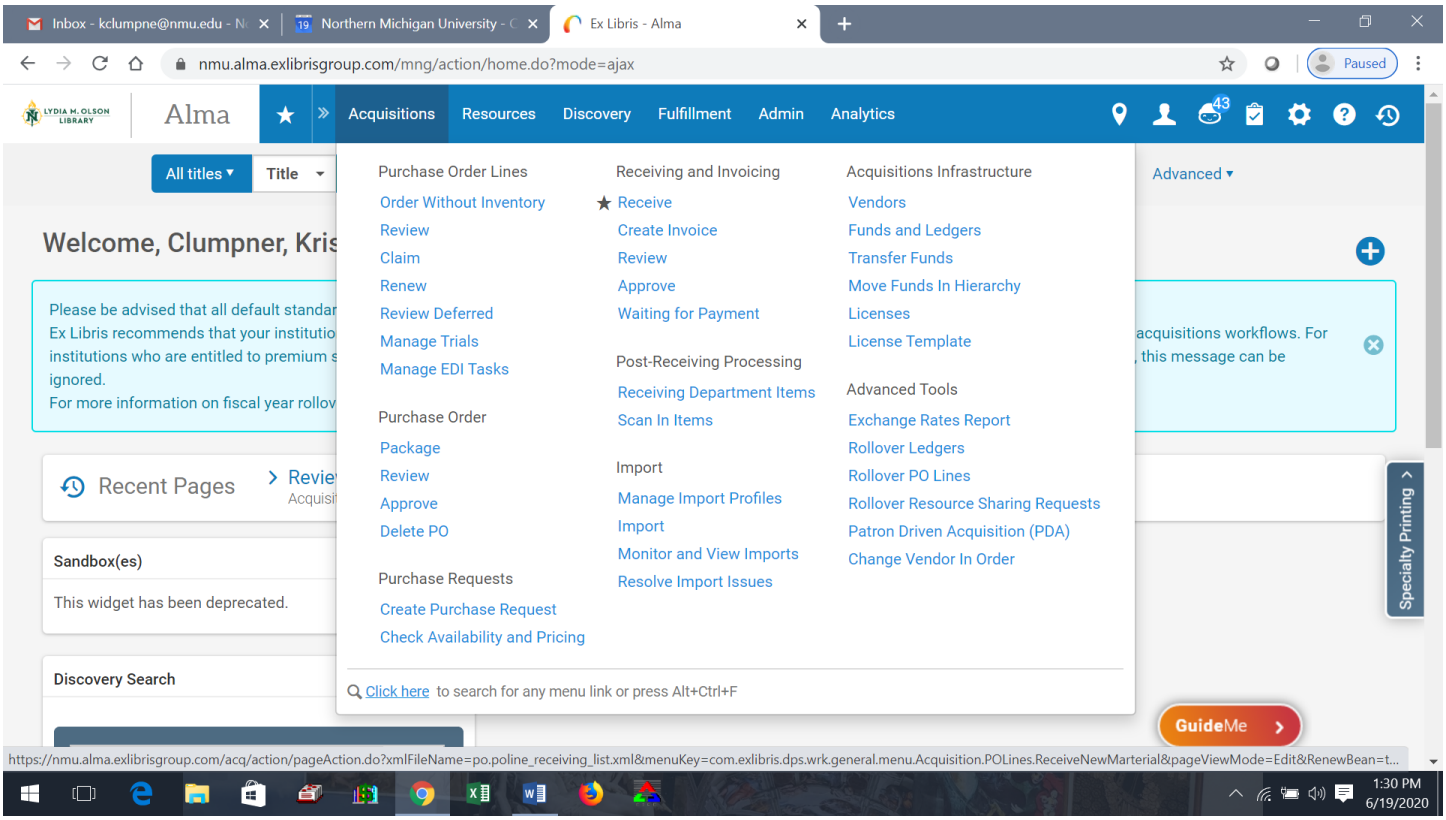
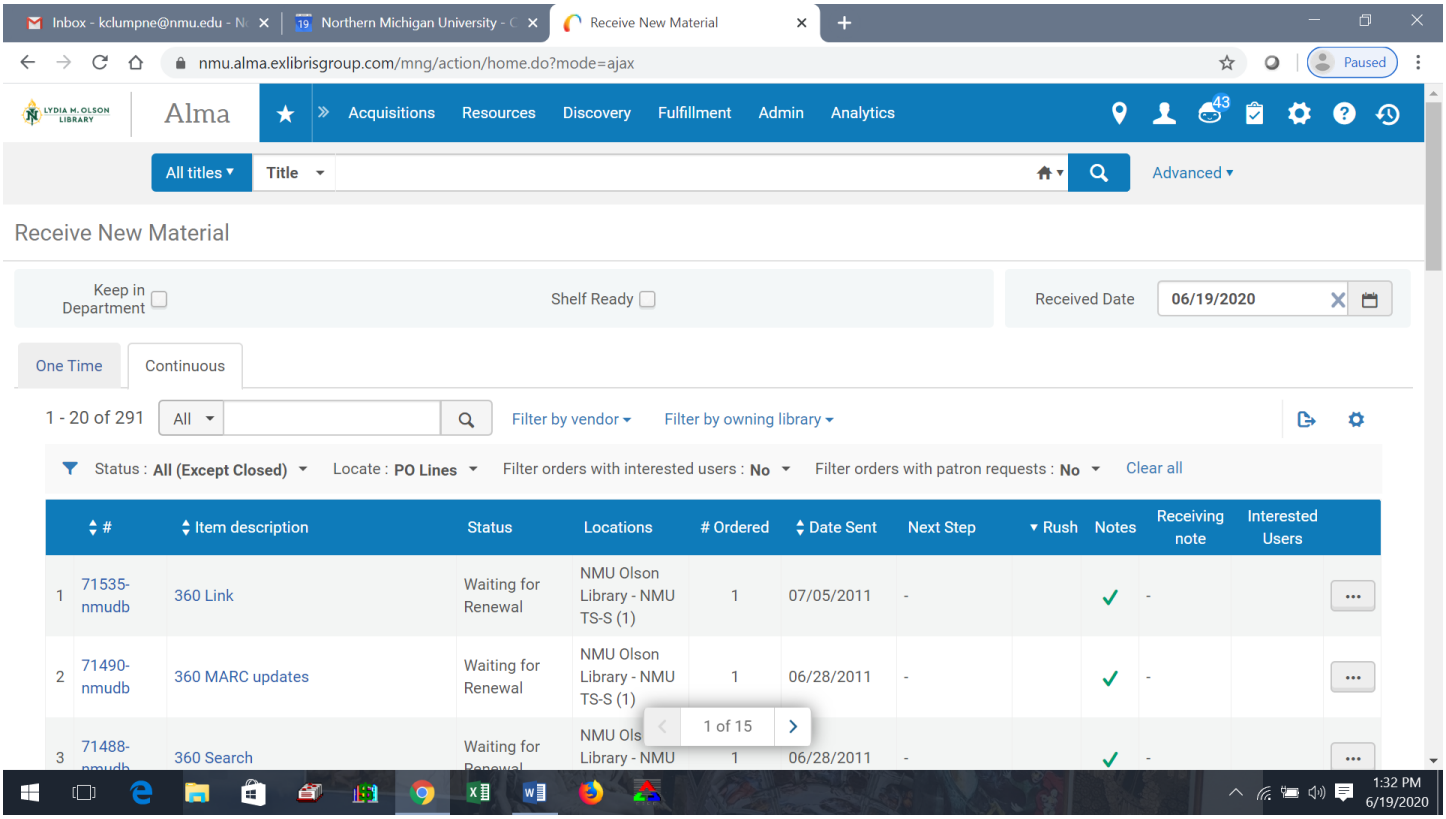
Alma: Serial Receiving

