A Component needs to be created in a serial record before a Pub Pattern can be assigned, before Check-in can start, before the Binding feature can be used, and before Claiming can happen. It is a linear process.

Creating a Component & assigning a Pattern from the Purchase Order line item:

1. Sign on to the Acquisitions client < Orders from the Listbar < Search Orders
   - Sign on to the Cataloguing client - will allow you to call up the bib record directly from Acq
   - Start a OPAC session - important to check your work, and to look at the public view

2. Search for the appropriate Purchase Order by whatever method is easiest (PO#, title)
   - Select record (UBCO titles will have Order Location ACQ/SER Okanagan desk). Click Edit
   - Select line item & click Details to get to the Line Item box
   - Select Type tab
   - Click Subscription Pattern, and Subscription Maintenance box will open (a part of Check-In), and the Component Details tab will be open.

3. Component is blank, click New - will forward you to the Component Name box
   - Modify the Component Name, if necessary
   Reminder: this box only holds 50 characters, so if you abbreviate the title, do so at the end, or it will not be found in a search
   e.g. ‘Asn of Cheese Makers’ will not be found if you search ‘Association of Cheese’
   - Delete period at end of name
   - In capitals, enter the unbound location code (eg. Journal of Psychiatry - OK)
   - Leave Check-In Title box checked
   - Leave Category as basic
   - In Note box, you may add a check-in or claiming note (not for binding notes)
   - Leave Create Items box unchecked
   - Leave Default Item Type blank
   - In Claim box, enter 30, or check Don’t Claim (e.g. gift, limited retention titles)
   - Click Save, and other tabs will become active

4. Select Predictive Component Pattern tab
   - Click in Publication Pattern Model box & select a frequency (refer to in hand issues/photocopies)
     Note: you can also view the list of frequencies in Search Publication Patterns on the Listbar
     Tip: you can type first letter of a frequency and get to that place in the list of 2,600 frequencies,
     e.g., “m” for monthly “a” for annual - then click arrow down to select
     Tip: look at the pattern assigned to the UBCV subscription
     Search the title in Subscription Maintenance
   - Click Start Prediction, and enumeration/chronology box will open
   - Enter Enumeration Value, then Chronology Value
     Tip: use your TAB key to navigate so that you don’t forget to enter a value
- Enter **First Issue’s Expected Date**, or click the ellipsis … to select a date from the calendar  
- Enter the same day as above in **The Day of the month Expected** box  
  
  *Note:* this date refers to the day you want the issue sent to the Problem List for claiming.  
- Click **OK**, and you will return to the Subscription Maintenance box

►If you select a publication pattern that has a monthly or daily frequency, but the title is not published every month or every day of the week, you will need to use the **Combine/Omit** feature.  
- Click **Combine/Omit** button, which opens the **Combine/Omit Issues** box  
- Select those months or days you need to combine or omit.  
  
  *Note:* Checking the combine box for a month/day will combine this month/day and the next month/day (e.g. if you check the July combine box, the July and August issues are combined. Check the omit box for a month/day will omit this month/day.)  
  You can combine more than two issues or omit more than one issues, but the system doesn’t allow combining and omitting at the same time.  
- Click **OK**, and you will return to the Subscription Maintenance box

5. Click the down arrow in **Issue** box to check your work  
   - view the 52 issues, which are automatically listed, to assure pattern selected was correct.

►If issues do not list correctly, you will need to close the pattern and start from the beginning  
- To close a pattern, click **Close Pattern** in the **Predictive Component Pattern** tab

6. Select **Check-In > Serials Check-In** from the Listbar  
- Search for title using the assigned Check-In Title  
- Select single or multiple issues (Shift key + click mouse), and click **Quick Check-In**  
  
  *Reminder:* in Voyager you only check-in issues you have received, not missing, late, etc.  
- To see these checked in issues, click **History**, which will open the **Serials History** box  
- click **Holdings …** to see the **call number** of this title  
- click **MARC** to see the Cat bib record (which will launch because you signed on to the Cat client)  
- click **Maintenance** to get back to the Subscription Maintenance screen  
- Check work in **OPAC**

*Tip:* to close all Acquisitions windows, click on main Acq button (bottom menu bar) named **Voyager Acquisitions > File > Close All Windows**