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.



## **Voyager Check-in Records**

👫 Voyager Acqui	sitions	
File View Tools H		
	🕰 • 🖪 🗄 💥 🦻	Clear Workspace
Line Items Orders	Search Orders Search By: Approve Date Equal Greater Less Search For: 10/31/2007	<u>S</u> earch <u>N</u> ext <u>C</u> lear
Search Orders		
Invoices Ledgers and Funds Vendors Check-In Order Maintenance EDI		Edit
ACQ/SER desk LPC		10/31/2007 5:25 PM

Choose Check-In on the menu bar

🕅 Voyager Acquis	itions	
File View Tools H	elp	
] (= - ⇒ -   🗅 -	2 · 🖪 H 🗶 🧇	Clear Workspace
Line Items	Serials Check-In	
Orders Invoices		
Ledgers and Funds	- Search For Serials	
Vendors		
Check-In	Check-In Title C UPC C SI	CI Stem CISSN <u>O</u> ther Search
	Search Fog: veterinary record	<u>C</u> heck-In >>
Serials Check-In	▶	*
Serials History		
e la companya de la compa		
Subscription		
With radio bu	tton Check-In Title selected, ke	y in title and choose <b>Check-In</b> .

(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).

S	erials	s Check-I	In						
Se	elect the	e correct Order i	record:			4 rec 100%	ords. of records displayed	L.	
T	itle	VendorCode	Components	Holdings	Call Number	Order Type			
L	ancet.	02046	1	BMB journals	W1.LA242	Continuatio	n		
L	ancet.	02046	1	HAMBER journals	W1.LA242	Continuatio	n		
L	ancet.	02046	1	ST. PAULS journals	W1.LA242	Continuatio	n		
	ancet.	02046	1	WOODWARD stacks	W1.LA242	Continuatio	n		
									View <u>O</u> rder
	Com	ponent Name:	Lancet - WD	CUJO					
	E>	pected Issue:	no. 9668					on	10/23/2009
	lss	ue(s) in Hand:	no. 9635 no. 9668			^	Accept		Quick Check-In
			no. 9669 no. 9670				Add Issue		
			no. 9671						
			no. 9672				<u>C</u> hange Issue		
			no. 9673				Remove Issue(s)		
			no. 9674				Hemove issue(s)		
			History	Note	Maint	enance			
				▼					
									<u>S</u> tart Over
				$\backslash$					

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

	Title: Lan	cet.					
	, Component Na		WD CUJO				<u>M</u> ainter
	Locat	ion: WOODW	/ARD stacks				
	Call Num						
		-1					
<u>R</u> ec	eipt History	<u>C</u> laims History	/ Problem H	listory Payment	History		
	Issue Identificati	ion	Receive Date	Copies Received	Display in OPAC	Co 🔨	
(H	v. 373, no. 9667	7 (2009 Mar. 1	4/8/2009	1	Yes		
±.	v. 373, no. 9666	3 (2009 Mar. 1	4/2/2009	1	Yes		
±.	v. 373, no. 9665	5 (2009 Feb.28	4/9/2009	1	Yes		
±.	v. 373, no. 9664	(2009 Feb. 2	3/16/2009	1	Yes		
±.	v. 373, no. 9663	3 (2009 Feb. 1	3/13/2009	1	Yes		
±.	v. 373, no. 9662	2 (2009 Feb. 7	3/13/2009	1	Yes		
÷	v. 373, no. 9661		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 C		. 1		Item

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.

Sei	rials History - Details				
	Title: Lancet.				
	Component Name: Lancet - WD CUJO				<u>M</u> aintenan
	Location: WOODWARD stack	<\$			Holdings.
	Call Number:				
<u>R</u> ec	eipt History Claims History Probl	em History	Payment History		
Ŧ	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	
Ŧ	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 🗡	
E	dit Issue Collapse <u>D</u> isplay	in OPAC	<u>U</u> nreceive	lte	m

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:

🛍 Voyager Acquisit						
File View Tools Help						
	• 🖪 🖁 🛠 📀					Clear Workspace
Line Items Orders	Serials Check-	In				
Invoices Ledgers and Funds	Select the correct Order	ecord:		1 rec 100%	cords. Fof records displayed	L
Vendors	Title Ven Veterinary record, 020	dorCode Components	Holdings WOODWARD stacks	and the subscription of th	rder Type ontinuation	
Check-In						
Serials Check-In						
Senais Check-In						
Serials History						View <u>O</u> rder
s-h	Component Name:	Veterinary record - WD	СИЈО			
- 🚳	Expected Issue:	v. 161, no. 13 (2007 S	ept. 29)			on 11/20/2007
Subscription Maintenance	Locarda Sa Llocal	v. 161, no. 3 (2007 July	. 21)		[]	Quick Check-In
K	Issue(s) in Hand:	v. 161, no. 7 (2007 Aug v. 161, no. 7 (2007 Aug v. 161, no. 13 (2007 Se	g. 18)		Accept	
		v. 161, no. 14 (2007 0) v. 161, no. 15 (2007 0)	ot. 6)		Add Issue	
Bindery Maintenance		v. 161, no. 16 (2007 0) v. 161, no. 16 (2007 0) v. 161, no. 17 (2007 0)	ot. 20)		Change Issue	
		v. 161, no. 18 (2007 N	ov. 3)	~	Remove Issue(s)	
Search Routing Lists		History	<u>N</u> ote	Maintenance		
31						Start Over
New Publication Pattern						<u>Statt Over</u>
New Complex Publication Pattern						
Order Maintenance EDI						
ACQ/SER desk LPC					11.	/1/2007 11:43 AM