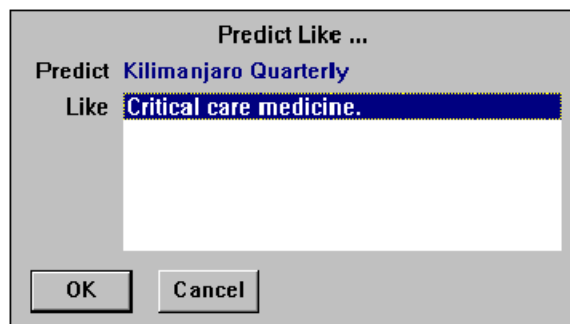
This list may contain more than one title if several titles' copy records are open on the screen.

6 Highlight the correct title in the list box.

7 Click **OK**.

Horizon closes the dialog box and after a few seconds displays all prediction rows of the title you copied in the Prediction window.

8 Edit each row as necessary.

Deleting a Prediction Setup

Deleting prediction setup means to delete all the rows in the List Prediction window for a title. However, if any issues have been predicted or received in Serials Checkin, you must first delete all issues from Serials Checkin before you can delete the prediction setup. If you attempt to delete prediction for a title with issues predicted or received in Serials Checkin, this message box displays:
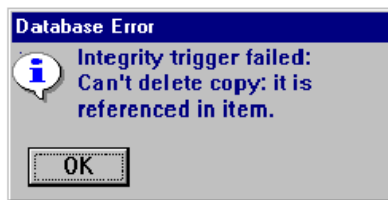
For instructions on deleting issues in Serials Checkin, see **Deleting an Issue** on page 103.

To delete a prediction setup

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Choose the copy record with the media type for which you want to delete prediction.

3 Click **Prediction**.

Horizon opens the Prediction Table window.

4 Highlight the first row.

5 Choose **File, Delete**.

Horizon prompts you to verify the action.

If any issues have been predicted for the prediction, a message appears to that effect. Quit the procedure now and delete the associated records in Serials Checkin before returning to this procedure.

6 Click **OK** on the verify deletion box.

Horizon deletes the prediction row.

7 Repeat steps 4 through 6 to delete any remaining prediction rows.

Chapter 4: Checking In Issues

Serials Checkin provides the tools for checking in, processing, and routing serials. In addition, this chapter explains how to check in expected and unexpected issues, how to view issue detail and copy history, and how to change an issue's status. It also explains how to delete an issue record, or how to delete one or more copy issue records.

This chapter contains these sections:

About Serials Checkin

Serials Checkin differs from Circulation checkin. Circulation affects and tracks the status of material already held by your library. Serials Checkin tracks serial items that you receive and expect to receive, but which are not yet held by your library. Checking in serials is the process of integrating new serials materials into your library's materials.

Before you can check in serials, a copy record must exist in Serials Control for each subscription to a title. (For information about copy records, see **Creating or Editing a Copy Record** on page 13.) If you attempt to check in an issue for which no copy record exists, Horizon displays a message telling you the title is not set up for checkin.

This diagram illustrates the Serials checkin process.

Figure 4-1: Serials Checkin Workflow
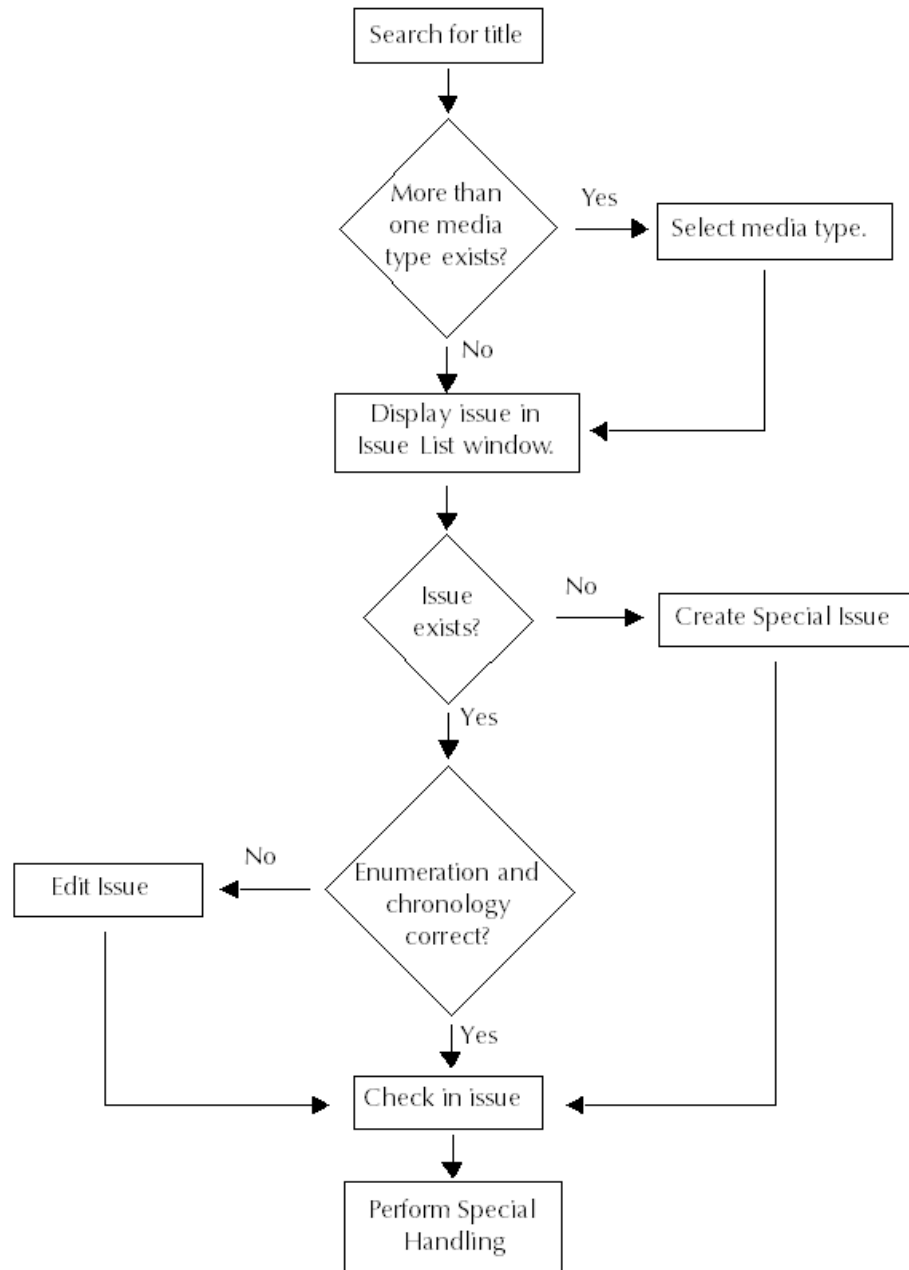
Checking In an Expected Issue

Checking in expected serials issues involves these tasks:

- **Searching for the title**. To check in any issue, you must first search for and display the issue's title in Serials Checkin. You can search in staff searching for a serials title and send it to Serials Checkin. (For information about searching in staff searching for titles and sending them to Serials, see **Searching for a Title to Use in Serials** on page 9.)

- **Choosing the media type**. If you receive a serials title in more than one media type, such as a magazine and CD-ROM, you choose the media type that you are checking in.

- **Verifying or editing the enumeration of the issue**. You can verify or edit the enumeration of the issue that you are checking in if it appears incorrect.

- **Entering the number of copies**. You specify the number of copies of the issue that you are checking in.

- **Specifying or activating special handling procedures**. Serial copy record or records for this title may be configured for special handling procedures such as printing a workslip or a routing slip. Special handling procedures occur automatically, or you can manually activate them.

Under most circumstances, you should be able to check in expected issues by clicking CKI on the Issue List window, but in some circumstances you may need to edit the issue before you check it in:

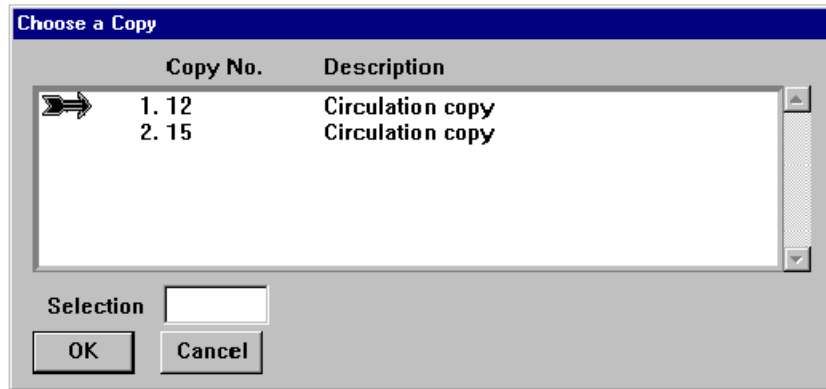| If this happens	Do this
Actual issues continue to differ from predicted issues.	Set up a new prediction. (For instructions, see **Setting Up Basic Prediction** on page 36.)
No issues appear in the Issue List window.	Click **Predict** in the Issues window.
More copies of an issue arrive than are expected.	Create a new copy record for each additional issue before checking it in. (For instructions, see **Creating or Editing a Copy Record** on page 13.)
Fewer copies of an issue arrive than are expected.	Check in the number in hand and leave the rest pending.

To check in an expected issue

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

    Horizon displays the Issues window.

2   If Serials does not display the issue that you want to check in, click **Predict** and Horizon displays the next expected issue.

    If this is a serial copy record without a prediction pattern, Horizon displays this message:
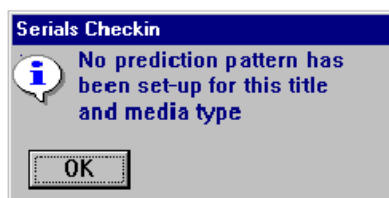
3   Click **OK**.

You need to create an issue for this title in order to check in any issues. (For more information, see **Checking In Issues without Prediction Patterns** on page 102.)

4 If the issue's enumeration or chronology does not match that of the issue in hand, edit the issue. (For instructions on editing an issue, see **Editing an Issue** on page 97.)

5 Highlight the issue that you want to check in.

Note: You can select only one issue at a time from the list.

6 Click **CKI**.

Horizon opens the Checkin Issue dialog box with the pending number of copies entered in the field:

You can verify or change the number of physical copies that you are checking in and flag that the copies are damaged, if necessary.

Note: You can enter less than the number expected, but you cannot enter a number greater than the number of copies expected. If you want to check in more copies than are expected, you need to return to Serials Control and create an additional copy record for each additional issue. (For more information, see **Creating or Editing a Copy Record** on page 13.) You can then return and check in the additional copies of the issue.

7 Click **OK & Next**.

Serials checks in the issues. If automatic checkin functions have been set for any of the issues' copy records, Horizon opens the Serials Checkin window under the following circumstances:

• Automatic item creation when barcode entry has been flagged

• Routing has been set up

• A special handling note or workslip note has been set up

(For more information, see **Performing Special Handling** on page 95.)

If route slip, workslip, or label printing has been set, Horizon opens the print dialog box.

8 Print the route slip, workslip, or label.

Serials prints the necessary information and re-opens the Search window where you can check in the next title.

Serials re-opens the Search window on your screen where you can check in the next title.

Checking In Additional Copies of an Issue

When Serials predicts issues, it predicts as many copies as it does copy records of the same media type. (For example, if you subscribe to three magazine copies of a title and have three copy records set up for the subscriptions, Serials will expect three copies of each issue.)

If you increase the number of subscriptions to a title, you must create a copy record for each additional subscription before you can check in the additional copies. Once you create the copy records, you can check in additional copy issues.

When you check in additional copy issues, Horizon adds copy issues for the same title and media type, but only for the checkin locations for which you have authorized access. This way staff from other locations cannot recreate copy issues that you have deleted from your location.

Also when you check in additional copy issues, you can choose to add issues for specific copies.

Effects

- Horizon creates new copy issues for the copy or copies you choose.

Constraints

- You can add copy issues only for the checkin locations for which you have authorized access.

To check in additional copies of an issue

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

    Horizon displays the Issues window.

    Note: If you have just added the additional copy records to Serials, the number pending will not match the actual number that you receive.

2   Highlight the issue you want to add and click **Issue Detail**.

3   Choose **Issues, Add Copy Issues**.

    If you have more than one copy that qualifies for adding an issue, Horizon displays a list of copies for you to choose from.

4   If necessary, choose the copy for which you want to add the issue.

    Horizon updates the number of issues pending to include the number of newly created and expected copy issues.

    If no copy records have been created for the additional copies of the issue, this message appears:

All copies already have an existing issue copy record. To check in an additional copy for this issue, you must create a new copy record in Serials Control.

OK
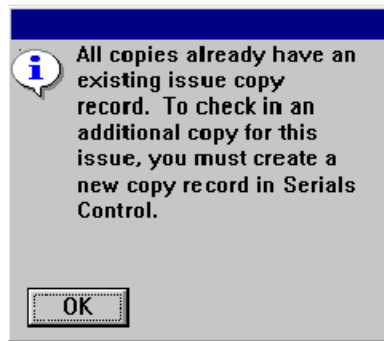
5   If no copy records have been created for the additional copies of the issue, quit the checkin procedure and create the necessary copy records in Serials Control before checking in the issues.

6   Continue normal checkin procedures.

Viewing Issue Detail

You can view detail about serial issues from the Issue Detail window. This window displays information about all copies of a selected issue including each copy's status, the date when the status was assigned, and the copy's location.

To view issue detail

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2   Highlight the issue that you want.

3   Click **Issue Detail**.

Horizon opens the Serial Issue Detail window:
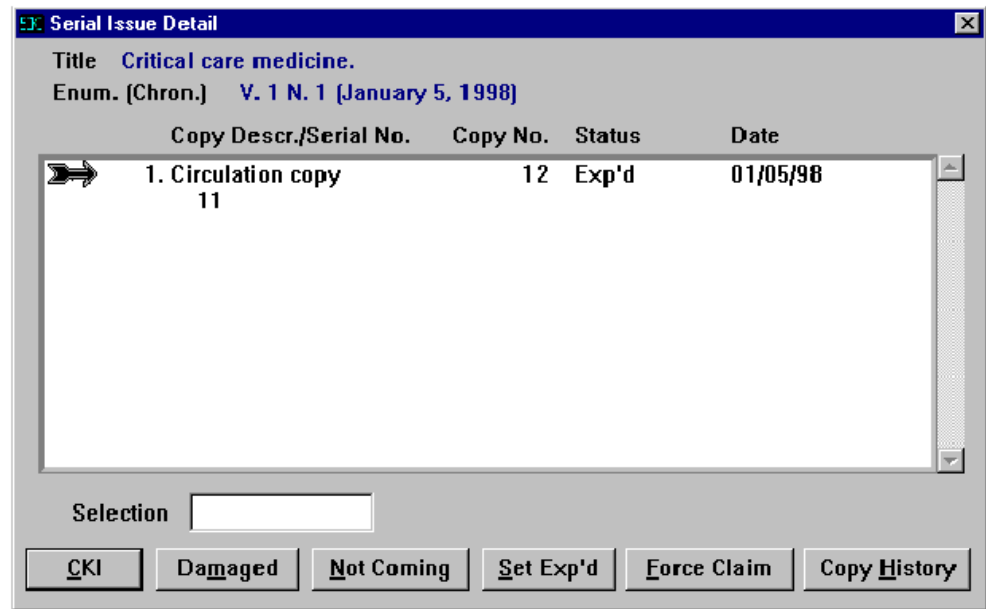
Note: From this window you can also change the status of an issue. For example, a publisher may inform you that they will not publish an expected issue after all. You would then need to change the issue's status from "Expected" to "Not Coming" to prevent Serials from generating a claim for the issue. (For more information on changing an issue's status, see **Changing an Issue's Status** on page 90.)

Viewing Copy History

You can view detail about predicted or received issues of a selected copy record from the Copy History window. This window displays information about all copies of a selected issue including each copy's status, the date when the status was assigned, and the copy's location.

To view copy history

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2   Highlight the issue with a copy history that you want to view.

3   Click **Copy History**.

Horizon opens the Choose a Copy window:

Choose a Copy

	Copy No.	Description
⇒	1. 12	Circulation copy
	2. 15	Circulation copy

Selection [ ]

[OK] [Cancel]

Note: If Horizon finds only one copy of the issue, Horizon opens the Copy History window automatically.

4   Choose the copy record that has issues that you want to view the copy history for.

5   Click **OK**.

Horizon opens the Copy History window:

Copy History

Title   Critical care medicine.   Libr. Copy No. 1
Description   12. Circulation copy   Loc.   main   Call#   p PN108 .J3

	Enumeration (Chronology)/Status Date	Status
⇒	1. V. 1 N. 1 (January 5, 1998) 02/10/98	Dmg'd
	2. V. 1 N. 2 (January 19, 1998) 01/19/98	Exp'd
	3. V. 1 N. 3 (February 2, 1998) 02/02/98	Exp'd
	4. V. 1 N. 4 (February 16, 1998) 02/16/98	Exp'd
	5. V. 1 N. 5 (March 2, 1998) 03/02/98	Exp'd

Selection [ ]

[CKI] [Damaged] [Not Coming] [Set Exp'd] [Force Claim] [Issue Detail]
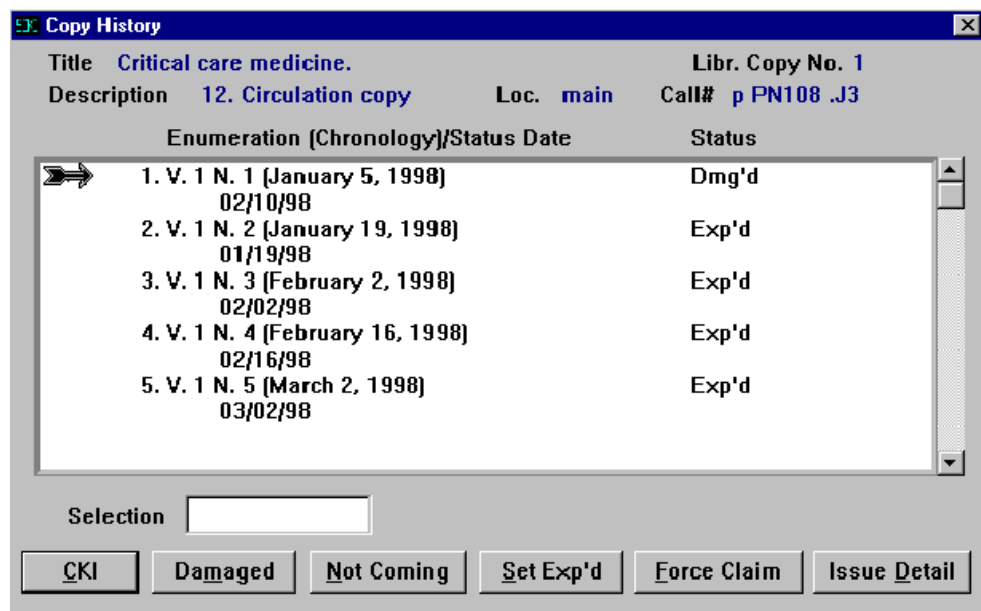
Note: From this window you can also change the status of a particular issue. (For example, a publisher may inform you that they will not publish an expected issue after all. You would then need to change the issue's status from "Expected" to "Not Coming" to prevent Serials from generating a claim for the issue.) (For more information on changing an issue's status, see **Changing an Issue's Status on page 90.**)

Changing an Issue's Status

Serials assigns a status to each issue. Statuses include:

- **Expected**. Issues that Serials has predicted, but not yet received.

