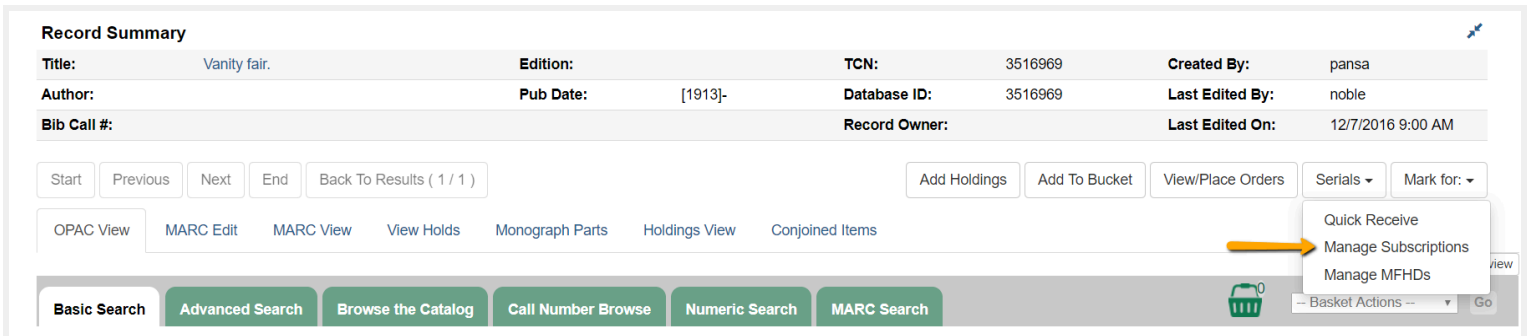# Managing Subscriptions

- Select the Serials tab from the record summary screen
- Select "Manage Subscriptions" (Note: if this is the library's first subscription to this title, a message displays indicating "No subscriptions are owned by this library."

- Click on the New Subscription button

- Select the start date for the subscription from the calendar

- Select an end date from the calendar, applicable; note: this is uncommon

- Enter the expected date offset, if applicable, in days.
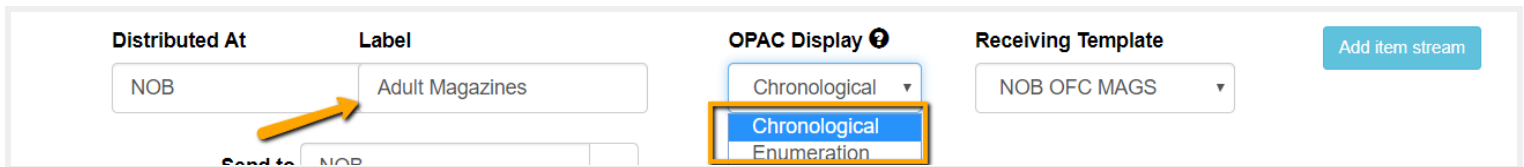
Adding Distributions

- On the row below, enter a name ("Label") for the first distribution (e.g. Adult Magazines). Note: in most cases you will have only one distribution. Only select "Add distribution" if you wish to create a second distribution.

- Select the preferred OPAC display (either is fine)

- Select the appropriate receiving template from the drop-down menu

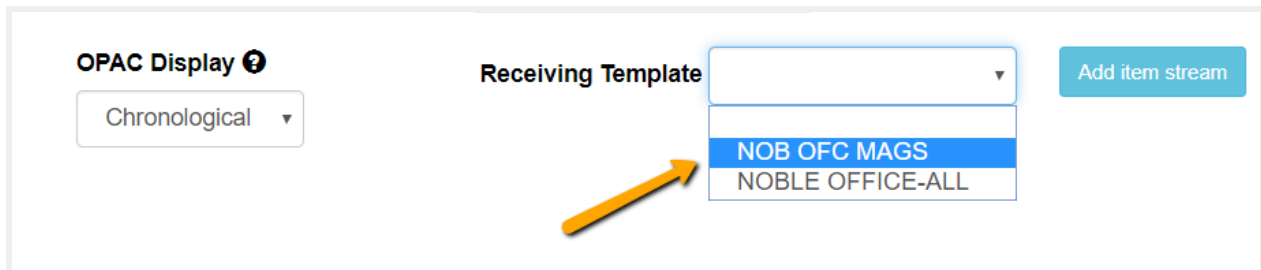Note: Templates that were created in the staff client are available in the Web staff client. **If you need to create a new template, see section???**

Adding Streams

The stream indicates the number of copies that should be sent to the distribution library. Streams are NOT required in the web client.

- Next enter/select the stream from the box labeled "Send to" Note: select "Add item stream" if you wish to create a second stream.

- Note: If you have set up streams in the old staff client, these are available in the Web staff client. Note: It is not necessary to create a stream as it was in the staff client.

- Click on "Save"

#		Owning Librar	Distribution Li	Distribution L	Item Stream	Offset	Start Date	End Date	Route To	Additional Rou	MFHD ID	Summary Dis
1		Noble Bran...	Noble Bran...	Adult Maga...	4802		4/1/2019 12...		NOB	false		