

Receiving Issues with Routing Lists

To receive issues of a title that has routing list:

- From the Serials menu, select “Manage Issues”
- Check the box next to “Print Routing Lists”
- Choose “Received Next”

At select subscription to work on

Print routing lists
 Barcode on receive

#	<input type="checkbox"/>	Distribution Library	Issuance	Barcode	Publication Date	Status	Date Expected
1	<input type="checkbox"/>	Reading	v.23:n.1(2024:Jan.)		1/1/2024	Expected	1/1/2024
2	<input type="checkbox"/>	Reading	v.23:n.2(2024:Feb.)		2/1/2024	Expected	2/1/2024
3	<input type="checkbox"/>	Reading	v.23:n.3(2024:Mar.)		3/1/2024	Expected	3/1/2024
4	<input type="checkbox"/>	Reading	v.23:n.4(2024:Apr.)		4/1/2024	Expected	4/1/2024
5	<input type="checkbox"/>	Reading	v.23:n.5(2024:May /J...		5/1/2024	Expected	5/1/2024

- Alternatively: check the issue(s) to receive and choose “Receive Selected” from the Actions menu

At select subscription to work on

Print routing lists
 Barcode on receive

#	<input type="checkbox"/>	Distribution Library	Issuance	Barcode	Publication Date	Status	Date Expected	Date Received	Hold
1	<input checked="" type="checkbox"/>	Reading	v.23:n.1(2024:Jan.)		1/1/2024	Expected	1/1/2024		basic
2	<input type="checkbox"/>	Reading	v.23:n.2(2024:Feb.)		2/1/2024	Expected	2/1/2024		basic

- If you did not select the “Print routing lists” checkbox on the previous screen, you may check it on this screen
- Enter the call number and barcode for the issue(s) that are being received

Receive items

Barcode Items
 Auto-Barcode
 Print routing lists

Click to “Save” the item The routing list will display to the screen with an option to print.

8/19/24, 10:48 AM

Serials Management

Ask! : arts and sciences for kids

v.23:n.1(2024:Jan.)

(RDG) (Children's magazines) / (Children's magazines)

1. Reader: 21995000328431 / Buffay, Madonna D. (RDG)
Mailing address: 180 Main Street
Andover, MA 01810
US

2. Reader: 21995000787396 / Acevedo, Emma X. (RDG)
Mailing address: 21 Madison St
Malden, MA 02148
USA

3. Department: Children's
4. Department: Teen Department

From:

<https://noblinet.org/documentation/> - **NOBLE Evergreen Documentation**

Permanent link:

https://noblinet.org/documentation/doku.php?id=receiving_with_routing_lists

Last update: **2024/08/19 08:50**