- **Received**. Issues that have been checked in.

- **Damaged**. Issues that have been checked in but appeared damaged upon arrival.

- **Not Coming**. Issues that are either not published or not available. (Horizon prompts you to choose the reason.)

- **Claim**. Issues for which Horizon generates a claim. You can set claim status manually or automatically when Day End runs and the missing issue meets claiming parameters set up in the issue's copy record.

You can change an issue's status at any time.

To change an issue's status

1   Display the Issue Detail or Copy History window for the issue.

    (For instructions on how to open the Issue Detail or Copy History window for the title, see **Viewing Issue Detail** on page 87 or **Viewing Copy History** on page 88.)

2   If more than one copy exists for the issue, select the copy with the issue that you want to change.

3   Click the button at the bottom of the Issue Detail or Copy History window for the status that you want to change the issue to.

    This table explains how to change issue statuses:

To do this	Click this
Change the status of the copy to "Received."	**CKI**
Change the status of the copy to "Received Damaged."	**Damaged**
Change the status of the copy to "Not Coming."	**Not Coming**
Change the status from "Exp'd" to "Claim."	**Force Claim**
Open the Copy History window for the issue.	**Copy History**

Note: If you select "Not Coming," Horizon prompts you to specify a reason why the issue is not coming. Your choices are Not available and Not published.

4   Click **OK** on the message box, or press **ENTER**, to verify the change in status.

    Serials changes the status date to correspond with the date when you changed the status.

Changing the Serials Checkin Date

Each time you check in an issue, Serials records the date when that issue is received. Serials uses this receipt date to calculate the expected date of the next issue. The next issue's expected date, if it comes and goes without the issue being received, determines when Horizon generates a claim. Therefore, it is important that the receipt date be accurate.

Horizon uses your system's internal date as the receipt date, and it usually matches real time. Horizon displays the checkin date on the title bar of Serials Checkin:

Serials Checkin as of 09/01/2000

However, you may occasionally need the receipt date to reflect a date other than the current date. You can use the Change Checkin Date feature to change the date. The date appears on the title bar and becomes the receipt date until you change the date back to the current date.

This section explains these topics:

- **Changing the Serials Checkin Date** on page 91
- **Returning the Checkin Date to the Current Date** on page 92

Changing the Serials Checkin Date

To change the Serials checkin date

1   If the Search window is open on the screen, press **ESC** to close it.

Other windows can remain open.

2   Start the **SCKI Date** process.

The default location of this process is the **Serials** folder in the navigation bar.

Horizon opens this dialog box:

Set Serials Checkin Date

Date   09/01/2000

OK   Cancel   Today
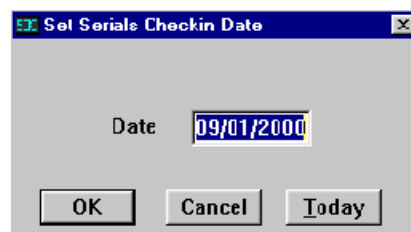
3   Enter a new date in the **Date** field.

4   Click **OK**.

Horizon displays the new date on the title bar. You can now check in the issues for this new checkin date.

Returning the Checkin Date to the Current Date

To return the checkin date to the current date

1   If the Search window is open on the screen, press **ESC** to close it.

Other windows can remain open.

2   Start the **SCKI Date** process.

The default location of this process is the **Serials** folder in the navigation bar.

Horizon opens this dialog box:
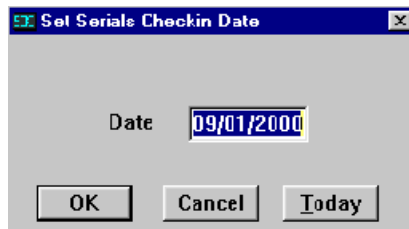
3   Click **Today**.

Horizon closes the dialog box and the date on the title bar changes to today's date.

Displaying Received Issues

The Issue window from which you check in issues displays only pending issues. Once an issue's status becomes received, it no longer appears on this list. However, you may need to display received issues on this window to delete issues, view issue detail, and so forth.

To display received issues

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2   Choose **Issues, Show Rec'd Issues**.

Horizon displays all received issues in order of their enumeration and chronology.

Designating Printers

Serial copy records for a particular title may be flagged for special handling procedures that require printing. You can designate the same printer or different printers to print:

- Workslips
- Card labels
- Routing lists

Check with your system administrator to find out the printers that you can use.

To designate printers

1 Choose **File, Printer Setup**.

Horizon opens the Setup Serials Checkin Printers window:
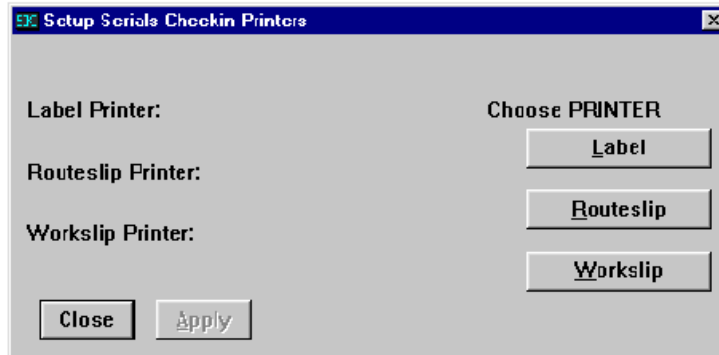
2 Click **Label** next to the **Label Printer** field.

Horizon displays a list of printers.

Note: If no printers appear in the list, check with your system administrator to build the list.

3 Highlight the printer that you want to print labels to.

4 Click **OK**.

Horizon returns to the Setup Serials Checkin Printers dialog box.

5 Repeat steps 2 through 4 to designate printers for routing lists and workslips.

6 Click **Apply** on the **Checkin Printer** dialog box when you are finished.

Previewing and Editing Labels

Before you print card labels for an issue, you can preview and edit the label. You can preview labels automatically by setting the Preview Labels command. (For more information on specifying labels, see the "General Setup" chapter of the *System Administration Guide*.)

This section explains these topics:

- **Setting Serials for Previewing Labels** on page 93
- **Editing a Label** on page 94

Setting Serials for Previewing Labels

To set Serials for previewing labels

1 Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2 Choose **File, Preview Label** in **Serials Checkin**.

Horizon puts a check mark next to the Preview Label command in the drop-down menu. Each time an issue is checked in with a copy record flagged for label printing, Horizon opens the Preview Label dialog box.

You can edit a label before it is printed.

Editing a Label

To edit a label

1 Make sure the **Preview Label** feature is on. (For instructions, see **To set Serials for previewing labels** on page 93.)

2 Highlight the issue with a copy record flagged for label printing in the Issue window.

3 Click **CKI**.

Horizon opens the Checkin Issue dialog box.

4 Click **OK**.

Horizon opens this window with a drop-down list listing the labels specified for this issue:
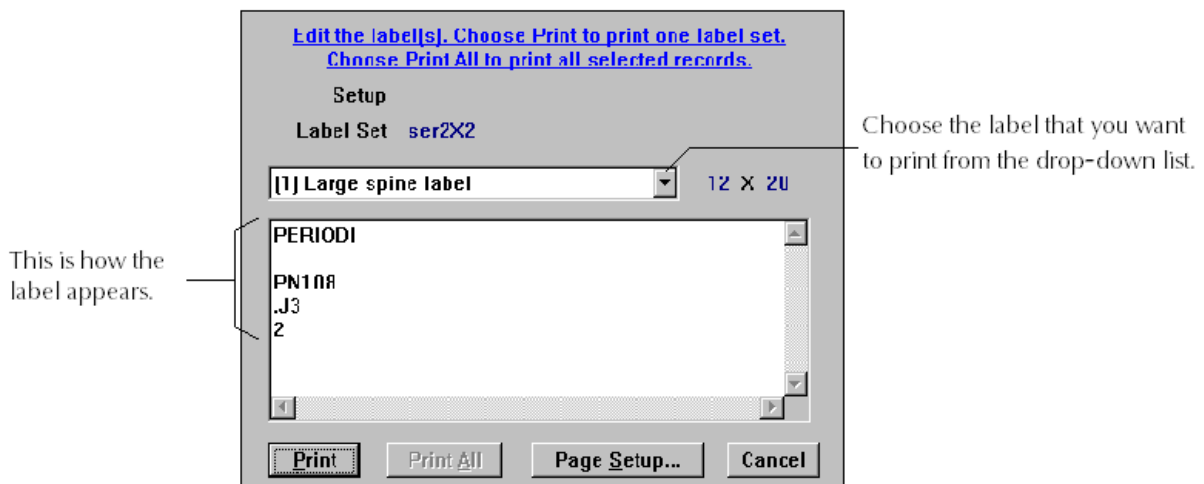
5 Highlight the label that you want to edit from the drop-down list.

6 Highlight the line or lines that you want to edit from the list box.

7 Enter or delete text using standard word processing techniques.

For example, to put two lines on a single line together, position the insertion cursor just after the last word in the first line, then press **DELETE**.

8 Print the label or all of the labels.

Performing Special Handling

Some issues may require special handling at the time of checkin. Special handling functions available in Horizon include:

- Automatic item creation, with or without barcode entry

- A special handling note that appears for each issue

- A workslip note that automatically prints for each issue

- A routing list that automatically prints for each issue

- A card label that automatically prints for each issue

If you want these functions to occur automatically for an issue, flag the copy record so that the functions occur automatically. However, if you need to perform special handling for a title that does not have automatic functions set up, you can "force" the special handling.

Serials enables the Special Handling command in the Issues menu only when the Issue Detail window is open.

To perform special handling for issues not set up for special handling

1 Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2 Highlight the issue that you want to perform special handling for in the Issue window.

3 Click **Issue Detail**.

Horizon opens the Issue Detail window listing all copies of the issue.

4 Highlight the issue that you want to perform special handling for.

5 Choose **Issues, Special Handling**.

Horizon opens the Serials Checkin window:

6   Enter or edit these note fields:

- **Special Handling**. Click the mouse cursor in the **Special Handling Note** box and enter or edit the special handling note. (A special handling note already appears in this note field if a staff member entered this note for this copy record in Serials Control.) Mark Save to save any changes made to the special handling note.

- **Workslip Note**. Click the mouse cursor in the **Workslip Note** box and enter or edit the workslip note. (A workslip note already appears in this note field if a staff member entered this note for this copy record in Serials Control.)

7   Mark one or more of these boxes:

- **Print Routing Slip**. Routing slips print only if routing has been set up for at least one copy record of the issue's title. Click **Choose Route** to select the route that you want printed if more than one route has been set up for this copy record's title.

- **Print Labels**. Labels will print only if the issue's collection has a serials label created.

- **Create Item**. Serials creates an item record for the issue. (If you have specified that Serials Checkin creates items with barcodes on checkin, a barcode field appears next to the Create Item box. You can add the item's barcode to this field.)

Note: The issue's copy record must contain an ITYPE for you to create item records. If the copy record has no ITYPE, a message appears.

8   Click **OK**.

Horizon closes the Special Handling window and performs the special handling. Horizon reopens the Issue Detail window.

9   Check in the issue by clicking **CKI**, or return to the **Issue List** window and check in all copies of the issue at once.

Checking In Unexpected Issues

Unexpected issues fall into three categories:

- Issues that are predicted but information (such as, expected date, chronology, and so forth) differs from the expected information.

- Issues that were never expected, such as special supplements or extra issues.

- Issues that have no prediction pattern.

Serials Checkin provides options that let you check in unexpected issues. These options include:

- Editing the identification (enumeration, chronology, expected date, and so forth) of the issue

- Checking in the issue using free-text chronology and enumeration

This section explains these topics:

- **Editing an Issue** on page 97

- **Checking in Special or Extra Issues** on page 100

- **Checking In Issues without Prediction Patterns** on page 102

Editing an Issue

You can modify an issue record so that it corresponds with the issue in hand. This feature is generally used in these circumstances:

- **To define the baseline issue**. A baseline issue is the first issue that you receive using the Horizon Serials process. This becomes the baseline issue. The baseline issue determines the volume and issue numbers that Serials starts counting from. Because Serials initially predicts all issues as 1, you must specify what the correct starting issue and volume number should be. This issue becomes the baseline issue and the one on which subsequent issues' enumeration are based.

- **To change the enumeration of the issue that Serials expects but that looks different from the one in hand**. For example, Serials may expect Vol. 5, No. 5. The one that arrives may be Vol. 5, No. 5-6. Note that if Serials were expecting No. 5, but you received No. 6, you should first click Predict to see if Serials will predict No. 6. If it does, you would check that issue in and No. 5 would remain pending.

- **To add free-text enumeration**. You can enter any enumeration for a serial that you have flagged as free-text. For example, if you labeled the free-text enumeration for this serial as "pages," you could now enter the actual page numbers for this serial issue in the "pages" field. You would choose Edit to add this free-text enumeration. Note that once you specify page numbers as free-text, the next predicted issue will appear with the same page numbers. You need to specify the correct page numbers for the issue in hand each time you check in an issue of this copy record.

- **To change the chronology pattern**. For example, Serials may display the chronology of the expected issue as July 2002. The actual chronology on the serial cover may be July 10, 2002. You would choose Edit to change the chronology pattern. Note that if the existing chronology pattern is wrong for all issues, you should edit the pattern in the Prediction Table window for the title. Choose Edit only if the chronology occasionally differs from the usual pattern.

- **To change the issue date, end date, or expected date**. For example, Serials expected Vol. 5, No. 5 (July 15, 2002), but the issue that you received was Vol. 5, No. 5 (July 12, 2002). You would need to change the issue and end dates from "7-15-02" to "7-12-02."

Often, you may need to edit more than one of the above aspects together. For example, Serials may expect Vol. 5, No. 5 (May 2002), but you received Vol. 5, No. 5-6 (May-June 2002) as a combined issue. You would need to change the enumeration from "5" to "5-6," the chronology pattern from "MonY" to "M-My", and the end date from "5-01-02" to "6-30-02."

Once you check in an edited issue, Horizon returns to the original pattern and predicts the next issue accordingly.

To edit an issue

1 Search for the serials title you want and send it to Serials Checkin, if necessary.

   Horizon displays the Issues window.

2 Highlight the issue that you want to edit.

3 If Serials does not display issues in the list, as in the case of newly subscribed titles, click **Predict**.

   Note: Issues with no prediction pattern set up for the copy record do not appear in the list. (For more information on checking in these issues, see **Checking In Issues without Prediction Patterns** on page 102.)

4 Click **Edit**.

   Horizon opens the Edit Issue window:

Free Text Enumeration field labeled here as "Pages".

5 Enter the actual enumeration of the issue in hand in the enumeration fields.

If the issue has been flagged for free-text enumeration, a blank field appears to enter that enumeration here. If the free-text enumeration was given a label in the copy record, such as "pages," the label appears next to the field.

6 If the issue in hand contains a chronology different from that of the title's usual chronology, you can enter the different pattern for the issue in the **Chron. Pattern** field.

7 Enter the issue publication dates in these fields:

- **Issue Date** and **End Date**. Specifies the date of the issue in hand. In many cases, these dates will be the same. (For example, the January 2002 issue of a monthly title will have an Issue Date of 01-01-02 and an End Date of 01-01-02. If the issue spans a range of time, such as bimonthly issue, the Issue Date field displays the beginning of that range, and the End Date field displays the end of that range.

- **Exp'd Date**. Specifies when you expect the issue. When prediction is initially set up, Horizon designates the expected date of each issue to be the same as the issue date.

8 Complete these fields:

- **Free-text Chronology**. Enter an undefined chronology. This field is useful for unexpected supplemental issues.

- **PAC Note**. Enter any comments about the issue to appear in PAC and staff searching.

- **Description**. Enter a description of the issue.

9 Click **Page Down** or resize the window to display the Copies group in the Edit Issue window:

The Copies group contains information about the issue, such as the date when Serials expects or received the issue, the vendor for the subscription, claim information, the status of the issue, and a note field to enter information about the issue.

10 Save the file.

Note: If you edited the chronology of the issue, the next expected issue fits the original chronology pattern in the Issue window.

Checking in Special or Extra Issues

Special or extra issues cannot be expected because often even publishers do not know when they will publish a special issue. In addition, special issues seldom fit the enumeration and chronology pattern for the expected issues of a title. One example of unexpected issues is supplements. In such cases, Serials provides a free-text option for creating the extra or special issue outside the parameters of any existing pattern. Once you create the issue, you can then check it in.

To check in special or extra issues

1 Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2 Click **Special**.

