

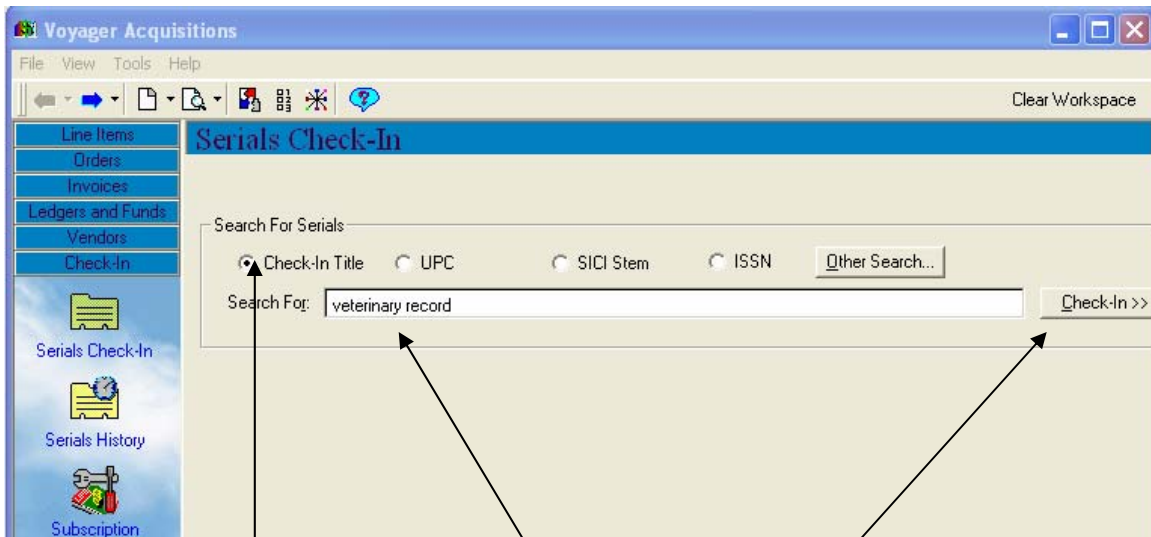
In the Voyager acquisitions client you should be able to use and find record information in *Serials Check-in* option.

In the Voyager launcher, choose UBC and Acquisitions.





Choose **Check-In** on the menu bar



With radio button **Check-In Title** selected, key in title and choose **Check-In**.  
(Or choose **Other Search...** to search by DBCN, call number, etc.)

Ensure that the title on the screen matches the issues on hand.

Select the order record for your branch. You will immediately see the “Issues in hand” – issues not yet checked in (screen example below).

**Serials Check-In**

Select the correct Order record: 4 records.  
100% of records displayed.

Title	VendorCode	Components	Holdings	Call Number	Order Type
Lancet.	02046	1	BMB journals	W1 .LA242	Continuation
Lancet.	02046	1	HAMBER journals	W1 .LA242	Continuation
Lancet.	02046	1	ST. PAULS journals	W1 .LA242	Continuation
Lancet.	02046	1	WOODWARD stacks	W1 .LA242	Continuation

Component Name:  View Order...

Expected Issue:  on

Issue(s) in Hand:

- no. 9635
- no. 9668
- no. 9669
- no. 9670
- no. 9671
- no. 9672
- no. 9673
- no. 9674

To see the branch's holdings, choose **History**.

**Serials History - Details**

Title:

Component Name:  [Maintenance](#)

Location:  [Holdings..](#)

Call Number:

**Receipt History** | [Claims History](#) | [Problem History](#) | [Payment History](#)

Issue Identification	Receive Date	Copies Received	Display in OPAC	Co
+ v. 373, no. 9667 (2009 Mar. 1	4/8/2009	1	Yes	
+ v. 373, no. 9666 (2009 Mar. ;	4/2/2009	1	Yes	
+ v. 373, no. 9665 (2009 Feb.2f	4/9/2009	1	Yes	
+ v. 373, no. 9664 (2009 Feb. 2	3/16/2009	1	Yes	
+ v. 373, no. 9663 (2009 Feb. 1	3/13/2009	1	Yes	
+ v. 373, no. 9662 (2009 Feb. 7	3/13/2009	1	Yes	
+ v. 373, no. 9661 (2009 Jan. 3	2/23/2009	1	Yes	
+ v. 373, no. 9660 (2009 Jan. 2	2/23/2009	1	Yes	
+ v. 373, no. 9659 (2009 Jan. 1	2/27/2009	1	Yes	

[Edit Issue...](#) [Collapse](#) [Display in OPAC](#) [Unreceive](#) [Item...](#)

[Start Over](#)

Drag “Issue identification” header to the right or place cursor over the issue id to see complete issue description, and scroll down to see earlier issues.

**Serials History - Details**

Title:

Component Name:  [Maintenance](#)

Location:  [Holdings..](#)

Call Number:

**Receipt History** | [Claims History](#) | [Problem History](#) | [Payment History](#)

Issue Identification	Receive Date	Copies Received	Display in OPAC	Co
+ v. 372, no. 9647 (2008 Oct. 18-24)	12/10/2008	1	Yes	
+ v. 372, no. 9646 (2008 Oct. 11-17)	12/8/2008	1	Yes	
+ v. 372, no. 9645 (2008 Oct. 4-10)	11/24/2008	1	Yes	
+ v. 372, no. 9644 (2008 Sept. 27-Oct. 3)	10/31/2008	1	Yes	
+ v. 372, no. 9643 (2008 Sept. 20-26)	10/30/2008	1	Yes	
+ v. 372, no. 9642 (2008 Sept. 13-19)	10/30/2008	1	Yes	
+ v. 372, no. 9641 (2008 Sep. 6-12)	10/1/2008	1	Yes	
+ v. 372, no. 9640 (2008 Aug. 30-Sept. 5)	10/31/2008	1	Yes	
+ v. 372, no. 9639 (2008 Aug. 23-29)	10/1/2008	1	Yes	
+ v. 372, no. 9638 (2008 Aug. 16-22)	10/9/2008	1	Yes	

[Edit Issue...](#) [Collapse](#) [Display in OPAC](#) [Unreceive](#) [Item...](#)

Ensure that the volume and numbering match the issues on hand:

- Are you missing any issues?
- Have missing issues been claimed? You may need to claim through Technical Services, or wait for the issues to be received.
- Are there indexes or supplements you need to locate?

Example: Missing issues v. 161 no. 3 and no. 7 are showing in the expected issues list:

