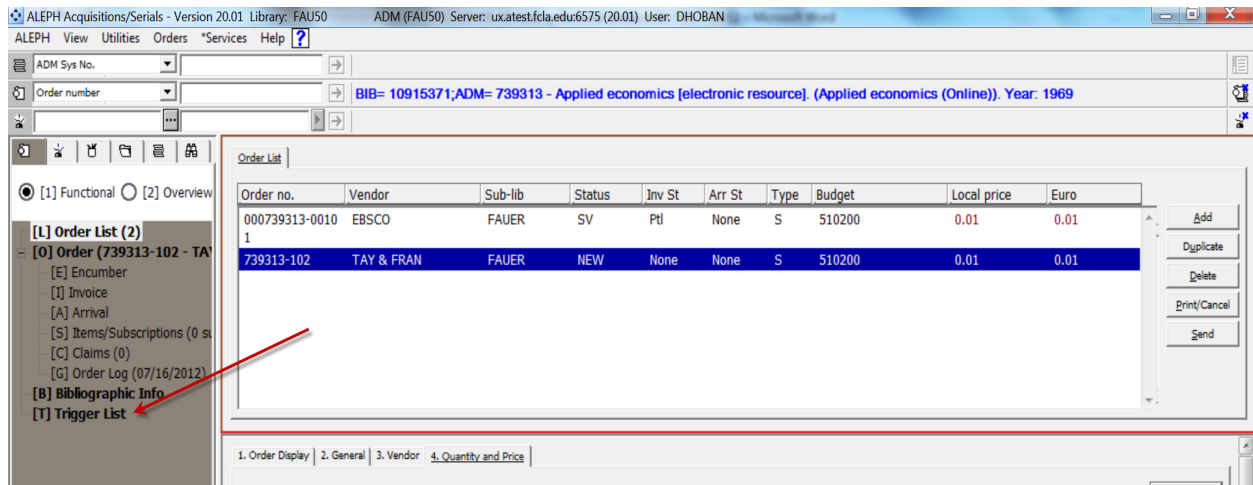


Procedure SB: Add Trigger to Electronic Serials Title for Access Check

In the Acquisitions Module:

1. Click on “Trigger List” in Navigation Pane.



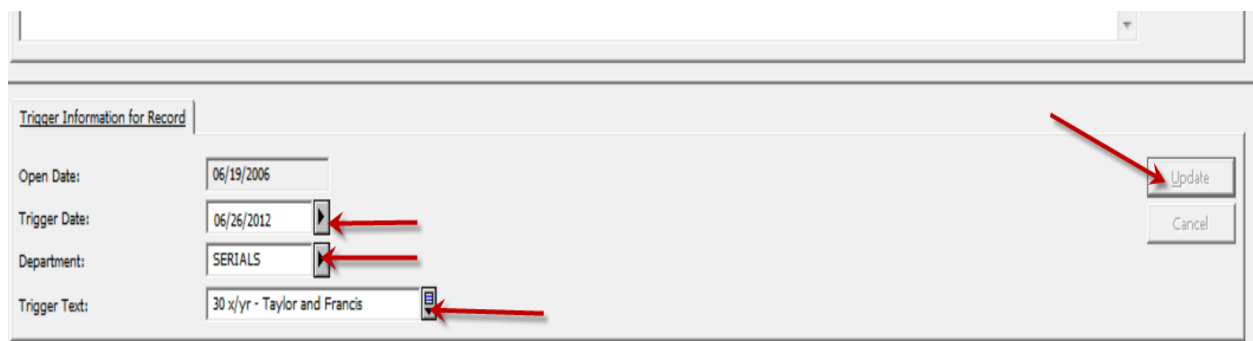
2. Fill in the following:

“Trigger Date”-the date you would like to be reminded to check access.

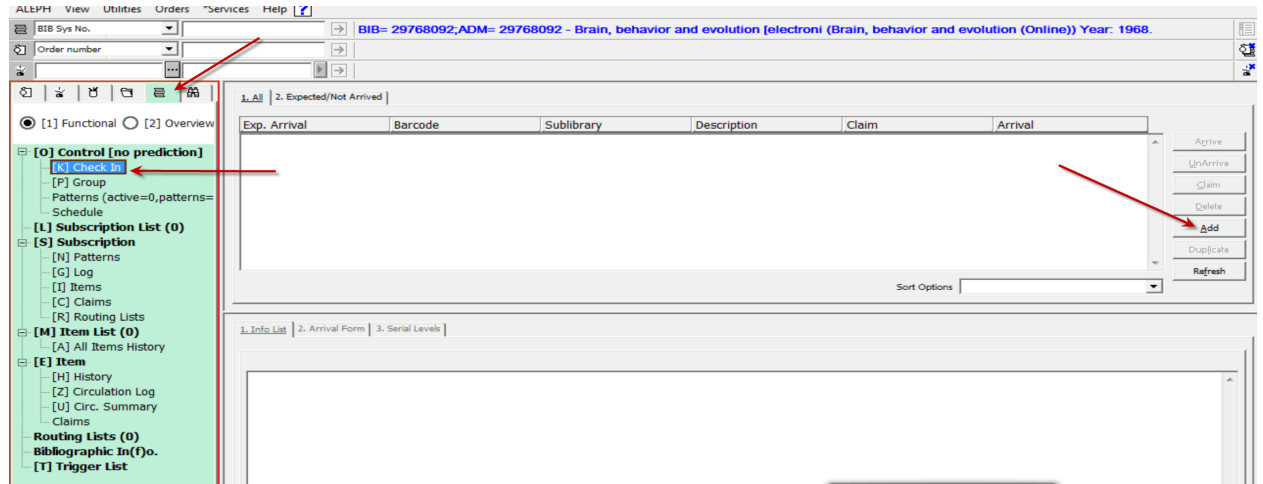
“Department”-SERIALS

“Trigger Text”-information about frequency and package can be entered here.

3. Click on “Update”.



4. An item must be created at this time to contain the access information about the title. This item is added after the HOL record and order are already in place. This item must be suppressed and may be moved or deleted without concern if the need arises to delete the record from the catalog. The item does not need to be linked to the HOL record.
5. Click on the "Serial" tab in the Navigation Pane. Click on "[K] Check In". Then click on "Add".



6. This form will appear in the lower pane after clicking on add. On tab "2. Arrival Form", fill in Sublibrary, Collection, Item Status, Item Process Status and Material Type as indicated below.

The screenshot shows the '2. Arrival Form' tab. The form contains several input fields and buttons. Red arrows point to the following fields: Sublibrary (FAUER), Collection (ELEC), Item Status (91), Item Process Status (SP), and Material Type (ELEC). Other fields include Check-in Note, Description, Arrival Date (00/00/0000), Barcode, Break Indicator, HOL Link (0), 85X Type, 85X Link (0), Pages, Call Number, 2nd Call Number, OPAC Note, Internal Note, Issue Date (00/00/0000), and Exp Arrival Date (00/00/0000). Buttons for Add, Print Label, and Cancel are on the right.

7. On tab “3. Serial Levels”, fill in Description with the word “viewed” after which you will add what volume was checked when the journal is accessed. Click on “Add”.

1. Info List | 2. Arrival Form | **3. Serial Levels**

Enum. Level.1 (A)(Vol.) Chron. Level.1 (I)(Year)

Enum. Level.2 (B) Chron. Level.2 (J)

Enum. Level.3 (C) Chron. Level.3 (K)

Enum. Level.4 (D) Chron. Level.4 (L)

Enum. Level.5 (E)

Enum. Level.6 (F) Alt. Chron.(M)

Alt. Enum.1 (G)

Alt. Enum.2 (H) Sub-O

Description

Add **Print Label** **Cancel**

8. When it is time to check access for the titles with triggers, click on the “Administration” tab in the navigation pane.
9. Click on “Triggers”.
10. Fill in “Days Before Today” and “Days After Today”.
11. Choose “SERIALS” as the Department. This will bring up all the “SERIALS” triggers that were set in order to check access for the electronic orders.

Administration

- [B] Budgets
- [V] Vendors
- [C] Currency
- [E] EDI Load Log
- [L] Action Log Messages
- [T] Triggers**
- [R] Budget Transfer

Task Manager

- [J] File List
- [A] Batch Log
- [Q] Batch Queue
- [D] Print Daemon

Trigger List

Filter:

Days Before Today: 999 Days After Today: 10 **Go**

Department: SERIALS

Date	Text	Title
01/25/2012	AF*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Clinical electrocardiography [electronic resource] : a simplified approach / Ary L. Goldberger.
03/29/2012	AF*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Medical physiology [electronic resource] : a cellular and molecular approach / [edited by] Walter F.
04/01/2012	semiannual (1st iss.=spring) -Jupiter	Environmental philosophy [electronic resource].
04/02/2012	*Delayed 8 x/yr	The journal of philosophy [electronic resource].
04/02/2012	quarterly (1st iss.=spring)- Eduke Schol. Coll.	American speech [electronic resource].
04/02/2012	AF*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Middleton's allergy [electronic resource] : principles & practice.
04/02/2012	AF*ebook - Access check 4 x/yr; Med Sch.; MD Consult	DeLee & Drez's orthopaedic sports medicine [electronic resource] : principles and practice / [edited]
04/02/2012	AF*ebook- Access check 4 x/yr; Med Sch.; MD Consult	Kelley's textbook of rheumatology [electronic resource] / [edited by] Gary S. Firestein ... [et al.]
04/02/2012	AF*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Essentials of physical medicine and rehabilitation [electronic resource] : musculoskeletal disorders
04/02/2012	*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Grainger & Allison's diagnostic radiology [electronic resource] : a textbook of medical imaging.
04/02/2012	*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Nadas' pediatric cardiology [electronic resource].
04/02/2012	*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Essentials of radiology [electronic resource] / Fred A. Mettler, Jr.
04/02/2012	*ebook - Access check 4 x/yr; Med Sch.; MD Consult	Miller's anesthesia [electronic resource] / edited by Ronald D. Miller : associate editors, Lars I.