Horizon displays a list, like the one shown below, of all run codes for the title and media type in question:
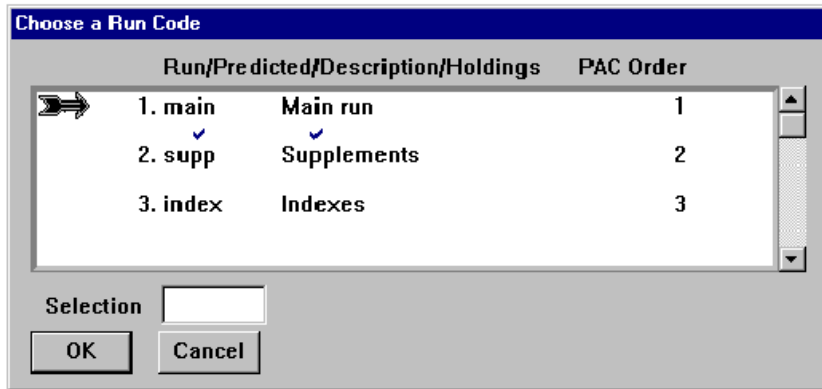
Horizon marks those run codes that have had prediction patterns set up.

3 Highlight the run code to which the unexpected issue belongs.

4 Click **OK**.

Horizon closes the Choose a Run Code window and opens the Edit Issue (new) window:
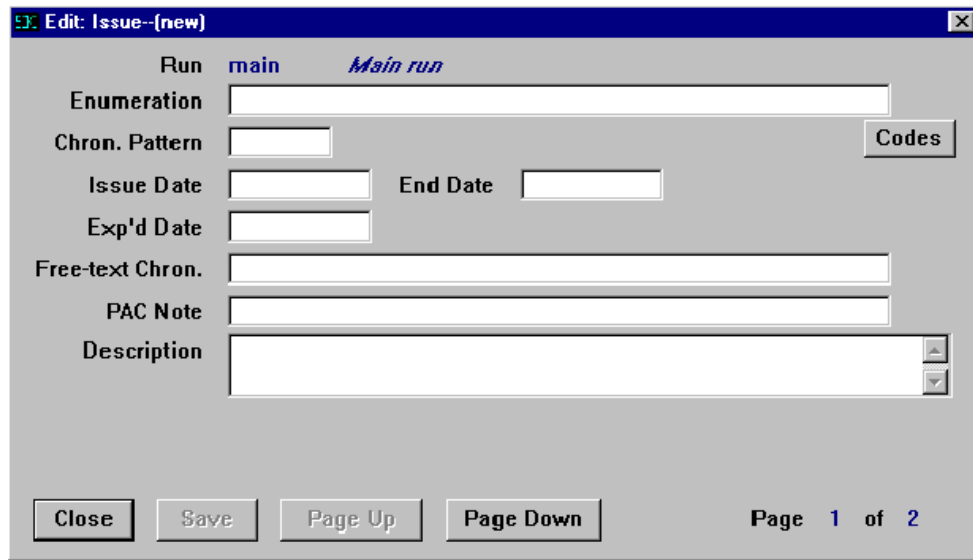
5 Enter the actual enumeration of the issue in hand in the **Enumeration** field.

6 Do one of these options:

- Enter the chronology pattern of the issue in the **Chron. Pattern** field, or click Codes for a list of valid chronology patterns.

- Enter the chronology pattern of the issue in the **Free-text Chron**. field.

7 Enter the issue publication dates in these fields:

- **Issue Date** and **End Date**. Specifies the date of the issue in hand. In many cases, these dates will be the same. (For example, the January 2002 issue of a monthly title will have an Issue Date of 01-01-02 and an End Date of 01-01-02.)

If the issue spans a range of time, such as bimonthly issue, the Issue Date field displays the beginning of that range, and the End Date field displays the end of that range.

Note: When creating an issue, if you enter an issue date that precedes the applicability date for the prediction pattern, this error message displays: "The Issue date is outside the range of the prediction row selected."

- **Exp'd Date**. Specifies when you expect the issue. When prediction is initially set up, Horizon designates the expected date of each issue to be the same as the issue date.

8 Complete these fields:

- **PAC Note**. Enter any comments about the issue to appear in PAC and staff searching.

- **Description**. Enter a description of the issue.

9 Save the file.

Horizon displays the issue you just created in the list box of the Issue window.

Checking In Issues without Prediction Patterns

Because many serials are published or issued in unpredictable patterns, library staff can create copy records without prediction for these serials in Serials Control. In turn, you can check in issues from a nonpredictive copy record in much the same way as you do special or extra issues. You follow these steps each time you check in nonpredicted serial issues.

To check in issues without prediction patterns

1 Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2 Click **Special**.

Horizon displays a list of all run codes for the title and media type in question:
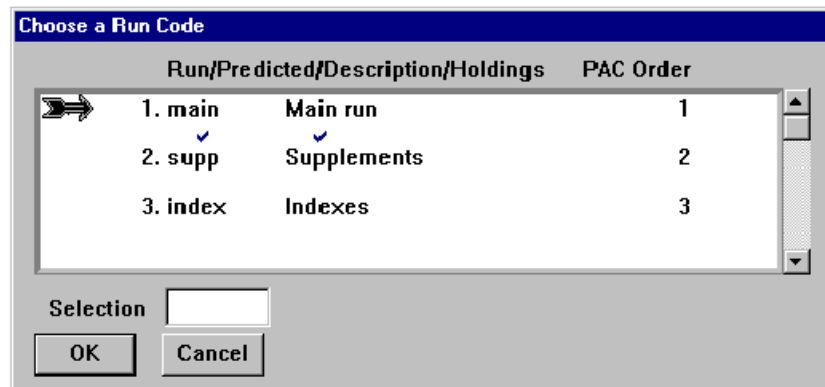
Serials marks those run codes that have had prediction patterns set up.

3 Highlight the run code to which the unpredicted issue should belong.

4 Click **OK**.

Horizon closes the Choose a Run Code window and opens the Edit Issue (new) window:

5 Enter the necessary information in the appropriate fields.

The Edit Issue (new) window contains generic issue entry fields. (For a detailed explanation of the fields in the Edit Issue [new] window, see the Edit Issue window in **Checking In Unexpected Issues** on page 97.)

6 Save the file.

7 Close the Edit Issue (new) window to check in the issue.

Horizon opens the Issue window with the nonpredicted issue in the list box. You can now choose CKI to check the issue in.

Deleting an Issue

You can delete an issue from the Issue window at any time. When you delete an issue, you must also:

- Remove the issue from the copy record's summary of holdings. (For more information, see **Editing Summary of Holdings** on page 122.)

- Edit the Number of Received field in the copy record's prediction to match the actual number received.

If you want to delete one or more specific copy issues of the same issue, but not the issue record, see **Deleting One or More Copy Issue Records** on page 104. (You do this from the Copy History window.)

To delete an issue

1 Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2 If the issue has already been received, choose **Issues, Show Received Issues**.

Horizon displays all received and predicted issues in the list.

3 Select the issue that you want to delete.

Note: You can select and delete only one issue at a time.

4 Choose **File, Delete**.

Horizon displays a message asking you to verify the deletion.

5 Click **OK** on the message box.

If the issue has not been received, Horizon deletes the issue. If it has been received, a second message appears telling you that the issue has been completely or partially received. Serials asks if you still want to delete the issue.

6 Click **OK** in the second message box.

Deleting One or More Copy Issue Records

If you have one or more different issues for the same copy that you want to delete, you can delete one or more copy issues for individual copies from the Copy History window. (For example, you may have a bound copy of issues that you are discarding and no longer want the issues available on your Horizon system.) You can also delete one or more copy issues of the same issue for different copies from the Issue Detail window.

If you want to delete all copy issues and the issue record of the same issue, see **Deleting an Issue** on page 103. (You do this from the Issue window.)

Effects

- Horizon deletes the specific copy issues you choose.
- If you delete the last copy issue record for an issue, Horizon also deletes the issue record.

Depending on your serials checkin location access, you may not be able to tell if you delete the last copy issue.

- Horizon updates the summary of holdings.
- Horizon deletes any routing information for the issue.
- Horizon updates the pending issue count as necessary.
- Horizon updates corresponding Issue, Issue Detail, and Copy History windows.

Constraints

- You can delete copy issues only for the checkin locations for which you have authorized access.

- You cannot delete a copy issue if it has an item record, or if the issue's status indicates that it is in the process of being claimed or bound.

Before You Begin

- You must make sure that all item records for a copy's related issues are deleted—this includes any archived item records for your reserve book room.

   (For more information, see "Deleting an Item Record" in the "Item and Copy Records" chapter of the *Cataloging Guide*. For more information on archived item records, see "Placing an Item on Reserve" in the "Reserving Other Items" chapter and "Unarchiving an Item Record" in the "Withdrawing Items from Reserve" chapter of the *Reserve Bookroom Guide*.)

To delete one or more copy issue records

1 Search for the serials title you want and send it to Serials Checkin, if necessary.

   Horizon displays the Issues window.

   You can also choose to delete one or more copy issues of the same issue for different copies. To do this, click **Issue Detail**, choose the copy issues you want to delete, and choose **File, Delete Record**.

2 Click **Copy History** to see all of the issues.

   If you have more than one copy for this title and media type, Horizon displays the Choose a Copy window:
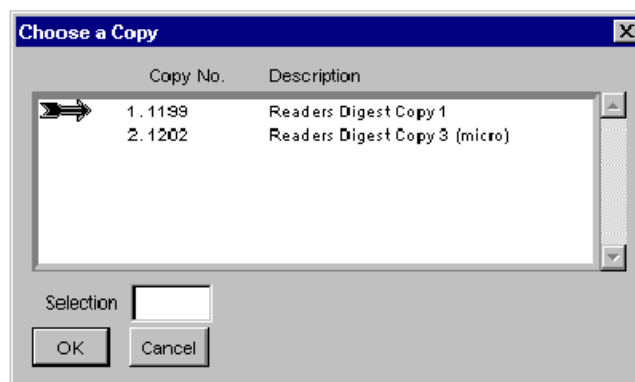
3 If necessary, choose the copy you want.

   Horizon displays the Copy History window:
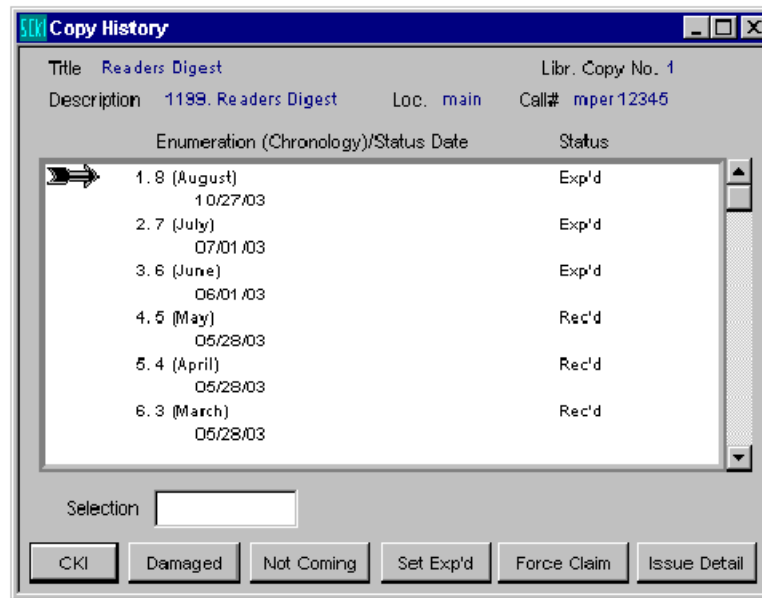
4   Highlight all of the copy issues that you want to delete for this copy.

5   Choose **File, Delete Record**.

If you are deleting copy issues for a bound copy, Horizon displays a message telling you that you are about to delete copy issues for a bound copy in the confirmation window.

6   Click **OK** to confirm the deletion.

Horizon deletes the copy issues you chose.

Chapter 5: Serials Claims

This chapter explains how to work with serials claims, including specifying when and how often Serials generates claims, printing and reviewing claims, and forcing claims for serials issues.

This chapter contains these sections:

About Serials Claiming

You set up claiming parameters for each serial title in Serials Control and let Day End Processing generate claims for missing issues when those parameters are met. Claiming parameters include:

- Whether claims are generated in the first place for a title's issues.
- Upon what conditions claims are generated: how many days past the expected date or on a gap basis.
- How many days Serials should wait until generating a first claim.
- How many days Serials should wait between generating each additional claim.
- The maximum number of claims Serials generates for a title's issues.

Each copy record for a title contains its own set of claiming parameters.

You can also set the parameters to generate no claims or manually change an issue's status to "Claim" to override parameters.

This diagram illustrates the claiming workflow:
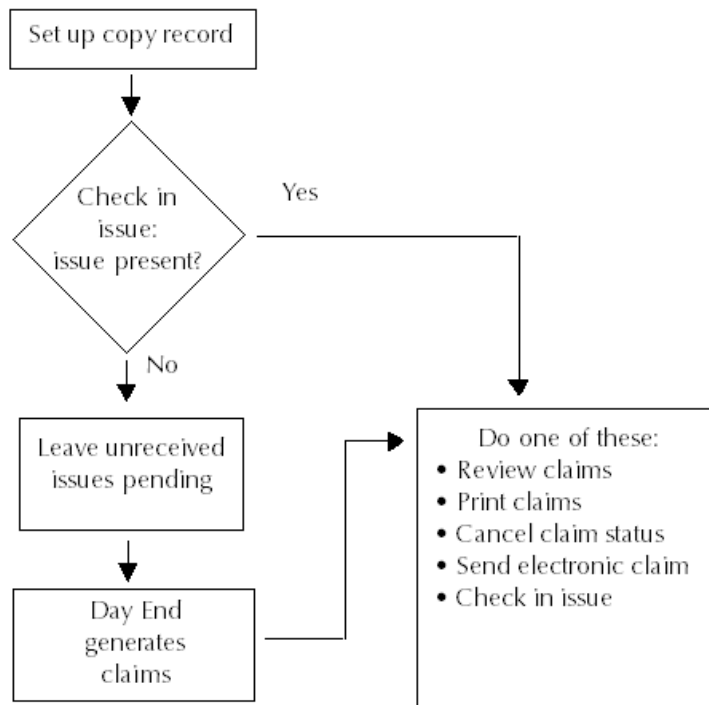
Setting Up Claiming Parameters

Claim parameters include:

- When claims are prompted (after remaining unreceived for a specified number of days or after a gap between receipts)
- How many claims will be generated for each unreceived issue
- How many days between each subsequent claim

To set up claiming parameters

1 Search for the serials title you want and send it to Serials Control, if necessary.

   Horizon displays the Copy List window.

2 Highlight the first copy.

3 Click **Edit**.

   Horizon opens the Edit Serial Copies window for the copy.

4 Click **Page Down** or resize the window to display these fields in the Edit Serials Copies window:

5 Mark the appropriate **Acq. Status** button to specify the acquisitions status of the copy.

- **Unknown**. Horizon automatically assigns this status to copies that you create in Cataloging. You can also assign this status in Serials.

- **Other Receipt of Acquisitions Status**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control.

- **Completed**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control that have all their pieces received or in the system.

- **On Order**. Horizon automatically assigns this status to copies that are ordered but not received.

- **Currently Received**. This is the default selection.

- **Not Currently Received**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control.

- **Not Currently Published**. Horizon does not automatically assign this status to copies. You must assign this status to copies in Serials Control.

6 Mark the appropriate **Claim Type** radio button:

- **Claim After Time OR Gap**. Mark this to generate claims after the days entered in the Claim After (Days) field have elapsed.

- **Claim After Gap Only**. Mark this to generate claims on unreceived issues only after you receive the next issue; this creates a gap between received issues.

- **Do Not Claim**. Mark this to generate no claims for issues of this serial copy record.

7 Complete these fields with claim cycle information:

- **Claim After (Days)**. Enter how many days after an issue's expected date that Serials should generate the first claim.

- **Interval (Days)**. Enter how many days that should elapse between each subsequent claim.

- **Maximum Claims**. Enter the maximum number of claims Serials generates.

8   Save the file.

Reviewing and Printing Claims

Horizon Day End Processing automatically places claims in the Claims Review List window when a copy's claim parameters have been reached. You can review all claims from the Serials Claims Review window and in turn print those claims at any time.

This section explains these topics:

Reviewing Claims

Before you can review current claims, make sure that your system administrator has run the Day End processing program. This program updates unaccounted for issues.

To review claims

1   Start the **Review Claims** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon opens this message box:
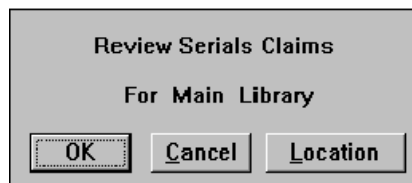
2   Click one of these buttons:

- **OK**. Opens a list of claims for the location displayed on the message box.

- **Location**. Displays a list of locations from which you can select the desired location.

The Serials Claims Review window opens with a list of pending claims for that location:
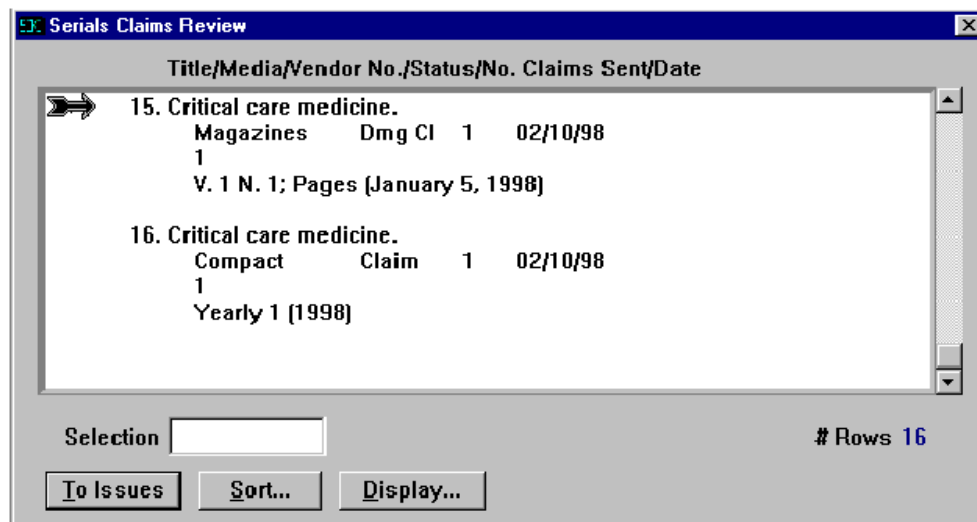
This table describes the functions and commands on the Serials Claims Review window:

Button	Function
To Issues	Opens the Serial Issue Detail window for the issue selected on the review list. For claiming, you may use the Serial Issue Detail window to change the status of the missing issue to, for example, "Not Coming," depending on what action has or will occur for the missing issue. (For more information, see **Viewing Issue Detail** on page 87.)
Sort	Lets you sort the list of claims so that you can easily locate those issues that you want to work with.
Display	Lets you change the display of the Serial Claims Review window so that you can view the information as you want.