By Krista Clumpner (Jun 19th 2020)

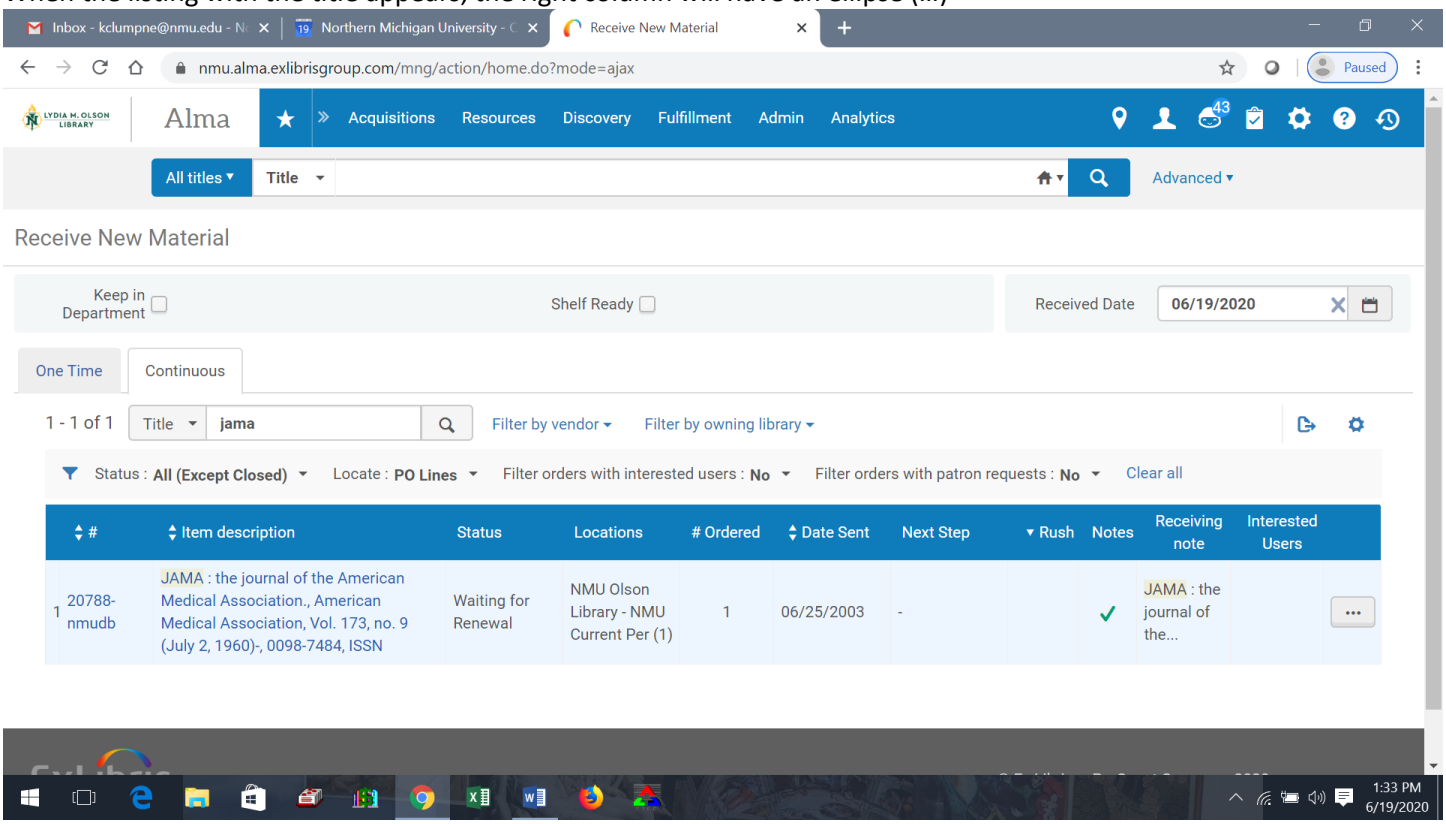
You must log in to Alma and verify