Sort Type: DATE

12. Click on the title you wish to check in your trigger list. It will become highlighted. The click on either “Orders” or “Serials” to push to that title’s record.

Trigger List

Filter

Days Before Today: 999 Days After Today: 150 Go

Department: SERIALS

Date	Text	Title	
01/09/2013	1st check	Brain, behavior and evolution [electronic resource].	Delete
01/10/2013	1st check - semiannual (1st iss.=jan.) U of Chicago Pr pkg (JSTOR)	The China journal [electronic resource] = Chung-kuo yen chiu.	Orders
01/10/2013	weekly	Physical review letters online [electronic resource].	Serials
01/10/2013	database	Art index retrospective [electronic resource].	
01/10/2013	Database	Readers' guide retrospective: 1890-1982 (H.W. Wilson) [electronic resource].	
01/10/2013	bi-monthly (1st iss.=feb.) - OUP	The journal of medicine and philosophy [electronic resource].	
01/10/2013	database	Humanities & social sciences index retrospective [electronic resource].	
01/10/2013	Quarterly (1st iss.=dec.) -membership	Public history news [electronic resource].	
01/10/2013	database	Library literature & information science retrospective [electronic resource].	
01/10/2013	database	Education index retrospective, 1929-1983 (H.W. Wilson) [electronic resource].	
01/10/2013	database	Applied science & business periodicals retrospective [electronic resource].	
01/10/2013	*annual (next iss. = July) Access check 4 x/yr - med sch.; Annual Revie Biomed. Coll.	Annual review of chemical and biomolecular engineering [electronic resource].	
01/10/2013	*annual(next iss. = apr.) Access check 4 x/yr - med sch.; Annual Revie Biomed. Coll.	Annual review of immunology [electronic resource].	
01/10/2013	*ebook -Access check 4 x/yr - med sch.;Md consult	Clinical radiation oncology [electronic resource] /	

Sort Type DATE

13. Click on the “Overview” radio button in the Navigation Pane and the click on the “Cataloging” button on the right.

ALEPH View Utilities Orders Services Help

ADM Sys No. BIB= 29768092;ADM= 29768092 - Brain, behavior and evolution [electronic resource] (Brain, behavior and evolution (Online)) Year: 1968.

Order number

[1] Functional [2] Overview

OBJECTS (No record avail)

UXU60

HOL - SFERS JRNL ST.

FAU50 - 29768092

MARC Record

Marc Tag	Data
Format	SE
ISSN	0006-8977
ISSN	1421-9743 0006-8977
Title	Brain, behavior and evolution [electronic resource].
Imprint	[Basel, Switzerland] : Karger
Frequency	Eight issues per year, 2003-
Added Entry	S. Karger (Firm)
Added Entry	Brain, behavior and evolution (Online)
Added Entry	Karger journals.
Added Entry	OCLC FirstSearch electronic collections online.
Added Entry	Brain, behavior and evolution 0006-8977 (DLC) 75000121 (OCoLC)1536985
Location	FAU Electronic Resource Suppressed
Location	USF ONLINE RESOURCE QL750 (ONLINE) Available Online

Cataloging

Items

Circulation

ILL

Orders

Serials

Search

14. You will be pushed to the catalog record. Check the 856 field to look for FAU's URL in the SB record. This is the link you will use to check access for the electronic title chosen.