Specifying the Shipping Address Position on Claims

The position of the shipping address for claims is configurable in your library's Location parameters. Ensure that this parameter is set appropriately before printing.

To specify the shipping address position

1 Open the **location** view in the Table Editor.

   Horizon opens the List Location Parameters window.

2 Choose the location for which you want to specify the position of the shipping address.

   Horizon displays the Edit Location Parameters window.

3 Click **Page Down** to display the Address Position field.

4 Choose one of the following options:

- **Left** – Horizon will print the shipping address on the left side of the claim.

- **Right** – Horizon will print the shipping address on the right side of the claim.

5   Save your changes.

Printing Claims

You can print and mail claim letters to vendors once Serials generates the claims. Printing claims gives you the hard copy of the claim that you would get if you were to wait for Day End processing to generate the claims.

To print claims

1   Start the **Print Claims** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon opens this message box:

```
┌─────────────────────────────────┐
│       Print Serials Claims      │
│         For Main Library        │
│  ┌──────┐  ┌────────┐ ┌──────────┐ │
│  │  OK  │  │ Cancel │ │ Location │ │
│  └──────┘  └────────┘ └──────────┘ │
└─────────────────────────────────┘
```
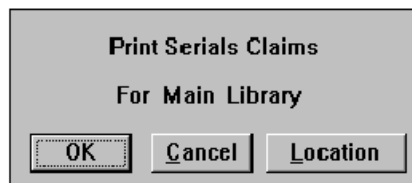
2   Click one of these buttons on the window:

- **OK**. Prints claims for the location displayed on the message box.

- **Location**. Displays a list of locations from which you can select the desired location.

Horizon displays the Claims Printer dialog box where you can change the course of action you need to print the serials claims. Once you activate the printing process, Serials prints all pending claims.

Recovering and Reprinting Claims

Once you send claims to print, Serials removes them from the Serials Claims Review List window. You can recover claims and return them to the review list. This is necessary to reprint them.

To recover and reprint claims

1   Start the **Print Recovery** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon opens a dialog box:
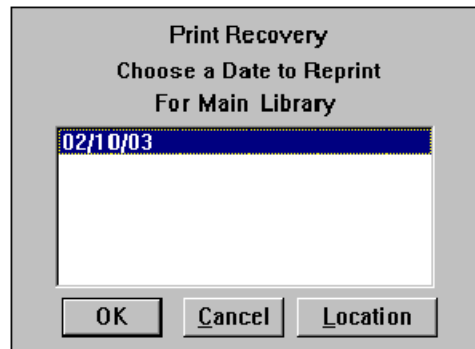
2 Highlight the print date of the claims that you want to recover.

Horizon displays a message box indicating that you recovered the claims printed on that date.

3 Click **ENTER**.

Note: You have now recovered all claims printed on the specified date. To reprint the claims on the specified date, choose Claims, Print Claims.

Checking In Claimed Issues

You can check in issues that appear on the Serials Claims Review List window. When you check in a claimed issue, you change the issue's status to "Received" and Serials removes the issue from the Claims Review List window.

To check in claimed issues

1 Start the **Review Claims** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon prompts you to verify the location or select a different location:
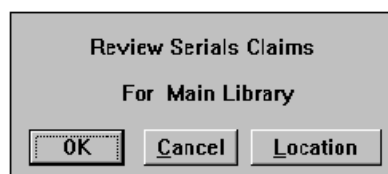
2 Click one of these buttons:

• **OK**. Opens a list of claims for the location displayed on the message box.

• **Location**. Displays a list of locations from which you can select the desired location.

Horizon opens the Serials Claims Review list.

3 Highlight the issue that you want to check in.

4 Click **To Issues**.

Horizon displays the Issue window for the title overlaid by the Issue Detail window.

5 Highlight the copy of the issue that you want to check in.

6 Click **CKI**.

Serials checks in the issue and changes the status of the issue to "Received." When you open the Serials Claims Review list again, the claimed issue is no longer on the list.

Cancelling Claims

You can cancel a claim on the Serials Claims Review list window. When you cancel a claim, you set the issue's status back to "Expected," and Serials generates a claim for the issue when its claim parameters are next met.

To cancel claims

1 Start the **Review Claims** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon displays this window prompting you to verify the location or select a different location:
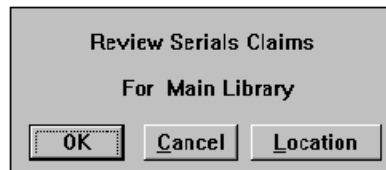
```
Review Serials Claims
  For  Main Library
 [  OK  ]  [ Cancel ]  [ Location ]
```

2 Click one of these buttons:

- **OK**. Opens a list of claims for the location displayed on the message box.

- **Location**. Displays a list of locations from which you can select the desired location.

Horizon displays the Serials Claims Review list.

3 Highlight the claim that you want to cancel.

4 Click **To Issues**.

Horizon opens the Issue window for the title overlaid by the Issue Detail window.

5 Highlight the claim that you want to cancel.

6 Click **Set Exp'd**.

Serials cancels the claim and changes the status of the issue to "Expected." When you open the Serials Claims Review list again, the cancelled claim is no longer on the list.

Forcing a Claim

You can force claims on any serial issues before their claiming parameters have been reached, or on any issues that do not have claiming parameters set.

To force a claim

1   Display the **Issue** window for the issue that you want to force a claim on. (For instructions, see **Displaying Received Issues** on page 92.)

2   Click **Copy History** or **Issue Detail**.

Horizon opens the Copy History window or Issue Detail window for the issue.

3   Highlight the issue that you want to force a claim on.

4   Click **Force Claim**.

Serials changes the status of the issue to "Claim." When you open the Serials Claims Review list again, Horizon displays the issue on the list.

X.12 Electronic Claiming

Serials Checkin lets you send claims to a vendor for unreceived or damaged serial issues using the X.12 electronic format. In addition, you can view the responses from the vendor for those claims.

Before You Begin

If you have not already done so, you must specify information for your vendors that use the X.12 electronic format. (For more information, see **Creating and Updating Vendor Records** on page 144.)

This section explains these topics:

- **Specifying X.12 File Paths** on page 115
- **Generating X.12 Claims** on page 116
- **Exporting X.12 Claims** on page 117
- **Importing and Reviewing X.12 Claim Responses** on page 117

Specifying X.12 File Paths

You specify the file paths where the claims and claim responses are stored.

To specify X.12 file paths

1   Start the **X.12 File Directories** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon opens the SISAC X.12 File Paths dialog box:
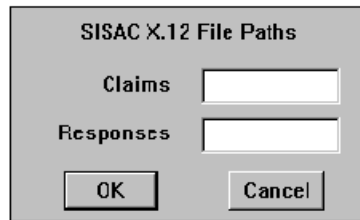
2   Enter the directory and path where the X.12 claims are saved in the **Claims** field.

3   Enter the directory and path where the X.12 responses are stored in the **Responses** field.

4   Click **OK**.

Generating X.12 Claims

Horizon automatically generates and saves X.12 claims when you print claims. Serials saves the claims to the directory you specified in the SISAC X.12 File Paths window. (For more information, see **Specifying X.12 File Paths** on page 115.)

X.12 claims will generate only for vendors that have the SISAC X12 boxes marked in the vendor record. (For more information about marking these boxes, see **Specifying X.12 File Paths** on page 115.)

Also note that no claims will print for a vendor if you have specified claims to be sent by X.12 format. When you print X.12 claims, you are putting the claim in X.12 format and saving it to the directory you specified in the SISAC X12 File Paths window.

To generate X.12 claims

1   Start the **Print Claims** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon displays this message box:
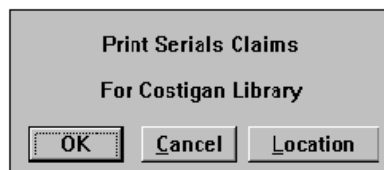
2   Click one of these buttons:

- **OK**. Generates X.12 claims and prints regular claims for the location displayed on the message box.

- **Location**. Displays a list of locations from which you can select the desired location.

Horizon displays the Print dialog box.

3 Click **OK** on the Print dialog box.

Horizon displays the Claims Monitor window. A red bar moves across the window as Serials generates all pending X.12 and regular claims.:
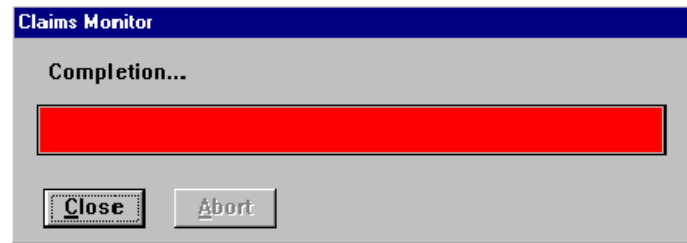
When X.12 claim generation is completed, Horizon displays a message box listing X.12 batch numbers:
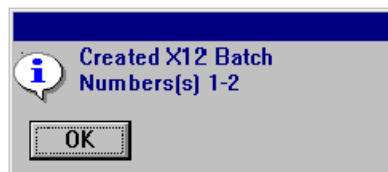
4 Click **OK**.

Exporting X.12 Claims

Claims are automatically saved to the directory and path you specify in the SISAC X.12 File Paths window when the Day End serials claims process runs. You can export these claims to the vendor according to your library policies (FTP, e-mail, diskette, and so forth).

Importing and Reviewing X.12 Claim Responses

You incorporate X.12 claim responses from vendors into Horizon when you import them. Once you import X.12 claim responses, you can review responses from Serials Checkin.

Importing X.12 claims responses is not the same as copying X.12 claim responses into the directory where you want them stored. You must first copy the claim responses into the directory, and then import them into Horizon.

This section explains these topics:

- **Importing X.12 Claims** on page 117
- **Reviewing X.12 Claim Responses** on page 118

Importing X.12 Claims

To import X.12 claims

1 Start the **Import X.12 Claim Responses** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon displays the Open a File window.

2 Find the directory where you have specified that the X.12 claims responses are stored. (For more information about the file that is specified for X.12 claim responses, see **Specifying X.12 File Paths** on page 115.)

3 Choose the X.12 claim response file that you want to import from the list box.

Note: If the files that you want to import are not in the list box, copy them into the X.12 claim response directory again.

A red indicator bar moves across the Claims Monitor window as the importing process runs.

The import process may stop, and Horizon may display an error message like this on your screen when importing:
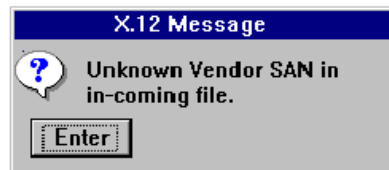
Errors occur if discrepancies exist between the X.12 format that you are importing and the X.12 setup in the vendor record. (For more information on specifying vendor X.12 parameters, see **Creating and Updating Vendor Records** on page 144.)

Reviewing X.12 Claim Responses

To review X.12 claim responses

1 Start the **Review X.12 Claim Responses** process.

The default location of this process is the **Serials\Claims** folder on the navigation bar.

Horizon opens the Review X.12 Claim Responses dialog box:
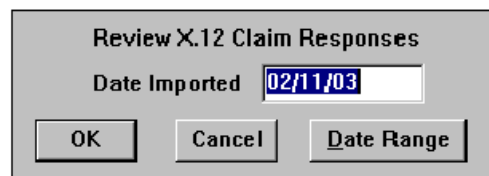
2 Enter the date or date range when the X.12 claim responses that you want to review were imported. (Click **Date Range** to specify a date range.)

3 Click **OK**.

Horizon opens the X.12 Claim Response Review window with a list of X.12 claim responses from the vendor. The responses contain codes for the media of the claimed issues. For a list of media codes, open the List X.12 Media Type Codes view in the Table Editor.

Chapter 6: Summary of Holdings

This chapter explains how to work with summary of holdings, including editing summary of holdings, adding a new line of holdings, adding a display note for summary of holdings, and deleting summary of holdings.

This chapter contains these sections:

About Summary of Holdings

Horizon Serials maintains a summary of holdings for serials titles that you are currently receiving. Summary of holdings appears in the Bibliographic Detail window for the title. Serials automatically maintains summary of holdings for only those issues with a copy record flagged for summary of holdings.

Once you begin checking in issues, Serials maintains and displays an accurate summary of holdings. The Bibliographic Detail window shows the summary of holdings display:
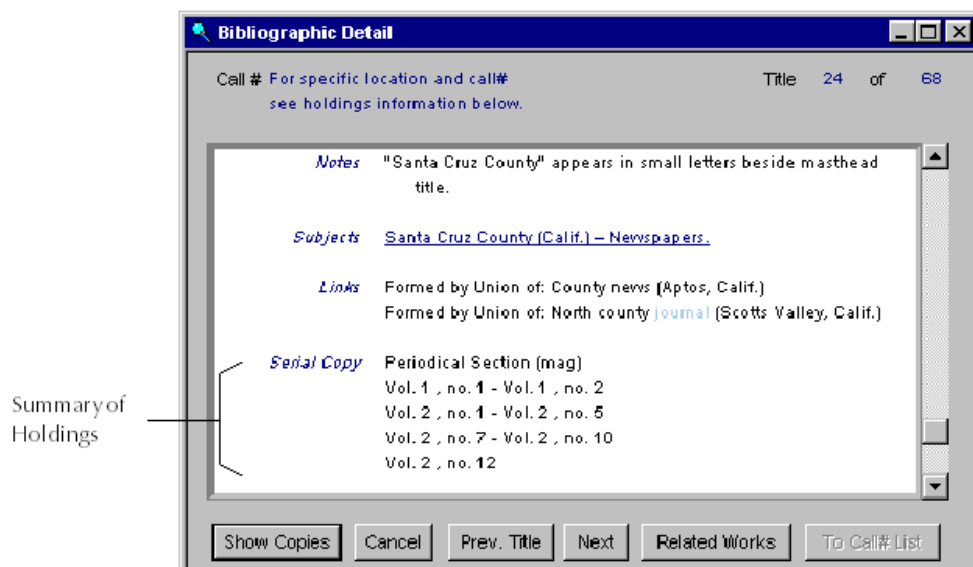
However, Horizon cannot know to include issues received before the date when you implemented Serials. Consequently, to display holdings for those issues, you need to edit each copy record's summary of holdings to reflect those issues.

For issues you receive after you implement Serials, Horizon creates the summary of holdings using the information from its prediction of expected issues. (For more information on prediction, see **Prediction Setup** on page 31.) When issues are published in the expected pattern, Horizon automatically collapses the issues in the summary of holdings. (For example, if you receive a monthly publication every month for a year, then Horizon collapses the issues into a range in the summary of holdings like this: "Vol 1 No. 1 (Jan 2002) – Vol. 1 No. 12 (Dec 2002)".)

Sometimes, there are occurrences that break up the predicted publication pattern. In these cases, Horizon creates a break in the summary of holdings by starting a new line of published issues. Here are the conditions in which Horizon automatically creates a break in the summary of holdings:

- If a received issue has free enumeration, chronology, or there is a note in the publication pattern.

- If there is a gap or break as determined by an immediately preceding issue that has a status of "Expected," "Claimed," "Not Available," or "Not Published."

- If an issue has a combined enumeration and chronology and no instance list (or string). (For more information on the instance string, see **Specifying the Frequency** on page 41.)

- If there is a change in the run code or applicability date that changes the enumeration pattern or the chronology pattern.

- If a received issue has enumeration that is out of sequence when compared to its order among other issues as determined by issue date.

  This could be the result of an issue being published out of sequence or if there is a reset of the enumeration.

- If there are more than two levels of enumeration and the value for the higher level changes.

- If a row is complete as determined by having a following row with no break, but there is only one level of enumeration.

Horizon uses only the first enumeration group to determine when it should collapse issues. If there is no enumeration, then Horizon uses dates and break checks to determine when it should collapse issues.

However, there may be times when you need to make changes based on which issues you really receive and when. (For example, Horizon may have predicted that you would receive an issue on Easter Friday for a Monday through Friday publication, but the publication does not normally publish on this holiday.)

Here is how the summary of holdings is affected when you make certain changes:

- Deleting an issue.

  (For example, if a Monday through Friday publication does not normally publish on Easter Friday, you would delete the issue Horizon predicted.)

This causes a break in the summary of holdings only if you delete a particular issue and it causes the sequence of enumeration of the remaining issues to be broken. If you have a series of issues that have only chronology, deleting an issue does not cause a break.

- Changing the issue date before any issues are received.

(For example, if a publication changes its issue date due to a holiday, you would change the issue date that Horizon predicted for that issue.)

This causes a break in the summary of holdings only if the issue date is changed to be less than that of the preceding issue, or greater than that of the subsequent issue, thereby placing its enumeration out of sequence with respect to the other issues.

- Receiving an issue where both the preceding and subsequent issues have already been received and are represented in the summary of holdings.

One summary of holdings line that encompasses the issues of both ranges of preceding and subsequent issues replaces the previously existing two lines. Issues with combined chronology require an instance list (or instance string) to be specified in the publication pattern in order for this collapsing to take place. (For more information on the instance string, see **Specifying the Frequency** on page 41.)

- Changing the status of an issue to "Not Available" or "Not Published."

As with an issue that is expected or claimed, Horizon creates a break in the summary of holdings.

Editing Summary of Holdings

The only editing of summary of holdings you might need to do is for these reasons:

- To include the holdings of items received before you implemented Horizon Serials.
- To close up a gap that has been filled.
- To delete summary of holdings for issues that you no longer have.

Holdings editing is sensitive to the chronology and enumeration patterns attached to a title's patterns, Serials Control attempts to enforce conformity to the pattern when editing holdings.

To edit summary of holdings

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Highlight the copy record with the summary of holdings that you want to edit.

Note: If summary of holdings should be changed for all copies of an issue, you need to edit each copy record.