that you are at location NMU C&M
Under Acquisitions drop down, choose Receiving and invoicing, choose Receive



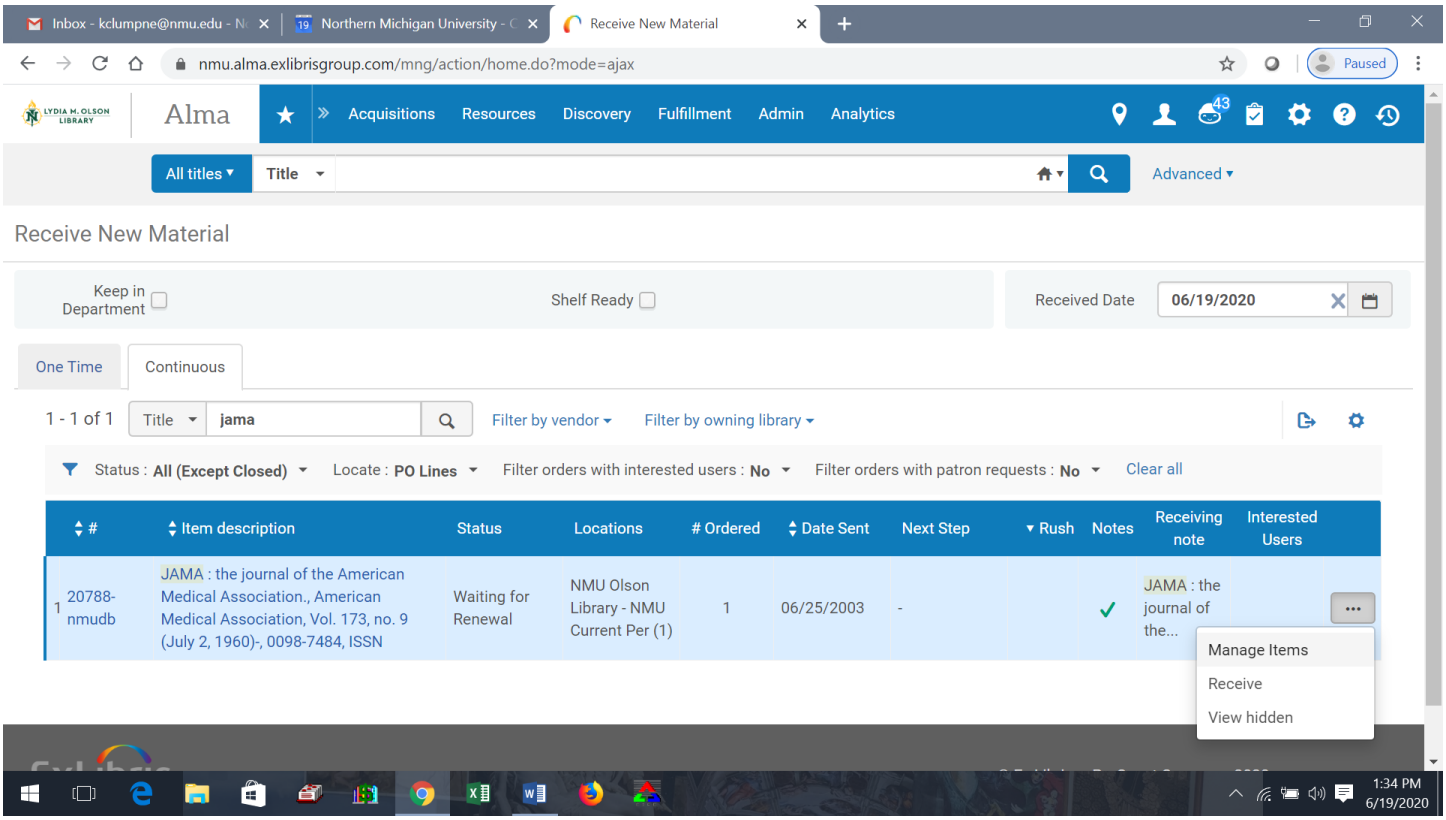
Then choose Continuous



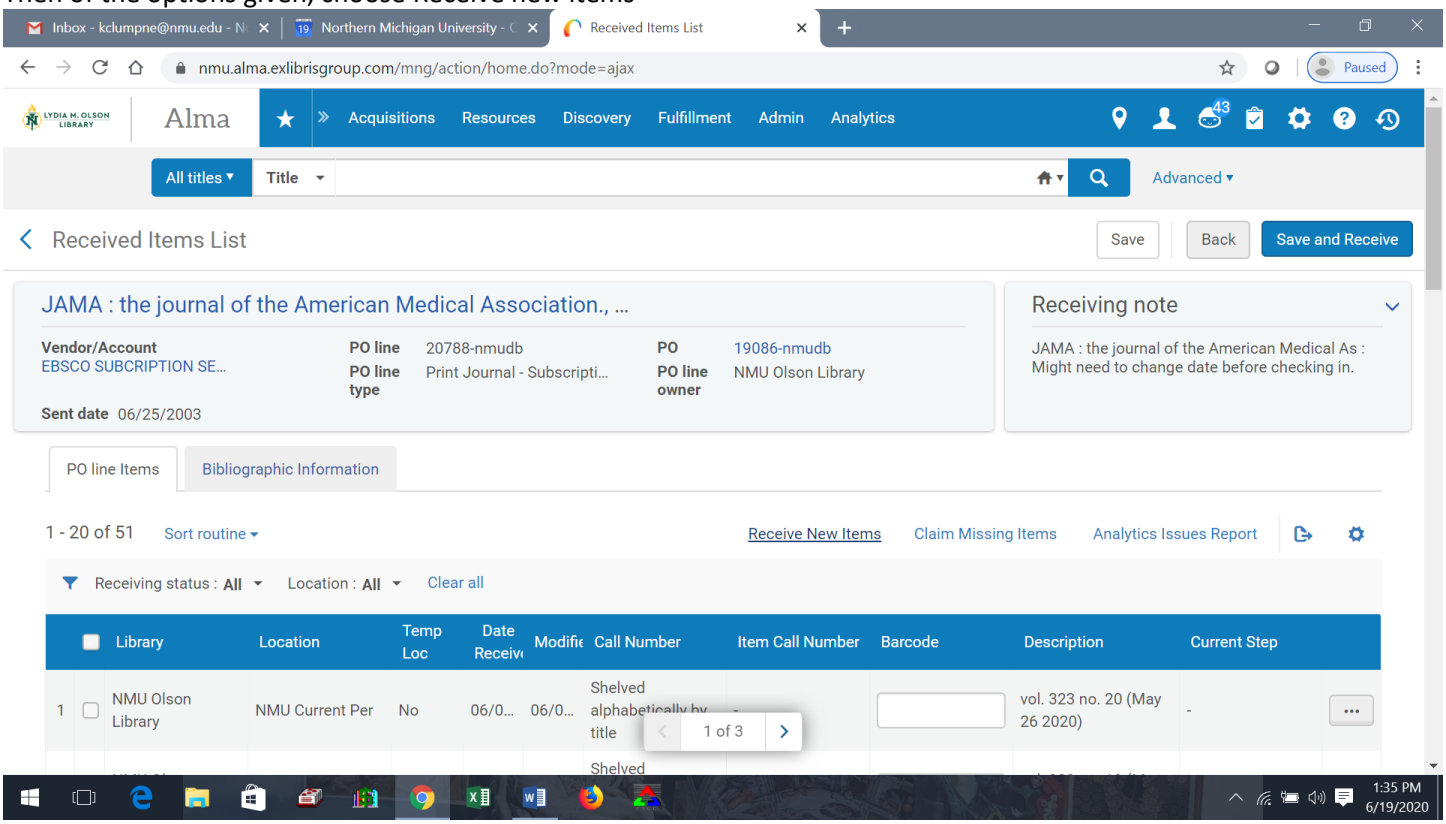
Change All to Title
Put the title in the box
When the title listing shows, find the one you want.
