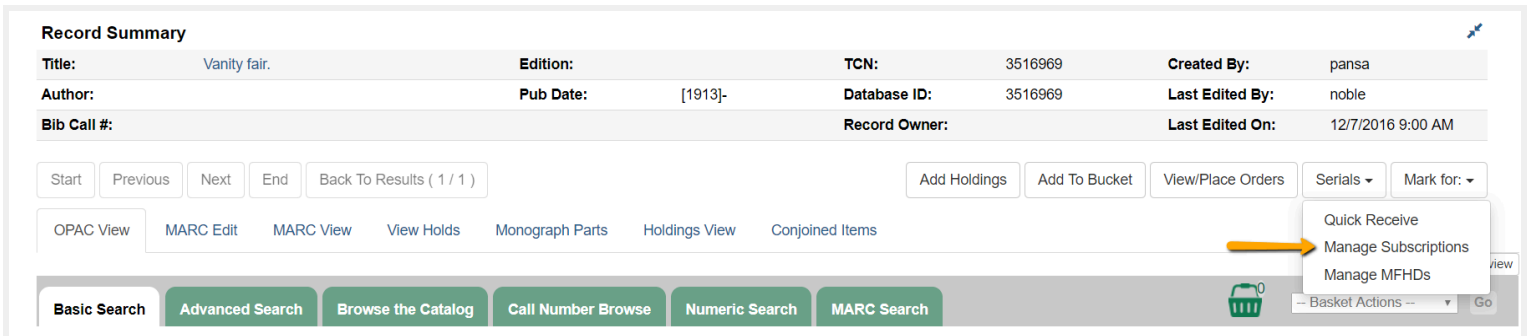


## Managing Subscriptions

- 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.”)



**Record Summary**

<b>Title:</b> Vanity fair.	<b>Edition:</b>	<b>TCN:</b> 3516969	<b>Created By:</b> pansa
<b>Author:</b>	<b>Pub Date:</b> [1913]-	<b>Database ID:</b> 3516969	<b>Last Edited By:</b> noble
<b>Bib Call #:</b>	<b>Record Owner:</b>	<b>Last Edited On:</b> 12/7/2016 9:00 AM	

Start Previous Next End Back To Results ( 1 / 1 ) Add Holdings Add To Bucket View/Place Orders Serials ▼ Mark for: ▼

OPAC View MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items

Quick Receive  
Manage Subscriptions  
Manage MFHDs

Basic Search Advanced Search Browse the Catalog Call Number Browse Numeric Search MARC Search

– Basket Actions – Go

- Click on the New Subscription button

**Title:** Vanity fair. **Edition:**

**Author:** **Pub Date:**

**Bib Call #:**

Manage Subscriptions    Manage Predictions    Manage Issues    Manage MFHDs

**Subscriptions owned by or below**

NOB

No subscriptions are owned by this library


**New Subscription** ←


- Select the start date for the subscription from the calendar


**Subscriptions owned by or below**

NOB


**# Owned By** NOB


**Start Date** 2019-04 

**End Date** 

**Expected Offset** 

**Distributed At** NOB

**Label** 

**Display**  nological

**Receiving Template** NOB OFC MAGS


**Add distribution**


**Add item stream**

April 2019						
Sun	Mo	Tue	Wed	Thu	Fri	Sat
14	31	01	02	03	04	05
15	07	08	09	10	11	12
						13

- Select an end date from the calendar, applicable; note: this is uncommon
- Enter the expected date offset, if applicable, in days.

The difference between the nominal publishing date of an issue and the date that you expect to receive your item.

**End Date** 

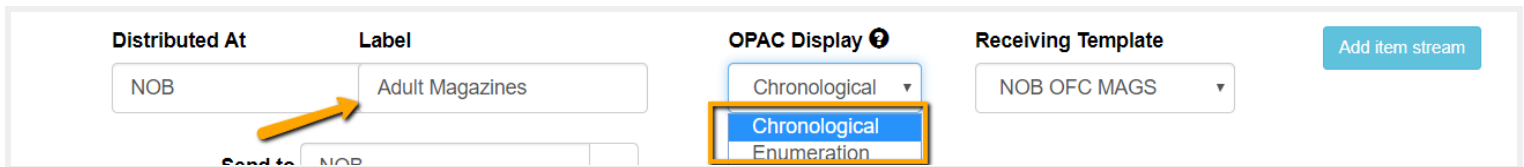
**Expected Offset** 

3

**Add distribution**

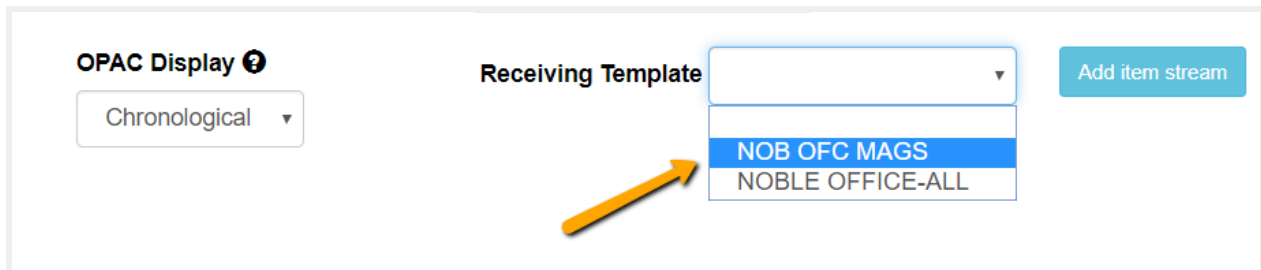
## Adding Distributions

- 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)



The screenshot shows a form with four main sections: 'Distributed At' (text box with 'NOB'), 'Label' (text box with 'Adult Magazines'), 'OPAC Display' (dropdown menu with 'Chronological' selected and 'Enumeration' visible below), and 'Receiving Template' (dropdown menu with 'NOB OFC MAGS' selected). A blue 'Add item stream' button is on the right. An orange arrow points to the 'Label' field.

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



The screenshot shows a close-up of the 'Receiving Template' dropdown menu. The menu is open, showing 'NOB OFC MAGS' selected and 'NOBLE OFFICE-ALL' below it. An orange arrow points to the selected option. The 'OPAC Display' dropdown menu is also visible, showing 'Chronological' selected.

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.

**Distributed At**

**Label**

**Send to**

**Select a 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”

#	<input type="checkbox"/>	Owning Librar	Distribution Li	Distribution Li	Item Stream	Offset	Start Date	End Date	Route To	Additional Ro	MFHD ID	Summary Dis
1	<input type="checkbox"/>	Noble Bran...	Noble Bran...	Adult Maga...	4802		4/1/2019 12...		NOB	false		