3   Click **Sum. of Holdings**.

Horizon displays the Summary of Holdings window:

This window lists the holdings of issues that you have checked in since the date when you began using the Serials prediction function. If you have the issues before that shown in the Summary of Holdings window, you can edit the holdings to include those prior issues.

4 Highlight the first holdings row.

This is the row that you need to edit in order to reflect the issues that you have that were received before you implemented Serials.

5 Click **Edit**.

Horizon opens the Edit Summary of Holdings window:
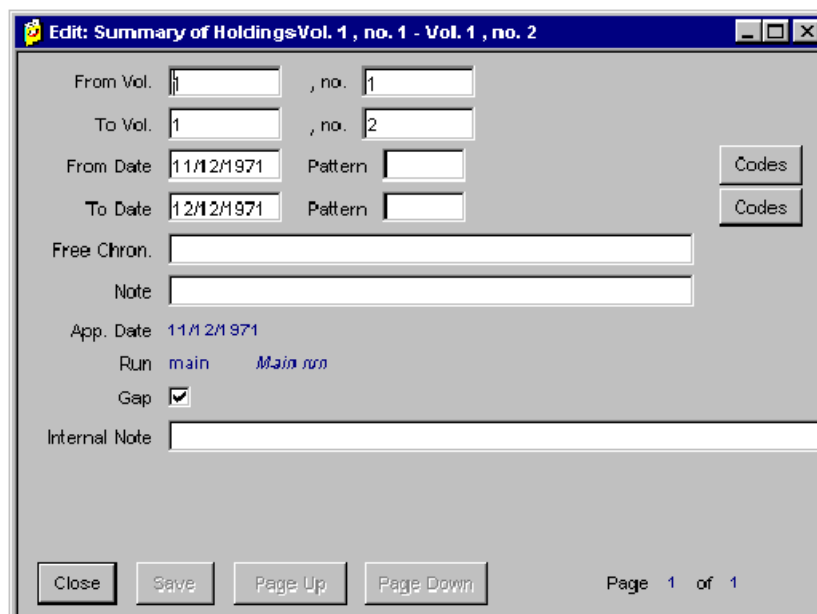
Note: If the holdings row that you are working with contains issues with no prediction pattern, or special issues, Horizon displays a different window. (For more information, see **Editing Summary of Holdings for Special Issues** on page 125.)

6   Edit these fields so that the summary of holdings reflects all the issues that you have:

   • **From Volume**. Enter the earliest volume of this serial that you have.

   • **To Volume**. Enter the current volume of this serial that you have.

   • **From Date**. Enter the issue date of the earliest issue of this serial that you have.

   • **To Date**. Enter the issue date of the current issue of this serial that you have.

   Note: Other fields, such as issues or pages, may appear in addition to volume and number fields depending on the enumeration display of the summary of holdings that you are editing. Edit these fields to reflect the summary of holdings as necessary.

   You have now edited the holdings to reflect the earliest volume and issue that you have.

7   Remove the mark from the **Gap** check box if you have filled the gap by entering all the missing issues.

8   Save the file.

   The summary of holdings display on the Bibliographic Detail window in PAC and staff searching should now reflect the changes that you have made.

Editing Summary of Holdings in Serials Checkin

You can edit summary of holdings in Serials Checkin to verify existing summary of holdings as you check in serials items. The summary of holdings you can view and edit from Serials Checkin include the holdings that display in the Copy History or Issue Detail window.

To edit summary of holdings in Serials Checkin

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

   Horizon displays the Issues window.

2   Click **Issue Detail** or **Copy History**.

   Serials Checkin displays the Issue Detail or Copy History window. (You must open one of these windows in order to view the summary of holdings for the serial title.)

3   Choose **Issues, Summary of Holdings**.

   Horizon displays the Summary of Holdings window.

4   Click **Edit**.

Horizon displays the Edit Summary of Holdings window:

5 Edit these fields so that the summary of holdings displays all the issues that you have:

Field	Action
From Volume	Enter the earliest volume of this serial that you have.
To Volume	Enter the current volume of this serial that you have.
From Date	Enter the issue date of the earliest issue of this serial that you have.
Pattern	Enter the pattern of the earliest issue of this serial that you have.
To Date	Enter the issue date of the most current issue of this serial that you have.
Pattern	Enter the pattern of the current issue of this serial that you have.
Gap	Remove the mark from this box if you have filled the gap by entering all the missing issues as you edited the summary of holdings.

6 Save the file.

Editing Summary of Holdings for Special Issues

You can edit summary of holdings rows that contain supplemental issues or issues that have no prediction.

To edit summary of holdings for special issues

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Highlight the copy record with the summary of holdings that you want to edit.

Note: If summary of holdings should be changed for all copies of an issue, you need to edit each copy record.

3   Click **Sum. of Holdings**.

Horizon opens the Summary of Holdings window.

This window lists the holdings of issues that you have checked in since the date when you began using the Serials prediction function. If you have the issues before that shown in the holdings window, you can edit the holdings to include those prior issues.

4   Highlight the holdings row that contains the special or nonpredicted issues.

5   Click **Edit**.

Horizon opens the Edit Summary of Holdings window:

6   Edit these fields so that the summary of holdings reflects all the issues that you have:

•   **Free Enum**. Edit the enumeration of the special or unpredicted issues.

•   **Free Chron**. Edit the chronology of the special or unpredicted issues.

You have now edited the holdings row for special and unpredicted issues to reflect the earliest volume, number, and issue that you have.

7   Save the file.

The summary of holdings display on the Bibliographic Detail window should now reflect the changes that you have made.

Adding a New Line to the Summary of Holdings

You may need to add a new line to the summary of holdings. You might do this to show holdings for supplements or index issues received before using Horizon or not checked in using Horizon.

To add a new line to the summary of holdings

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2   Click **Issue Detail** or **Copy History**.

Horizon displays the Issue Detail or Copy History window. (You must open one of these windows in order to view the summary of holdings for the serial title.)

3   Choose **Issues, Summary of Holdings**.

4   Click **New** on the Summary of Holdings window for the title.

Horizon displays the Edit Summary of Holdings (new) window:

The line number indicates the order the line appears in the summary of holdings.

5   Complete these fields:

- **Line**. Enter the number or order in which you want the holdings displayed in PAC and staff searching.

- **Free Enum**. Enter the enumeration information (if any exists) for the line of holdings.

- **Free Chron**. Enter the chronology information (if any exists) for the line of holdings.

- **Note**. Enter comments or notes about the line of holdings.

- **Run**. Enter the run the issue belongs to, or click Codes for a list of valid runs.

6   Save the file.

The summary of holdings display on the Bibliographic Detail window will now display the new line of holdings.

Adding a Display Note for Summary of Holdings

You can enter comments about holdings.

To add a display note for summary of holdings

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Highlight the copy record the note applies to.

Note: If notes should display for all copies of an issue, you need to edit each copy record.

3   Click **Sum. of Holdings**.

Horizon opens the Summary of Holdings window.

4   Double-click on the row the note applies to.

Horizon opens the Edit Summary of Holdings window.

5   Enter the comment in the **Note** field.

6   Save the file.

The summary of holdings display on the Bibliographic Detail window should now reflect the changes that you have made.

Deleting Summary of Holdings

You can delete part or all of holdings, such as when you no longer have issues represented by the line of holdings.

Deleting summary of holdings affects only holdings displayed in the Bibliographic Detail window. If item records also exist for these issues, you must delete these records in Cataloging in order to remove them from display in the Copies List window.

To delete summary of holdings

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Highlight the copy record with a summary of holdings that you want to delete.

> **Note:** If summary of holdings should be deleted for all copies of an issue, you need to perform these steps for each copy record.

3   Click **Sum. of Holdings**.

Horizon opens the Summary of Holdings window.

4   Highlight the line of holdings that you want to delete.

5   Choose **File, Delete**.

Horizon prompts you to verify the deletion.

6   Click **OK** on the dialog box.

Horizon closes the dialog box and deletes the row of holdings.

Chapter 7: Serials Setup Parameters

This chapter explains how to set up patterns and codes that you use in Serials Control and Serials Checkin. This chapter explains how to set up interpretation codes, chronology pattern codes, run codes, serials checkin locations, vendors, and search filters.

This chapter contains these sections:

About Setup Parameters

Serials Setup Parameters are used to set up the specific patterns and codes that are unique to your Serials environment. You can set up how Horizon interprets calendar units (such as days of the week or seasons), differentiate between publication patterns, specify check in locations, and originate and maintain vendor records as required.

This chapter assumes that you know how to use the Table Editor. (For more information, see "Horizon Table Editor" in the "Getting Started" chapter of the *System Administration Guide*.)

Whenever you make a change to Horizon setup, you should exit Horizon and restart it on any workstation where you want the change to take effect.

Creating a Chronology Pattern

Serials uses chronology codes, together with interpretation codes to create a chronology pattern. A chronology pattern determines how a title's chronology is displayed (not the specific data). Here is an example of a title's chronology display:
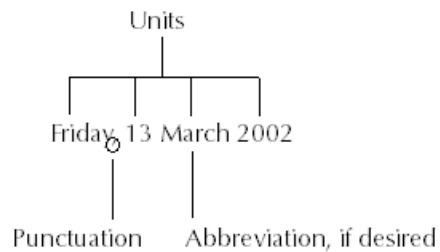
Specifically, these codes determine the order of the different units in a chronology display: that is, which one comes first, second, third, fourth, and so on. In addition these codes determine:

- **The calendar units included in the chronology**. Month, day of week, day of month, year, season, and so forth.

- **The order of the different units in a chronology**. That is, which one comes first, second, third, fourth, and so on.

- **Whether the units are abbreviated or fully spelled out**.

- **Whether punctuation appears and where (before or after a specified calendar unit)**.

The actual date, month, year, and so forth that displays is determined by the prediction pattern on the Edit Serials Prediction Table window. You enter the code on the second page of the Edit Serials Prediction Table window for any given title. When library staff display pending issues to be checked in, Serials uses the specified code to display the issues correctly.

This section explains these topics:

- **Setting Up Interpretation Codes** on page 131
- **Chronology Pattern Codes and Levels** on page 134
- **Creating a Chronology Pattern: An Example** on page 137

Setting Up Interpretation Codes

You define interpretation codes by specifying an interpretation string. An interpretation string is a string of units, separated by commas but no spaces. Units are the calendar units displayed, such as months of the year, seasons, and days of the week. This string operates as a closed set of calendar units for Horizon to use when displaying chronology. For example, this is a common interpretation string to provide seven units when displaying days of the week:

"Sunday,Monday,Tuesday,Wednesday,Thursday,Friday,Saturday"

When you enter numbers in the Instance String field for prediction setup, Horizon matches the numbers with the positions of the interpretation string units. For example, if you entered "2,5" in the Instance String field of the Edit Prediction window and selected Day as the Instance Unit, Horizon would display "Monday" (the unit that corresponds with two) and "Thursday" (the unit that corresponds with five).

Interpretation strings control these things:

- The way Horizon interprets the display of a given calendar unit—whether the unit is abbreviated or completely spelled out.

- What unit equals the numbers entered in the Interpretation String field of a prediction setup. (For example, in one of the most common interpretation strings, shown below, Sunday equals "1," Monday equals "2," and so forth.)

   "Sunday,Monday,Tuesday,Wednesday,Thursday,Friday,Saturday"

Interpretation does not refer to the type of number used (such as Arabic or Roman); number displays are determined on the third page of the Edit Prediction window.

Chronology patterns use interpretation strings to specify how Horizon should display or interpret any calendar units in the chronology that need interpretation. Units might include:

- Days of the week

- Months

- Seasons

To set up interpretation codes

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Highlight the issue that you want to set up.

3   Click **Prediction**.

Horizon opens the Serials Prediction Table window for the serial copy record.

4   Click **Page Down** or resize the window to display these fields in the Edit Serials Prediction Table window:

5   Click **Codes**.

Horizon opens the Code Lookup Chronology Pattern Codes window.

6 Click **Add**.

Horizon opens a blank Edit Chronology Pattern Codes window:
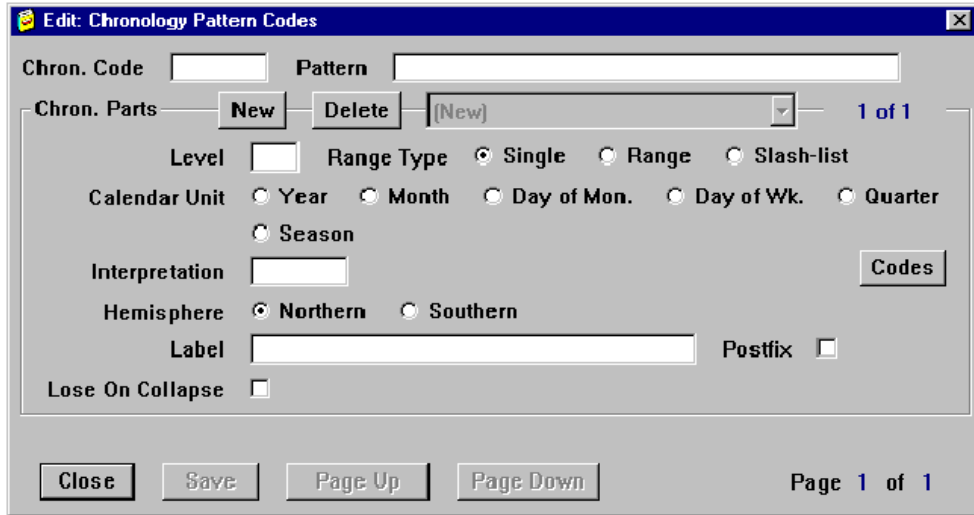
7 Click **Codes** to the right of the Interpretation field.

Horizon opens the Code Lookup Chronology Interpretation Strings window.

8 Click **Add**.

Horizon opens the Edit Chronology Interpretation Strings window:
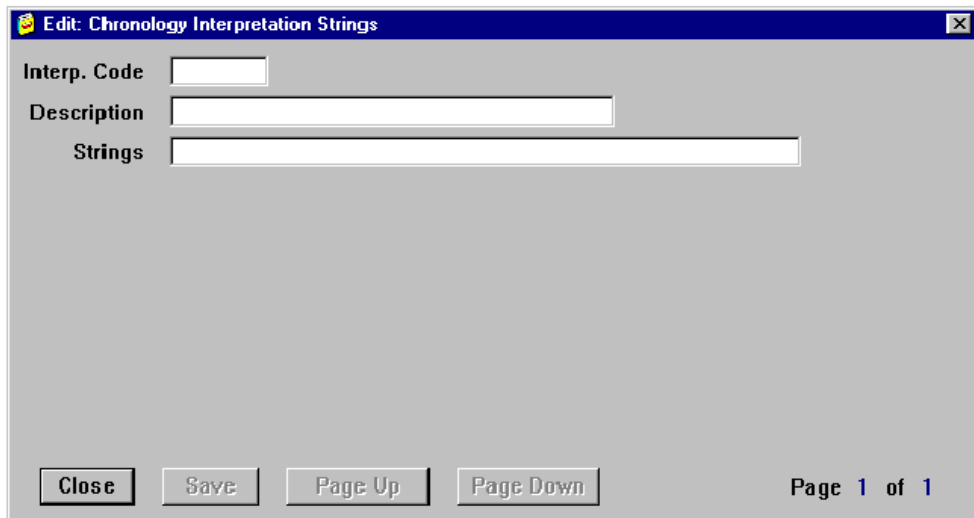
9 Enter the code Horizon uses to identify the interpretation string in the **Interp. Code** field.

(For example, if you are defining an interpretation string that causes Serials to display abbreviated months, you might enter "MonAbbr" as the code.)

10 Enter a description of the interpretation string in the **Description** field.

(For example, an interpretation code "DoW" has little meaning unless a description accompanies it, such as "Full name of days of week.")

11 Specify the possible values in the **Strings** field that Horizon can display when using a given interpretation code.

For example, if you are defining an interpretation code for abbreviated months, you would enter the following in the Strings field:

Strings	Jan.,Feb.,Mar.,Apr.,May,Jun.,Jul.,Aug.,Sep.,Oct.,Nov.,Dec.

When a publication pattern is set up, the frequency refers to the string. (For example, a frequency of "3,6,9,12" that uses a Chron. Pattern code containing the "MonAbbr" interpretation string would look for the third entry in the string, "Mar.", the sixth, "Jun.", the ninth, "Sep.", the twelfth, and "Dec.", the fifteenth.)

Note: If you want punctuation, such as a period, to be included in the display for a given value, you must include that punctuation with each value in the strings list. Do not enter spaces in the string. Commas entered between each unit in the string are not included in the display. To cause a comma to be included in a display, use the Label entry box in the Edit Chronology Pattern Parts window. (For more information, see the next section.)

12 Save the file.

Chronology Pattern Codes and Levels

Each chronology pattern has a code and levels for that code, which identify the chronology pattern to the Horizon system. You first define the chronology pattern code and then assign levels to that code.

This section explains these topics:

- **Defining Chronology Pattern Codes** on page 134
- **Setting Up Chronology Pattern Codes and Levels** on page 134

Defining Chronology Pattern Codes

You define chronology pattern codes by first identifying a pattern, and then showing an example of how the chronology pattern appears.

Setting Up Chronology Pattern Codes and Levels

A chronology pattern level refers to the individual calendar units of a chronology pattern. For example, this chronology pattern has four levels:
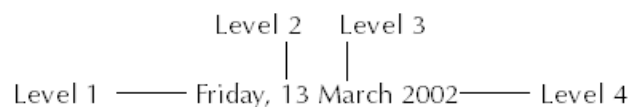
- Level 1: Day of Week
- Level 2: Date of Month

- Level 3: Month
- Level 4: Year

You assign the chronology pattern code to each level. This code links the levels together.

To set up chronology pattern codes and levels

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Highlight the issue that you want to set up.

3   Click **Prediction**.

Horizon opens the Serials Prediction Table window for the serial copy record.