				W (DLC) 90643859
				W (OCoLC)1460523
Elec.Loc.Acc	856	4	U	http://www.ingenta.com/journals/browse/bpl/abac
			S	FTaSU
Elec.Loc.Acc	856	4	U	http://firstsearch.oclc.org
			Z	Address for accessing the journal using authorization number and password through OCLC FirstSearch Electronic Collections Online
			S	FTaSU
Elec.Loc.Acc	856	4	U	http://firstsearch.oclc.org/journal=0001-3072;screen=info;ECOIP
			Z	Address for accessing the journal from an authorized IP address through OCLC FirstSearch Electronic Collections Online
			S	FTaSU
Elec.Loc.Acc	856	40	Z	Address for accessing journal from an authorized IP address through Blackwell Synergy
			U	http://www.blackwell-synergy.com/servlet/useragent?func=showIssues&code=abac
			S	FTaSU
Elec.Loc.Acc	856	40	U	http://ezproxy.fau.edu/login?url=http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-6281
			S	FboU
Elec.Loc.Acc	856	40	Y	UCF: Off-campus access limited to current UCF students & employees
			U	http://sfx.fcla.edu/ucf?sid=sfx%3Ae%5Fcollection&issn=0001-3072

15. Once you determine the correct link, use Ctrl O on your keyboard to push to the OPAC which will appear in the lower pane.



16. Click on this link to go to the journal title you are checking. Check access to the pdf level for the most current issue available.

17. Once you determine there is access for the current issue of the title, go back to the Acquisitions module by clicking on the symbol indicated below.

SE System No. 29768092 Brain, behavior and evolution [electroni (Brain, behavior and evolution (Online)) Year: 1968

Leader	LDR	-----	^cas^2200541^a^4500
Control No.	001	-----	029768092
Date and Time	005	-----	20080711131110.0
Add. Fixed Data	006	-----	m^d^
Phys.Descrip.	007	-----	cr^mnu
Phys.Descrip.	007	-----	cr^mnu
Fixed Data	008	-----	000724c19689999sz^bx^pss^0^0eng^d
LC Control No.	010	-----	a 2006264637
OCLC Control No	019	-----	a 54453999
		-----	a 22367849
ISSN	022	-----	y 0006-8977
ISSN	022	-----	a 1421-9743
		-----	y 0006-8977
System No.	035	-----	a (OCoLC)44640054
System No.	035	-----	a (SFX)954925385136
Source of Acq.	037	-----	b S. Karger AG, Allschwilerstrasse 10, CH-4009 Basel, Switzerland
Catal. Source	040	-----	a F#A
		-----	c F#A
		-----	d OCLCQ
		-----	d SBH

18. You will be back in the Acquisitions module. When there click on the “Functional” radio button in the Navigation Pane and the “Serial” tab as indicated below.

ALEPH View Utilities Orders *Services Help ?

ADM Sys No. BIB= 29768092;ADM= 29768092 - Brain, behavior and evolution [electroni (Brain, behavior and evolution (Online)) Year: 1968.

Order number

1. All 2. Expected/Not Arrived

Exp. Arrival	Barcode	Sublibrary	Description	Claim	Arrival
--------------	---------	------------	-------------	-------	---------

Active
UnArrive
Claim
Delete
Add
Duplicate
Refresh

Sort Options

19. Click on “[P] Group” in the Navigation Pane.

1. All 2. Expected/Not Arrived

Exp. Arrival	Barcode	Sublibrary	Description	Claim	Arrival
--------------	---------	------------	-------------	-------	---------

Active
UnArrive
Claim
Delete
Add
Duplicate
Refresh

Sort Options

1. Info List 2. Arrival Form 3. Serial Levels

Enum. Level.1 (A)(Vol.)	Chron. Level.1 (Y)(Year)
Enum. Level.2 (B)	Chron. Level.2 (J)
Enum. Level.3 (C)	Chron. Level.3 (K)

Add
Print Label

20. Click on “2. Enumeration/Chronological”.

1. Information 2. Enumeration/Chronological

<< >> 1 out of 1

Issue Date: 00/00/0000

Item Status: 91

Item Proc. Status: SP

HOL Link: 0

85X Type/Linking No.: 0

Break Indicator:

Pages:

Note:

Update Cancel

21. Fill in “Description” with whatever issue was viewed; include the date viewed and your initials. Click on update. The information will be pushed to the upper pane and will be in place until the next check.

1. Information 2. Enumeration/Chronological

<< >> 1 out of 1

Enumeration A: Chronological I:

Enumeration B: Chronological J:

Enumeration C: Chronological K:

Enumeration D: Chronological L:

Enumeration E:

Enumeration F: Chronological M:

Enumeration G:

Enumeration H: Sub-O:

Description: [x] viewed v.1: no.1 (Jan:2012) 1/12/13 dh

Update Cancel

22. Click on “[T] Trigger List” in the Navigation Pane. The trigger you created will appear. Adjust the date for the next desired access check and click on “Update” on the right. The trigger will be reset for the date you indicated in the Administration Triggers.

[E] Item

- [H] History
- [Z] Circulation Log
- [U] Circ. Summary
- Claims

Routing Lists (0)

Bibliographic Info

[T] Trigger List

Trigger Information for Record

Open Date: 09/04/2012

Trigger Date: 01/09/2013

Department: SERIALS

Trigger Text: 1st check

Update Cancel