

PEGASUS (ALEPH) FOR COLLECTION MANAGERS: TAKE A LOOK AT Monograph ORDERS

To Open ALEPH, click on **Start**, highlight **Programs** and **ALEPH 500(v16)** Acquisitions Serials.

Log on ID: collman
Password: collman

You may search by title using the **Order Bar**, the second horizontal search bar from the top, or click on the **binoculars icon** in the Navigation Pane on the left, **or press F9**. For more information on searching see “Staff Searching in the Aleph ver. 16 Client.”

If the Search function (binoculars icon) is used, a Brief List screen of titles will appear if more than one item in the system matches your search query. Highlight the title wanted to see the full record in the lower pane.

From here you have two choices. You can click on the **Orders** button on the right side of the lower pane. Or, in the left pane click in the **Overview** button to see the familiar Navigation Map. If you go to the Overview (or Navigation Map) and work down the hierarchy to Orders, you will see another opportunity to click on an **Orders** button to view the order record. You may find that the order information displayed in the Overview is all you need. Either method will bring you to the **Order List**.

The screenshot displays the ALEPH 500(v16) Acquisitions Serials interface. The window title is "ALEPH Acquisitions/Serials - Version 16.02". The interface includes a navigation pane on the left with options like "Functional" and "Overview". The main area shows an "Order List" table with columns: Order no., Vendor, Sub-No, Status, Inv St, Arr St, Type, Budget, Local price, Euro. A single order is listed: 002157528-0010, Vendor: EASTERN, Sub-No: Main, Status: CLS, Inv St: Paid, Arr St: Crpd, Type: M, Budget: EUR-1999, Local price: 16.64, Euro: 16.64. Below the table is an "Order Details" section with tabs for "General", "Vendor", "Quantity and Price", and "Order Info". The "Order Info" tab is active, showing details for Order Number 002157528-0010, Sub Library Main Library, Order Type Monograph, Order Status Order closed, Order Status Date 05/15/2000, Material Type M, Arrival Status Complete, Invoice Status D, Method of Acquisitions Purchase, Order ISBN/EISSN 008532991, Vendor EASTERN, Vendor Note, Number of Units 1, Next Claim Date, and Original EDI.

STATUS:

CLS Order closed
 DNB Delayed, no budget
 LC Library cancelled order
 NEW Order not processed yet
 PS Processing started
 QSV Query before sending order
 RSV Ready to send to vendor
 CNB Cancelled, no budget
 SV Sent to vendor
 VC Vendor cancelled order
 WB Waiting for budget confirmation
 WP Waiting for processing

INVOICE STATUS:

N None invoiced
 P Partial invoice
 C Complete invoice
 D Complete and paid invoice

ARRIVAL STATUS:

CMP Complete
 PTL Partial
 NONE None received

TYPE:

M Monograph
 S Serial
 O Standing order

METHOD OF ACQUISITION:

A Approval
 B Blanket
 D Deposit
 E Exchange
 F No Charge
 G Gift
 M Membership
 P Purchase (firm order)
 PP Publisher Plan
 SE Series/Sets Standing Orders
 under Approval
 UP UP Approval
 W With

MATERIAL TYPE

AR Archive (collection)
 AU Audio (spoken)
 RD remote sensing image, digital
 BK Book
 RE Realia/3-D kits
 CR CD-ROMs
 DS Dissertation/thesis
 RH Remote-sensing image, hardcopy
 FC Microfiche
 FL Microfilm
 IN Digital
 S Serial (print)
 SC Score
 SD Serial, print with digital
 LF Loose-leaf
 MA Manuscript (piece)
 SE Serial, digital not remote
 SR Serial, digital remote
 MD Map, digital
 VI Visual (and AV)
 MP Map, hardcopy
 1X One-time serials
 MS Monographic series
 MU Audio (music)
 PB Periodical backfile

To **print**, right click in the lower pane and select Print. (The Print/Cancel button in the upper pane is for printing letters to vendors)

GENERAL NOTES:

- Items will not show price information in the final Invoice section until an item has been paid for.
- For direct orders ONLY, the Order List will include order number information, etc. [For approval and UP titles, this screen will be blank, and you will not be able to use it to find information].
- Click on [G]Order Log in the left Navigation pane to see the dates the order moved through the stages of order to shelf. (click OK in the error message box)
- Price note is information converted from the NOTIS order record
- COLLMAN access allows viewing, but no editing of information. Many screens will allow you to proceed as if you can alter information, but you will eventually run into a message that you are not authorized.
- In searching for order records, you are now able to back up and review Brief Lists or look at the full bib record. Click on the Search tab to go back to your brief list, or to do another search.
- Some functions are not being used, so some buttons will give you no information.