4   Click **Page Down** or resize the window to display these fields in the Edit Serials Prediction Table window:
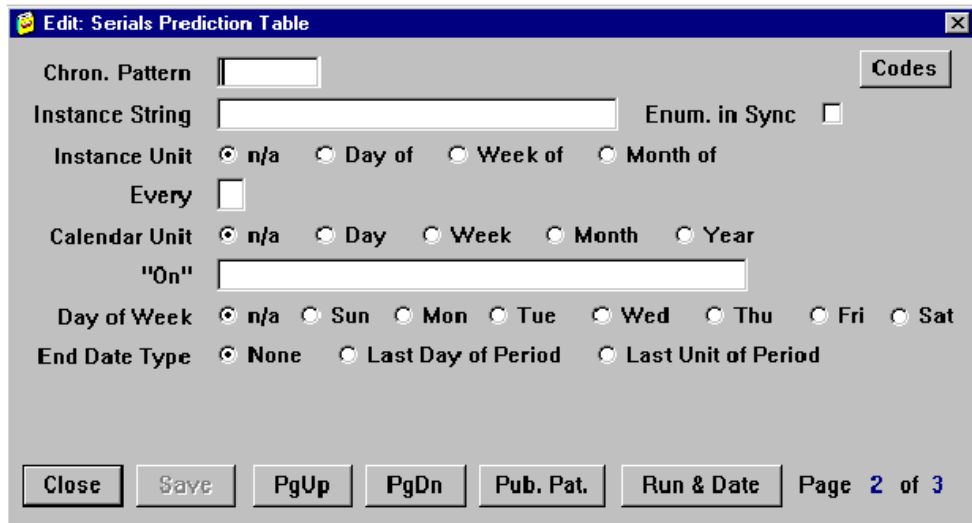
5   Click **Codes**.

Horizon opens the Code Lookup Chronology Pattern Codes window.

6   Click **Add**.

Horizon opens the Edit Chronology Pattern Codes window:

7 Enter a code to identify the chronology pattern that you are setting up in the **Chron. Code** field.

This is the code that staff members enter in the publication pattern setup for a run. (For example, a chronology code may be, "DoWDMY" [Day of week, Day, Month, Year].)

8 Enter an example of how the chronology appears for this pattern in the **Pattern** field.

(For example with the code, "DoWDMY" [Day of week, Day, Month, Year], the pattern would be, "Friday, 13 March 2002.")

The remainder of the Edit Chronology Pattern Codes window contains a group used to set up chronology pattern levels for the code.

9 Enter the number of the level for the first calendar unit.

(For example, if you are defining the DoWDMY chronology pattern, you would enter "0" as the "Day of Week" level; you would enter "1" for the "Date" level, and so forth.)

10 Mark the **Range Type** radio button for the level.

(For example, a single day of the week, such as Thursday, would have a Single value. A range of days of the week, such as Monday through Wednesday, would have a Range value. A combination of days of the week, such as Mon/Tues, would have a Slash-list value.

11 Mark a **Calendar Unit** that corresponds with the level.

12 Enter the interpretation code that determines what values Horizon can choose from to display for this level, or click **Codes** to display a list of valid interpretation codes.

(For example, for the level day of week to display this way: "Thursday," you would want a code that causes Horizon to spell out each day of the week.)

(For more information about interpretations, see **Setting Up Interpretation Codes** on page 131.)

13 Mark the **Hemisphere** radio button appropriate for your library.

This field lets Horizon know whether to match Winter with December or with June.

14 Do these tasks:

a Enter any label in the **Label** field if the level is preceded or followed by punctuation.

b Mark **Postfix** if the punctuation appears after the level name.

(For the example Friday, March 13, 2002, you would enter a comma [,] in the Label field, then mark the Postfix for both the Day of Week level and the Date of Month level. The punctuation then follows the label.)

15 Mark **Lose On Collapse** if you want Horizon to omit the level from the summary of holdings display in PAC and staff searching when issues or volumes are collapsed.

16 Repeat steps 9 through 15 for each remaining calendar unit.

17 Save the file.

Horizon opens the Code Lookup Chronology Pattern Codes window when you close the Edit Chronology Pattern Codes window.

Creating a Chronology Pattern: An Example

These steps explain how to create a chronology pattern that displays as shown in this example:
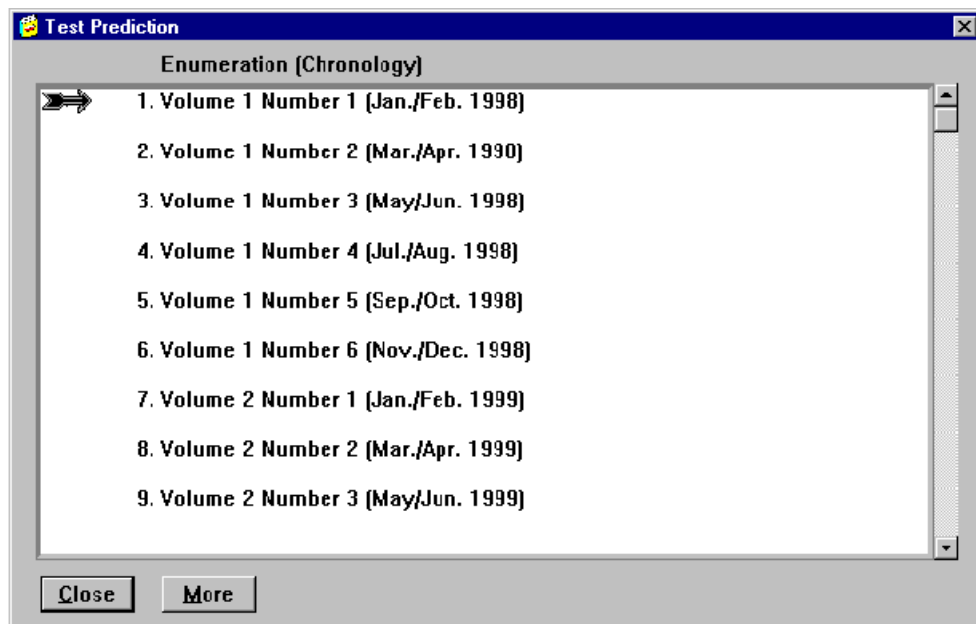
Creating the above chronology involves these tasks:

- Creating an interpretation code
- Defining a chronology pattern code
- Setting up the levels of the chronology pattern

To create a chronology pattern for Jan./Feb. 200x through Nov./Dec. 200x

1 Open a blank **Edit Chronology Interpretation Strings** window.

(For instructions on opening the Edit Chronology Interpretation Strings window, see **Setting Up Interpretation Codes** on page 131.)
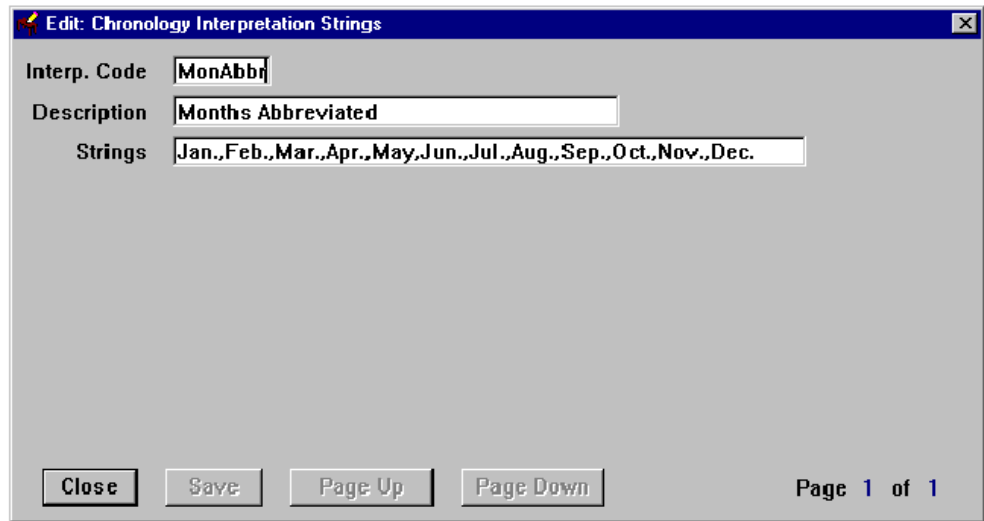
2 Enter a code that identifies the string in the **Interp. Code** field. (For example, you might enter "MonAbbr".)

3 Enter a description of the string in the **Description** field, such as "Months Abbreviated."

4 Enter this string in the **String** field:

5 Save the file.

6 Click **Close** to create the chronology pattern.

7 Open the **Edit Chronology Pattern Codes** window. (For instructions on opening the Edit Chronology Pattern Codes window, see **Setting Up Interpretation Codes** on page 131.)

Here is an example of an Edit Chronology Pattern Codes window:

8 Do these tasks:

a Enter "MMY" (month/month year) in the **Chron. Code** field to identify the chronology.

b Enter a two month abbreviated sequence followed by a year to show an example of how the chronology will display (for example, "Jul./Aug. 2002").

You are now ready to define the levels of the chronology pattern.

9 Enter "0" as the number of the first level (the month) in the Level field.

10 Mark the **Slash List** radio button.

11 Mark the **Month** calendar unit radio button.

12 Enter in the **Interpretation** field the code for the interpretation string you created in step 3 in the **Interp String** field, or click **Codes** to the right of the **Interpretation** field to display the list of codes.

13 Mark the appropriate **Hemisphere** radio button.

14 Click **New** on the **Chron. Parts** group.

Horizon displays the second group entry:

15 Enter "1" as the level in the **Level** field.

16 Mark the **Slash List** radio button.

17 Mark the **Year, Calendar Unit** radio button.

18 Leave the remaining fields in the window blank.

19 Save the file.

When prediction is set up for a title that uses the above chronology pattern, the fields from Chron. Pattern to End Date Type of the Edit Serials Prediction Table should look like this:

Creating a Run Code

Horizon groups together issues that share the same prediction pattern and labels the group as a run. A single title can have one or more run groups, depending on the number and types of exceptions. Examples of run types include main, indexes, supplements, and so forth.

When staff members set up a title's prediction, they must assign it the appropriate run codes to help Horizon differentiate between the title's different publication patterns.

To create a run code

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Choose the copy record with the media type for which you want to set up this prediction, or create a new copy record. (For more information, see **Creating or Editing a Copy Record** on page 13.)

3   Click **Prediction**.

Horizon opens the Prediction Table window.

4   Click **Edit** to open the **Edit Serials Prediction** window.

5   Click **Run & Date**.

Horizon opens the Run Code and Applicability Date window:
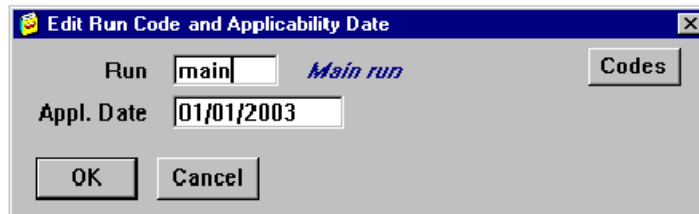
6   Click **Codes**.

Horizon opens a list of existing run codes.

7   Click **Add**.

Horizon opens the Edit Publication Run Codes window:

8 Enter the code that identifies the run in the **Run Code** field.

9 Enter the order issues belonging to this run type that will be displayed in PAC and staff searching in the summary of holdings for the serials title in the **PAC Order** field.

(For example, you may want main run issues displayed first, index issues second, and supplemental issues third. The main run would have the PAC order of "1"; the index run would have the order of "2"; and the supplemental run would have the order of "3".)

10 Enter a description of the run code in the **Description** code.

11 Mark the radio button of the **Run Type** this code corresponds to.

12 Save the file.

Horizon returns to the list of run codes when you close the Edit Publication Run Codes window. The one you created is now on the list.

Specifying Locations to Check In Issues

You can check in at one location issues for (or belonging to) another location. You specify these locations for Serials checkin:

- **Location**. The location where the issue copies are housed.

- **SCKI Location**. The location where the issue copies are checked in.

Here is an example of a Serials Checkin Locations window displaying various serials locations and the corresponding checkin location:
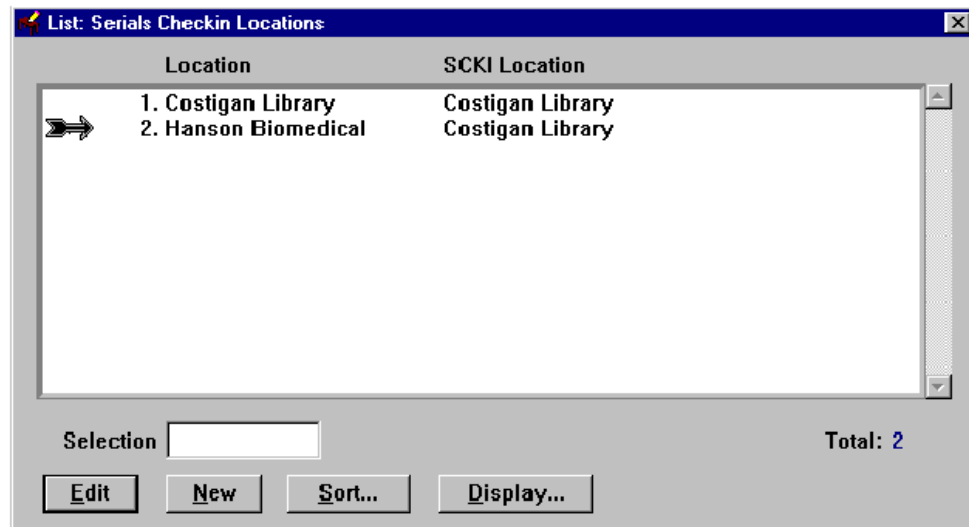
Controlling the checkin location for serial publications involves three tasks:

- **Specifying the location that checks in other locations' copies**. For example, in the above List: Serials Checkin Locations window, the Utah County Reserve library is responsible for receiving issues housed at more than one location.

- **Specifying a location when creating serial copy records**. Once the SCKI locations have been specified in the Table Editor, library staff create copy records and specify a location for each copy record. This location represents the location where the copy's issues are housed. You can change the default serials checkin location specified in the Table Editor for a single copy record by entering the new serials checkin location in the Serials Location field in the copy record.

- **Checking serial issues in**. For example, suppose a library has three subscriptions to a title, one housed at Location A, one at Location B, and the third at Location C. If Location A is responsible for checking in A and C's copies, a staff member logged on to Location A would see a checkin screen with two pending copies.

The third copy appears as pending when a staff member logs on to and processes the copy at Location B.

When two or more locations are responsible for checking in multiple copies of issues, the Serials Checkin window might appear confusing. (For example, Location A might be responsible for checking in copies for Locations A and C. Location B checks in its own copy. When staff at Location A check in the two copies for an issue, the Issues window at Location B will display, not the additional copy of the same issue, but the next expected copy, subsequent to the one checked in at the other location.)

For the second location to check in its copy of the original issue, choose Show Rec'd Issues from the Issues menu. Serials will display back issues, one of which will be the one yet to be checked in by that location. Check in that issue using the normal checkin procedures.

Before You Begin

Make sure all location records for your library have been set up. Check with your system administrator. You must have authorized access to the Table Editor.

To specify SCKI locations for each location

1   Open the **scki_location** view in Table Editor.

2   Choose the location for which you want to specify a SCKI location, or create a new serials checkin location record.

    Horizon opens the Edit Serials Checkin Locations window.

3   Enter or choose the code for the location that checks in issues in the Location field. (For example, if Location A checks in issues for Location C, you would enter the code for Location A.)

4   Enter or choose the code for the location where issues are housed in the **SCKI Location** field. (In this example, you would enter the code for Location C.)

5   Save the file.

    All copy records with a location field that contains Location C will be processed at Location A.

    Note: If staff members try to check in an issue at a location not specified as a valid checkin location, Horizon displays a message.

Creating and Updating Vendor Records

Acquisitions and Serials use the same vendor records. If you use Horizon Acquisitions, staff may have already created vendors. Be sure you coordinate with the person responsible for setting up this Acquisitions feature. This way, you can set up these vendor features so that they work for both Serials and Acquisitions vendor searching.

Each vendor that you use should be represented by one or more records in the vendor table. When you create a copy record, you specify the vendor from which you receive the title. The Serials claiming feature generates claims to send to this vendor.

The vendor record contains information, such as address and contract information. Although vendor records also contain claiming parameters, the claiming parameters in copy records always override those in the vendor record. Claiming parameters in vendor records are generally used for generating claims in Acquisitions. (For an explanation of how vendor information is used in Acquisitions, see the *Acquisitions Guide*.)

You can create and update vendor records at any time. You specify this serials-specific information for a vendor:

- **General information**. Includes name and description of the vendor, currency used with the vendor, and any discounts based on a minimum order amount.

- **Addresses**. Specifies the addresses where orders, returns, and payments are sent.

You must have authorized access to the Table Editor to create and update vendor records.

To create and update vendor records

1   Open the **vendor** view in the Table Editor.

2   Choose the vendor that you want to change, or create a new vendor.

Horizon opens the Edit Vendor window:
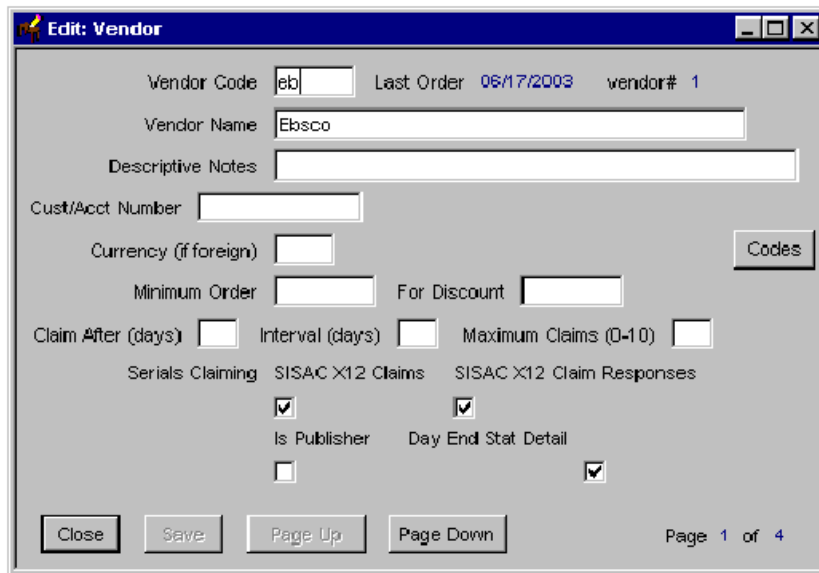
3   Complete or update these fields:

- **Vendor Code**. Enter or edit a code that identifies the vendor to Horizon. This is the code you enter in copy records.

