

Receiving Issues

From the List Bar, click the Check-In bar then click the **Serials Check-In** yellow icon.

Search for Serials by **Check-in title** or **ISSN**. ISSN searches require use of the " - "
Other Search allows you to search the complete bibliographic record.

Enter your information in the **Search For** box and click the **Check-In>>** button.

Select the correct **Order** record: At the top of the screen, order records are listed with the title, vendor code, component count, *bound* holding location, and order type displayed.
The screen automatically opens the check-in screen for the first order in the browse list.

Check-in Note window: This displays if a note is associated with the component. The check-in note must be closed before you can proceed. <This is determined by the *Use Persistent Check-in Notes* check box on the Serials Check-in tab of your Session Workflows.>

Component Name: The suffix will tell you the unbound location for this subscription. Use this location to mark on the issue.

Expected issue: Proofread the information in the expected issue line to ensure that it matches all information on the issue in hand.

If the expected issue matches the item in hand, click on the **Quick Check-In** button.
To check-in more than one issue, hold down the **Ctrl** key on your keyboard while selecting the issues, then click on **Quick Check-In**.

Click on **History** to view the issue(s) that have been received previously, and that you checked in today.

Click on **Note** to view the check-in note and confirm you have followed the instructions.

Click the **Serials Check-In** yellow icon to return to the check-in screen.

Mark the issue with the correct unbound location, stamp and send to Branch.

Click **Start Over** to return to the initial Serials Check-in search screen.