

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

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

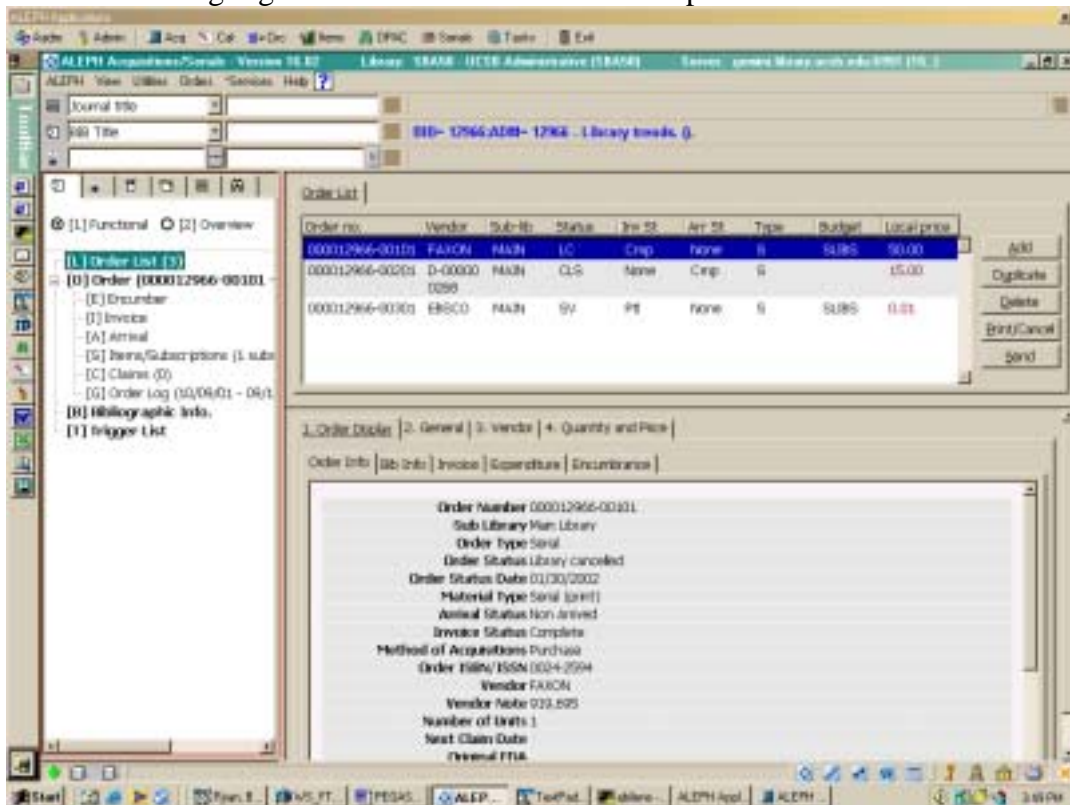
Log on ID: collman Password: collman

You may search by title using the **Order Bar**, the second horizontal line 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**.

For serials, the Order List provides a short history of the vendors used to order and claim the serials title. The entry with the Status SV is the current order. Information about the order records highlighted will be shown in the lower pane



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

ORDER 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

Information can be added to the columns by right clicking on the header bar and selecting categories of information to add. Click on “Get default setup” to return to the original columns.

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.
- 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.

Order Log

To view actions and payments by date, highlight one of the orders, and click on the Order Log button. NOTE: Current budget (fund) may not be correct. See Order Log for updates. An * indicates that more than one fund pays for the title.

Description column of Order Log

CLAIM	Claim information can be added by right clicking on the header bar and selecting Claims.
DIV NOTE	Migrated from NOTIS. Not useful information for collman
Invoice	Amount posted against a fund when Serials receives an invoice
OSCOPE	Migrated from NOTIS. Not useful information for collman
PAYMT	Date/amount actually sent to campus accounting to pay the invoice
RCPT	Issue(s) received