- **Vendor Name**. Enter or edit the full name of the vendor. Staff can search for the name when specifying a vendor for a copy record.

- **Descriptive Notes**. Enter a description of the relationship between the vendor and the library. This field is useful if you order several different types of items from the same vendor and want to track them separately.

- **Customer/Account No**. Enter or edit the number the vendor has assigned to your library.

4   Enter or choose the code for the currency used in transactions with the vendor in the **Currency** field.

This is useful in Acquisitions.

5   Complete these fields with order amount information:

- **Minimum Order**. Enter or edit the minimum amount, in your library's base monetary units, that the vendor accepts on any one order. This is used mostly

in Acquisitions. If you leave this field blank, Horizon assumes, "0," meaning "no minimum order."

- **For Discount**. Enter or edit the minimum amount, in your library's base monetary units, that the vendor accepts on any one order to still give its stated discount. This is used mostly in Acquisitions.

6 Complete these fields with claim information:

- **Claim After**. Enter or edit the number of days Horizon waits beyond the expected date of an order before generating the first claim. This is used mostly by Acquisitions.

- **Interval**. Enter or edit the number of days Horizon waits before generating subsequent claims. This is used mostly by Acquisitions.

- **Maximum Claims**. Enter or edit the total number of claims Horizon should generate for unreceived items. This number can be from 0 to 10. This is used mostly by Acquisitions.

7 Specify the X.12 field that corresponds with the SISAC field of the claim by selecting the appropriate SISAC X.12 box.

Currently, only serials claims and serials claim responses are functional.

8 Mark these boxes:

- **Is Publisher**. Mark this box if the vendor is also the publisher.

- **DayEnd Stat Detail**. Mark this box if you want the vendor included in the vendor performance statistics report.

9 Click **Page Down** or resize the window to display these fields in the Edit Vendor window:

10 Complete these fields with address information:

- **Address Note**. Enter or edit any comment about the address.

- **Address Lines**. Enter or edit the vendor address in these fields exactly as you want it printed.

11 Complete these fields:

- **Contact Name**. Enter or edit the name of the person at the vendor's office you normally contact, if any. This field is optional.

- **Phone**. Enter or edit the vendor's phone or fax number or both. This field is optional.

12 Mark one or more of these address usage check boxes:

- **Orders and Cancellations**. Choose this to specify that the address entered in the group will print on orders.

- **Payments**. Choose this to specify that the address entered in the group will print on vouchers.

- **Claims**. Choose this to specify that the address entered in the group will print on claims.

13 Click **Page Down** or resize the window to display these fields in the Edit Vendor window:
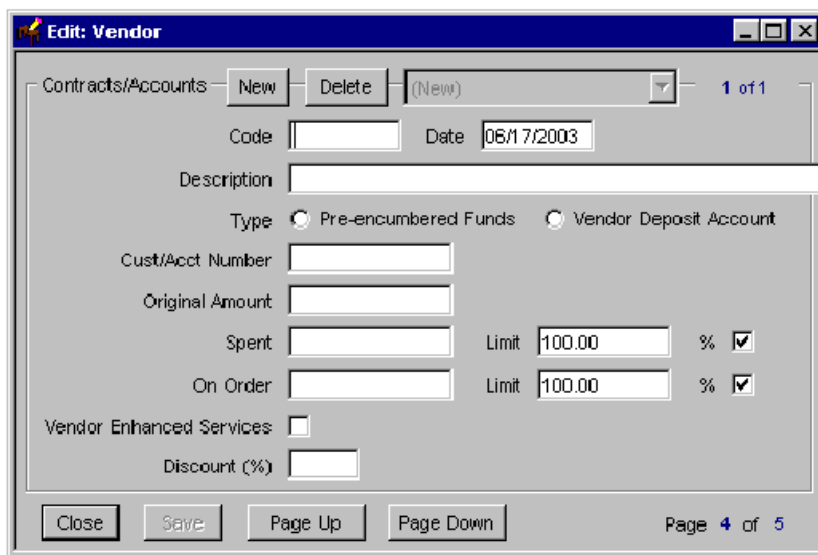
14 Complete these fields with contract/account information:

- **Contract Code**. Enter or edit the code that identifies the contract to Horizon.

- **Contract Date**. Enter or edit the date when you established the contract with the vendor.

- **Description**. Enter or edit a description of the contract.

15 Mark the appropriate contract type radio button:

- **Pre-encumbered Funds**. Mark this if the contract is pre-encumbered.

- **Vendor Deposit Account**. Mark this if the contract is a deposit account.

16 Complete these fields:

- **Customer/Account No**. Enter or edit the number the vendor assigns your library under the contract in the group. This number overrides the customer number on the first page of the Edit Vendor window.

- **Original Amount**. Enter or edit the amount, in your library's base monetary units, that your library has pre-encumbered or put in a deposit account. This is used by Acquisitions.

- **Spent**. If necessary, enter or edit the amount spent (or expended) against this contract/account. This is used by Acquisitions, so you should not need to change this field.

- **Spent Limit**. Enter or edit the maximum amount that can be spent against the contract/account at any one time.

- **Limit %**. If you entered the Spent Limit as a percentage of the contract/account amount, mark the percentage box.

- **On Order**. If necessary, enter or edit the total amount for items currently on order against the vendor contract/account. (or encumbered amount). This is used by Acquisitions, so you should not need to change this field.

- **On Order Limit**. Enter or edit the maximum amount that can be on order against the contract/account at any one time.

- **Limit %**. If you entered the On Order Limit as a percentage of the contract/account amount, mark the percentage box.

- **Vendor Enhanced Services**. Mark the box if you want to send item information to this vendor in an EDIFACT electronic order for just this contract/account. This is used by Acquisitions.

- **Discount %**. If you want to add the discount percentage for only certain vendor contracts/accounts for a vendor, enter the number of the discount percentage for the contract/account. This is used by Acquisitions.

17 Click **Page Down** or resize the window to display these fields in the Edit Vendor window:

18 Complete these fields:

- **Vendor Enhanced Services**. Mark the box if you want to send item information to this vendor in an EDIFACT electronic order for all vendor contracts/accounts. This is used by Acquisitions.

- **EAN**. Enter the vendor's European Address Number. Use this if you intend to use electronic claiming. Leave this field empty if you do not use electronic claiming. The number or code comes from the vendor.

- **SAN**. Enter or edit the Standard Address Number, or SAN, if you intend to use electronic claiming. Leave these fields empty if you do not use electronic claiming. The number or code comes from the vendor.

- **Discount %**. If you want to apply a discount percentage to all transactions with this vendor, or to all transactions that do not already have a discount percentage entered for a contract/account, enter the number of the discount percentage. This is used by Acquisitions.

- **Type**. Choose either Primary or Secondary vendor type, depending on how often you use the vendor. This way, you can take advantage of the search filtering feature (for more information, see **Setting Up Search Filters** on page 150), which automatically searches for primary vendors, unless you choose to search for a vendor that you use less often.

- **Status**. Choose either Open or Closed vendor status, depending on if you still order from the vendor. If you have vendors that you order from once or from whom you have discontinued ordering, but you want to keep the vendor record with its information on your Horizon system, then you can assign a "Closed" status to the vendor. This feature also lets you take advantage of the search filtering feature (for more information, see **Setting Up Search Filters** on page 150), which automatically searches for vendors with open accounts, unless you choose to search for vendors with closed accounts.

- **Unique Line Numbers**. Mark this box if you want printed purchase orders for this vendor to display the unique PO line numbers. This is used if a vendor requires a very specific or unique number for each line in a printed purchase order. Marking this box allows you to display the unique line number on all printed purchase orders for the vendor. This is used by Acquisitions.

- **Include Unit Price**. Mark this box if you want to include the unit price on all purchase orders for this vendor. This is used by Acquisitions.

19 Save the file.

Setting Up Search Filters

As you create vendors in Serials, you can accumulate many vendor records. To avoid manually scanning search results to find the vendor record you want, you can set up different search filters. A search filter is a type of search criteria or search limit so that Horizon returns a targeted group of records. (For example, you can set up search filters that return only vendors that you use more frequently.)

The search filters that you can set up for vendor record searching in Serials are the same for vendor record searching in Acquisitions. Be sure you coordinate with the person responsible for setting up Acquisitions features so that you set up search filters that work for both Serials and Acquisitions vendor searching.

When you set up search filters, you can enable any of the search filters that Horizon delivers, change a delivered search filter to meet your library needs, or create your own search filters by copying existing ones and enabling them.

After you enable a search filter for a vendor record, Horizon adds a "Search Filter" list to the related Search window. From this window, you can choose an enabled search filter by which to limit search results.

Here is an example of a Search window when you search for a vendor:

Horizon uses these pieces to construct a search filter, of which you should be aware:

- Columns from a Horizon table or SQL view

- SQL query string

- Your search criteria

Here is how Horizon uses the table or SQL view name and the query string:

SELECT *a list of columns* FROM *table or SQL view name* WHERE *search criteria produced by the search involved* AND *query string*

From this depiction, you can see that Horizon must know the table or SQL view name before the searching even begins. This way, Horizon produces a search filter for that particular search. Because of this complex combination of knowing the correct Horizon table name and SQL query string, you should create a search filter by copying an existing one. This way, you should not typically have a problem discovering the table or SQL view name, or modifying parts of an existing query string.

This section explains these topics:

- **Enabling or Disabling a Search Filter** on page 151

- **Editing an Existing Search Filter or Creating Your Own Search Filter** on page 153

- **Deleting a Search Filter** on page 155

Enabling or Disabling a Search Filter

Horizon delivers many of the most common search filters that you can use to limit search results. Before Horizon can use a search filter, you must enable it. If you no longer use a search filter but still want to keep it in your list of search queries, you can disable the search filter.

Effects

- If you enable a search filter, Horizon adds the search filter to the list of search filters available from the Compound Search window. This way, you can choose the search filter to limit search results.

- If you disable a search filter, Horizon removes the search filter from the list of search filters available from the Compound Search window. This way, you cannot choose the search filter to limit search results. However, the search filter is still available for you to enable in the future.

To enable or disable a search filter

1   Open the **search_filter_query** view in the Table Editor.

Horizon displays the List Search Filters Queries window:

This list contains the delivered search filters and any ones that you create.

The table name or SQL view against which Horizon performs the filtered search.
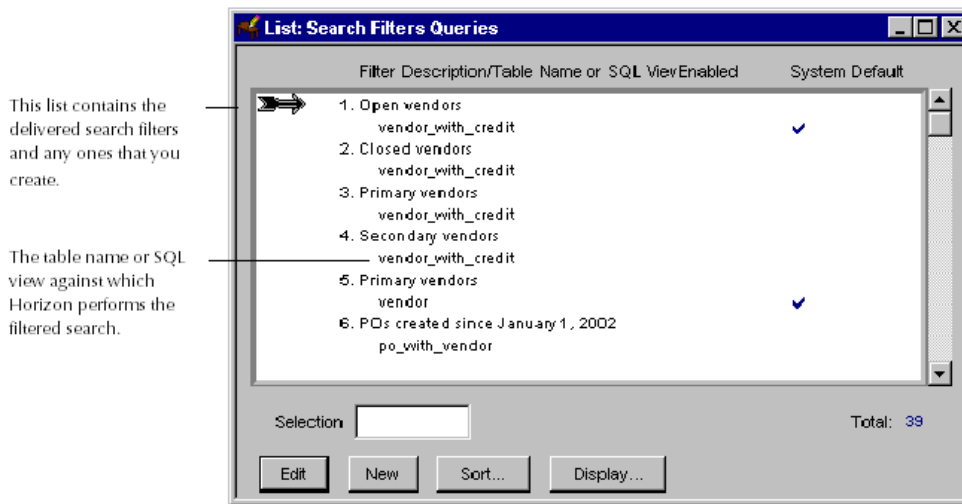
2 Choose the search filter that you want to enable or disable.

The search filter's description lets you know what kind of limit Horizon applies to the search results. (For example, if the search filter entitled "Open vendors" were enabled and you chose it to limit search results, then Horizon would limit your search results to only those vendors with an "Open" status.)

Horizon displays the Edit Search Filters Queries window:
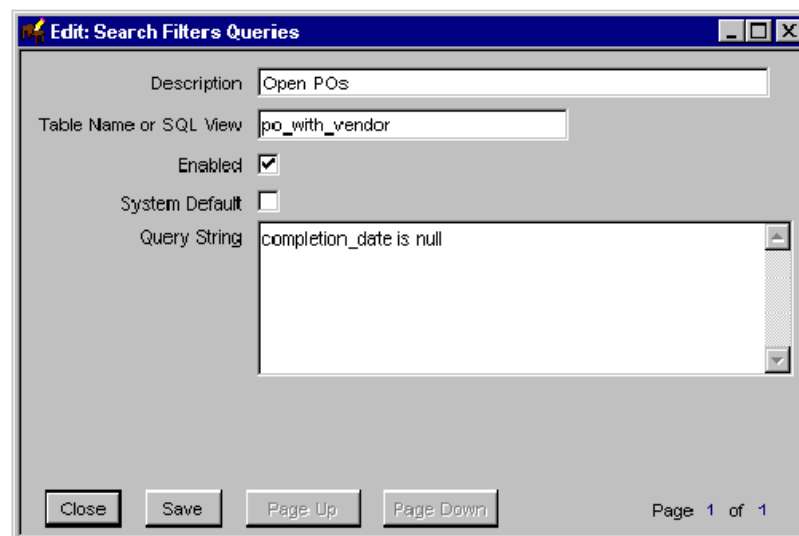
(For a complete description of all of the fields in the Edit Search Filters Queries window, see **Editing an Existing Search Filter or Creating Your Own Search Filter** on page 153.)

3 Do one of these options:

- If you want to enable the search filter, mark the **Enabled** box.

- If you want to disable the search filter, unmark the **Enabled** box.

4 Save your changes.

Editing an Existing Search Filter or Creating Your Own Search Filter

If you want to do so, you can change an existing search filter to meet your library needs. You can also create your own search filter. If you want to create your own search filter, you can do so by copying an existing one that closely matches your needs, and then by modifying the copied search filter.

If you want to change an existing search filter or create your own by copying an existing one, you may need some experience writing SQL queries, and have a good background with Horizon tables and SQL views.

To edit an existing search filter or create your own search filter

1   Open the **search_filter_query** view in the Table Editor.

Horizon displays the List Search Filters Queries window.

2   Do one of these options:

To do this	Do this
Change an existing search filter	Choose the search filter that you want to change. Horizon displays the Edit Search Filters Queries window for that search filter.
Create a search filter by copying another one	1. Highlight the search filter that you want to copy. 2. Choose **File, Copy Record**. Horizon displays a copy of the search filter in the Edit Search Filters Queries window.

3   Complete these fields, as necessary:

Field	Action
Description	Enter a descriptive name of the search filter. (For example, enter "Vendors as publisher" for a search filter that sends back search results of all vendors on your system who are also the publisher.)

Field	Action
Table Name or SQL View	Enter the name of a table or SQL view. (For example, if you want to have Horizon return a search result set of only the vendors who are also publishers, then Horizon would find this information from the "vendor" table.) Horizon uses this table or SQL view as the database object against which Horizon uses the query string. If the existing table name or SQL view is not what you want, then open other existing search filters to find a suitable table name or SQL view. (For more information about Horizon tables and SQL views, see the *Table Structures Guide.*) **Note:** Horizon checks your database to be sure that the table or SQL view name you enter is valid.
Enabled	Mark this box if you want Horizon to use the search filter. You can have search filters on your Horizon system without enabling them for Horizon to use. If you are not ready now to use the search filter, you can enable it later. (For instructions, see **Enabling or Disabling a Search Filter** on page 151.)
System Default	Do one of these options: • If you want this search filter to be the first in the list of search filters on the Search window, mark this box. • If you do *not* want this search filter as the first search filter in the list, unmark this box. • If you do *not* want any search filter as the first one in the list, then Horizon places "<None>" as the first search filter in the list. You can specify only one search filter to be first per table name. (For example, choose "Open Vendors" as the first search filter for the vendor_with_credit table.)

Field	Action
Query String	Enter a SQL query string segment that represents the logic of the search filter. This is a SQL query string that contains parameters to limit the search of the target table. If the existing SQL query string is not what you want, then open other existing search filters to find a suitable SQL query string that you can modify for your needs. For example, if you want Horizon to return a search result set of only the vendors who are also publishers, then you would copy and modify the "Primary Vendors" search filter's query string to this: `is_publisher=0` **Note:** Horizon checks to be sure that the query string that you enter is a valid SQL query.

Here is how Horizon uses the table or SQL view name and the query string:

SELECT *a list of columns* FROM *table or SQL view name* WHERE *search criteria produced by the search involved* AND *query string*

From this depiction, you can see that Horizon must know the table or SQL view name before the searching even begins. This way, Horizon produces a search filter for that particular search. If you create a search filter by copying an existing one, you should not typically have a problem discovering the table or SQL view name, or modifying parts of an existing SQL query string.

4 Save your changes.

If you have an invalid Horizon table name or SQL view, or an invalid query string, Horizon does *not* let you save the search filter.

Deleting a Search Filter

If you no longer want a search filter on your Horizon system, you can delete it. (If you want to keep the search filter on your Horizon system for future use or future editing, then just disable the search filter. For instructions, see **Enabling or Disabling a Search Filter** on page 151.)

To delete a search filter

1 Open the **search_filter_query** view in the Table Editor.

Horizon displays the List Search Filters Queries window.

2 Choose the search filter that you want to delete.

3 Choose **File, Delete Record**.

4 Click **OK** to confirm the deletion.

Chapter 8: Acquisitions/Serials Link

This chapter explains the Acquisitions/Serials link, including the tasks you perform in Serials to view purchase order information and attach purchase order line items to copy records.

This chapter contains these sections:

About Acquisitions/Serials Link

Acquisitions/Serials link is a feature that provides Acquisitions information to Serials staff and Serials information to Acquisitions staff. (For example, with this link, Acquisitions staff can view copy record information from Acquisitions, and Serials staff can view purchase order information from Serials.) This link improves the overall workflow between the two processes by letting users access information typically available only in another process. This chapter provides an in-depth description of the Serials part of the Acquisitions/Serials link. In addition, this chapter briefly describes the Acquisitions part of the feature. (For more information about the Acquisitions part of the feature, see the *Acquisitions Guide*.)

This section explains these topics:

Acquisitions Terms

Before using the Acquisitions/Serials link, you need to understand these Acquisitions-specific terms:

- **Purchase order (PO)**. A paper or electronic order you send to a vendor to acquire new material. A purchase order consists of a "header" and "body." The header contains information that applies to all the titles on the purchase order, such as vendor and total amount. The body consists of the individual lines or titles included in the purchase order.

- **Purchase order line**. A line on a purchase order that represents one title.

- **Purchase order line item**. A purchase order line item represents a single unit of the purchase order line. (For Serials, the purchase order line represents a subscription period.) Copy records are generated from this item level in Acquisitions or linked to this item level from Serials. Each purchase order line may have multiple items.

- **Receipt**. A purchase order line item with a status of "Received."

- **Begin/End dates**. The beginning and ending dates of the subscription period for the copy record attached to the purchase order line item.

- **Candidate**. A purchase order line item that is already attached to a purchase order line with the same bib number and location as the copy record's bib number and location.

- **Purchase order line activity**. An action performed on a purchase order line item, such as ordering (printed or electronic), receiving an item, claiming an item, creating a voucher, and so forth.

Acquisitions/Serials Link Program Features

A program feature represents an action a user can do, such as viewing purchase order lines. Three Horizon program features provide security for the Acquisitions/Serials link feature. A system administrator either assigns a program feature to or secures a program feature from any user. The Serials-specific program features for the Acquisitions/Serials link are listed with Serials program features in the Pass Key Manager. (For more information, see "Securing Horizon" in the "Security and Preferences" chapter of the *System Administration Guide*.)

Here is a list of the Acquisitions/Serials link program features that are Serials-specific:

- Attach a PO Line Item.

- Detach a PO Line Item.

- View attached PO Line Items.

Serials Part of the Link

The Serials part of the Acquisitions/Serials link lets Serials staff view purchase order information, including purchase order line, line item, and line item history information. In addition, this link lets Serials staff attach and detach purchase order line items to and from the copy record, but only in Serials Control.

Here are the Acquisitions/Serials link tasks users can perform from Serials Control or Serials Checkin:

- View purchase order information.

- Attach purchase order line items to a copy record.

- Detach purchase order line items from a copy record.

Acquisitions Part of the Link

The Acquisitions/Serials link lets Acquisitions users create new copy records at the time of order approval or receipt. In addition, users can link serial copy records to purchase order records for existing or new serial titles. Once staff create the link between the purchase order and the copy record, Serials staff can view purchase order information and attach new purchase order line items to the copy record.

Viewing Purchase Order Information in Serials

You can view purchase order information in both Serials Control and Serials Checkin. In general, the purchase order information that you can view includes header information, line information, line item information, vendor, purchase order number, and so forth.

This section explains these topics:

- **Viewing Purchase Order Information from Serials Control** on page 158
- **Viewing Purchase Order Line Item History Information from Serials Control** on page 161
- **Viewing Purchase Order Information from Serials Checkin** on page 162

Viewing Purchase Order Information from Serials Control

You can view purchase order information from the Copy List window in Serials Control.

To view purchase order information from Serials Control

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window:
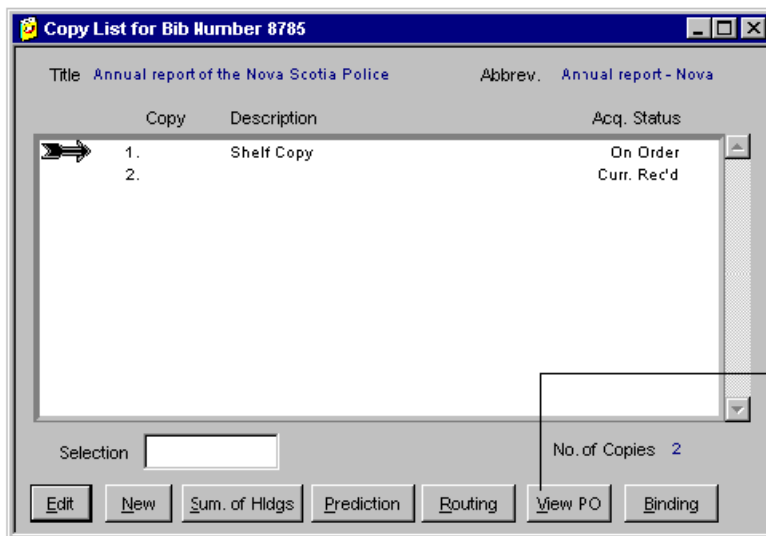
Click View PO to display the List Copy PO Line Items window. If you do not have Acquisitions at your library, this button does not display.

2 Click **View PO**.

Horizon displays the List Copy PO Line Items window if purchase order lines are attached to this copy record. You can view purchase order information in this window:

If you click Display, you can display other fields for the PO line item, such as the Part/Volume or Publisher.
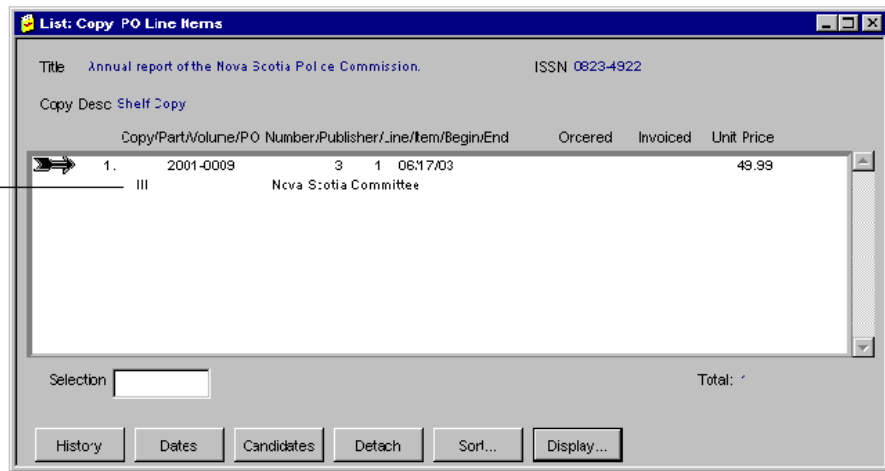
This table describes each default property of the List Copy PO Line Items window, including buttons, columns, and display-only fields:

Window property	Description
Title field	This display-only field shows the title of the serial copy record to which purchase order lines are attached. This information comes from the bib attached to the copy record.
Copy Desc field	This display-only field shows the description of the copy record. This information comes from the copy record.
ISSN field	This display-only field shows the ISSN of the copy record title. This information comes from the copy record.
Copy column	This column shows the copy record number of each purchase order line item in the list box.

Window property	Description
Part/Volume	This display-only field lets serials staff view part and volume information for an item. The Part/Volume field is useful if a new item needs to be ordered or if an item needs replacement due to damage or loss. For example, serials staff can attach a purchase order line item to a copy record, then check the Part/Volume field to be sure a particular issue within an annual volume for a serial item is on order. As another example, acquisitions staff can use the Part/Volume field to specify a unique individual part for a general item that is on order, such as a map or supplemental index.
PO Number column	This column shows the purchase order number of each purchase order line item in the list box.
Line column	This column shows the line on which the purchase order item is listed on purchase order.
Item column	This column shows the number for each purchase order line item in the list box.
Begin column	This column shows the beginning date of the subscription period for each purchase order line item in the list box.
End column	This column shows the end date of the subscription period for each purchase order line item in the list box.
Ordered column	This column shows the order date of each purchase order line item in the list box.
Invoiced column	This column shows the invoiced date of each purchase order line item in the list box.
Unit Price column	This column shows the unit price of each purchase order line item in the list box.
History button	Click this button to view the history of each purchase order line item. (For more information see **Viewing Purchase Order Line Item History Information from Serials Control** on page 161.)
Total field	This display-only field lists the total number of PO lines attached to the copy record.
Dates button	Click this button to display the Edit PO Line Item Copy Dates window, where you can specify the beginning and ending date of a subscription period for a purchase order line item.

Window property	Description
Candidates button	Click this button to display the List Copy PO Line Item Candidates window, where you can attach additional purchase order line items to the copy record.
Detach button	Click this button to detach currently attached purchase order line items from a copy record.
Sort button	Click this button to display a sort window that lets you sort purchase order line items in the list box.
Display button	Click this button to display a window that lets you change the columns that display for the purchase order line item in the list box.

Viewing Purchase Order Line Item History Information from Serials Control

Part of the purchase order information you can view from Serials Control includes line item history information. Line item history information lists any activity or action performed on the line item.

To view purchase order line item history information from Serials Control

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Click **View PO**.

Horizon displays the List Copy PO Line Items window if purchase order line items are attached to this copy record.

3   Highlight the purchase order line for which you want to view the history.

4   Click **History**.

Horizon displays the List Copy PO Line Item Candidate History window:
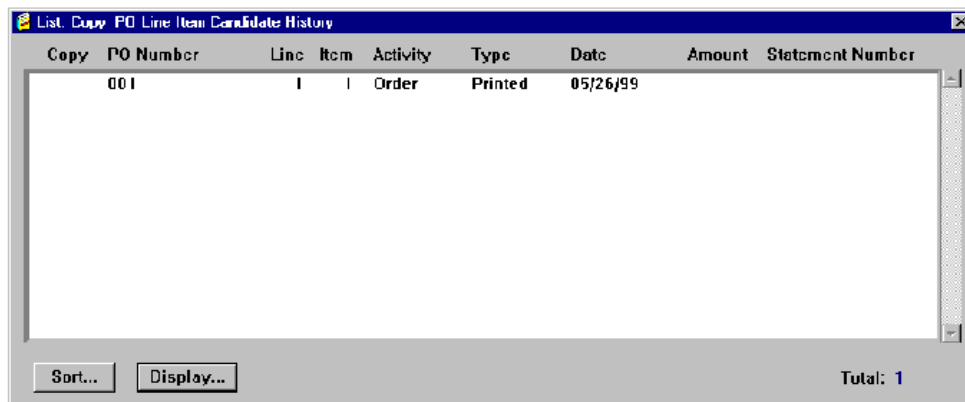
This window lists the action or activity performed on the selected purchase order line items.

This table describes each property of the List Copy PO Line Item Candidate History window, including columns and buttons:

Window Property	Description
Copy column	Shows the copy record number of each line item activity.
PO Number column	Shows the purchase order number for each line item in the list box.
Line column	Shows the line number for each line item in the list box.
Item column	Shows the items for each line item in the list box.
Activity column	Shows the activity for each line item in the list box.
Type column	Shows the activity type for each line item in the list box.
Date column	Shows the date of each line item in the list box.
Amount column	Shows the amount for activity (if one exists) for each line item in the list box.
Statement Number column	Shows the statement number for each line item in the list box.
Sort button	Displays a sort window that lets you sort the items in the list box.
Display button	Displays a window that lets you change the display of the list window.

Viewing Purchase Order Information from Serials Checkin

You can view purchase order information in Serials Checkin. This information is helpful to know as you check in serial issues or make issue claiming decisions.

To view purchase order information from Serials Checkin

1   Search for the serials title you want and send it to Serials Checkin, if necessary.

Horizon displays the Issues window.

2   Click **View PO**.

Serials Checkin displays the List Serial# PO Line Items window if purchase order line items are attached to the serial copy record. You can view purchase order information in this window:
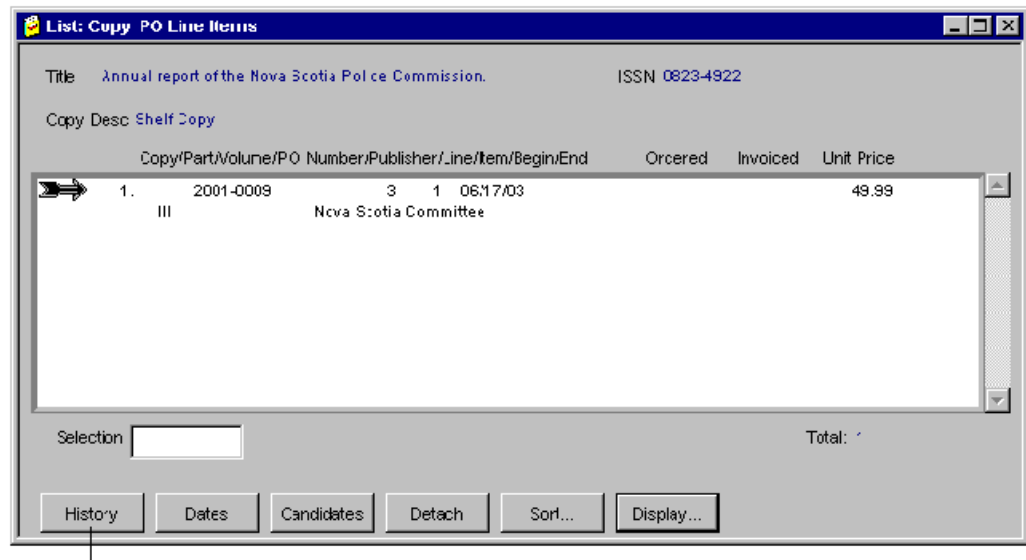
Click History to display line item history information. (For a complete description of the properties on the List Copy Line Item History window, see "Viewing Purchase Order Line Item History Information from Serials Control".)

(For a complete description of every column, button, and display-only field in the List Copy PO Line Items window, see **Viewing Purchase Order Information from Serials Control** on page 158.)

Attaching Purchase Order Line Items to a Copy Record

You can attach purchase order line items to a copy record in Serials Control. When you attach purchase order line items to copy records, you can view the purchase order line item information for the copy record from Serials. (Depending on your library workflow, Acquisitions staff may have automatically attached purchase order line items to a copy record in Acquisitions. If not, you can manually attach purchase order line items to copy records in Serials Control.)

To attach purchase order line items to a copy record

1   Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2   Click **View PO**.

Horizon displays the List Copy PO Line Items window.

3   Click **Candidates**.

One of these results occurs:

- If Horizon does *not* find any eligible purchase order line items that you can attach to this copy record, Horizon displays this message:

- If Horizon finds eligible purchase order line items to attach to the copy record, Horizon displays the List Copy# PO Line Item Candidates window:
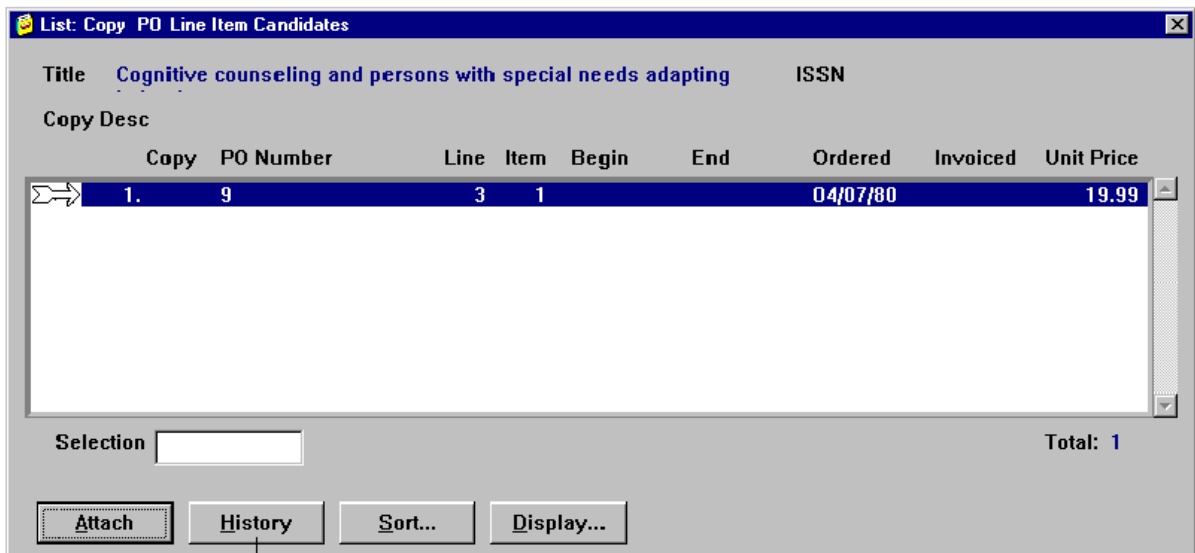
Click History to view the history of the purchase order line item candidates.

4   Highlight any purchase order line items that you want to attach to the copy record in the list box.

5   Click **Attach**.

Horizon displays the Edit PO Line Item Copy Dates window:
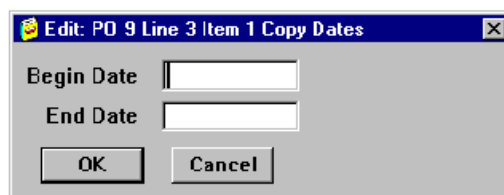
6   Enter the beginning date of the subscription period for the copy record in the **Begin Date** field.

7   Enter the end date of the subscription period for the copy record in the **End Date** field.

8   Click **OK**.

Horizon displays the List Copy PO Line Items window with the new purchase order line item attached.

Detaching Purchase Order Line Items from a Copy Record

You can detach purchase order line items from copy records. When you try to detach purchase order line items from copy records, Horizon displays this message box:
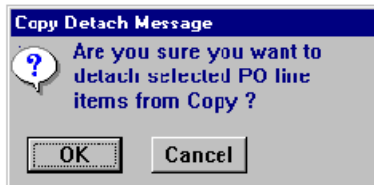
If you choose to detach the purchase order line items, Horizon removes the purchase order line item from the List Copy PO Line Items window.

To detach purchase order line items from a copy record

1 Search for the serials title you want and send it to Serials Control, if necessary.

Horizon displays the Copy List window.

2 Click **View PO**.

Horizon displays the List Copy PO Line Items window.

3 Highlight the purchase order line items that you want to detach from the copy record.

4 Click **Detach**.

5 Click **OK** to confirm that you want to detach the purchase order line items from the copy record.

Horizon detaches the purchase order line item from the List Copy PO Line Items window.

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