When the listing with the title appears, the right column will have an ellipse (…)



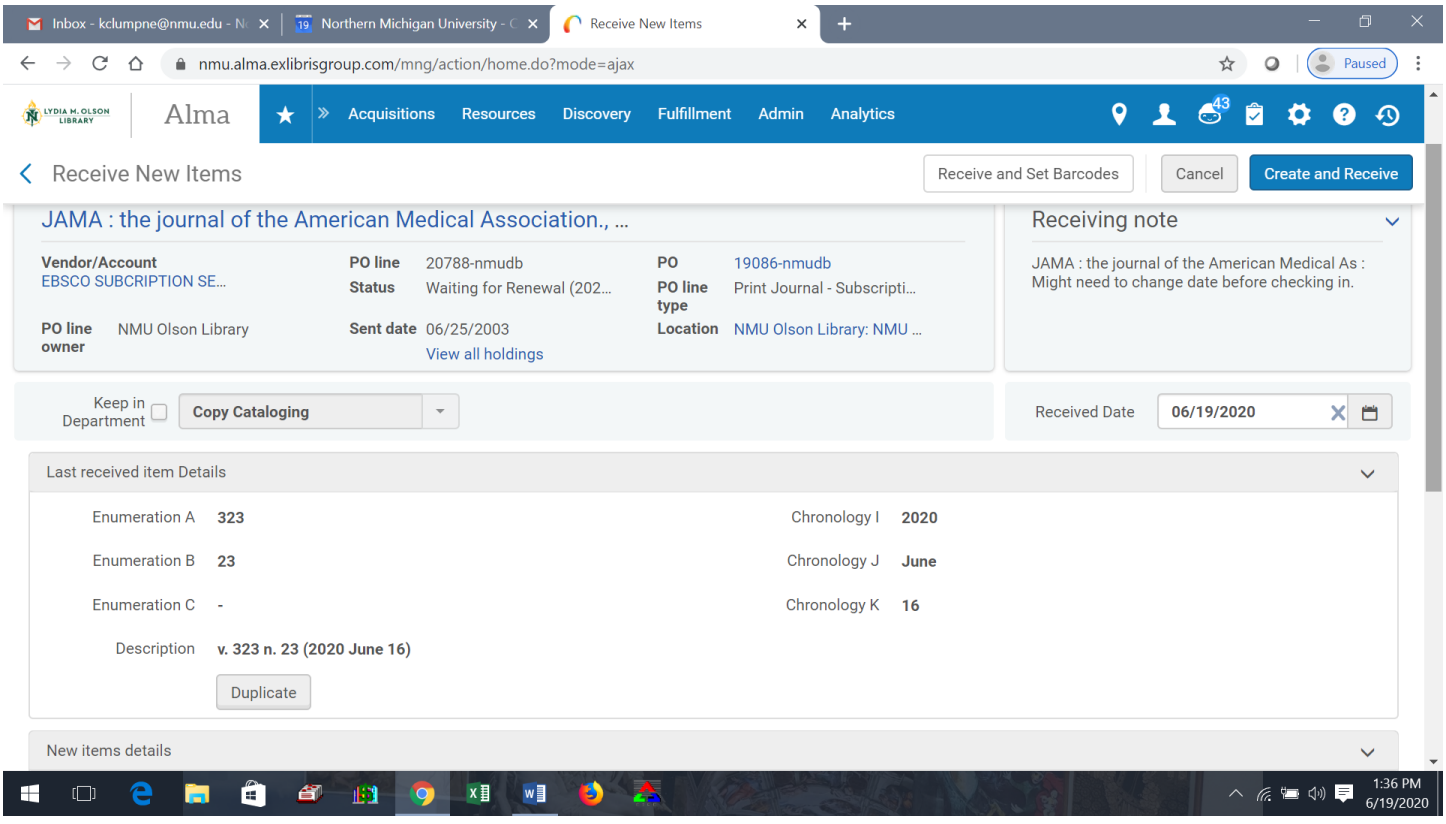
Click on the ellipse to show the drop down options and choose Manage



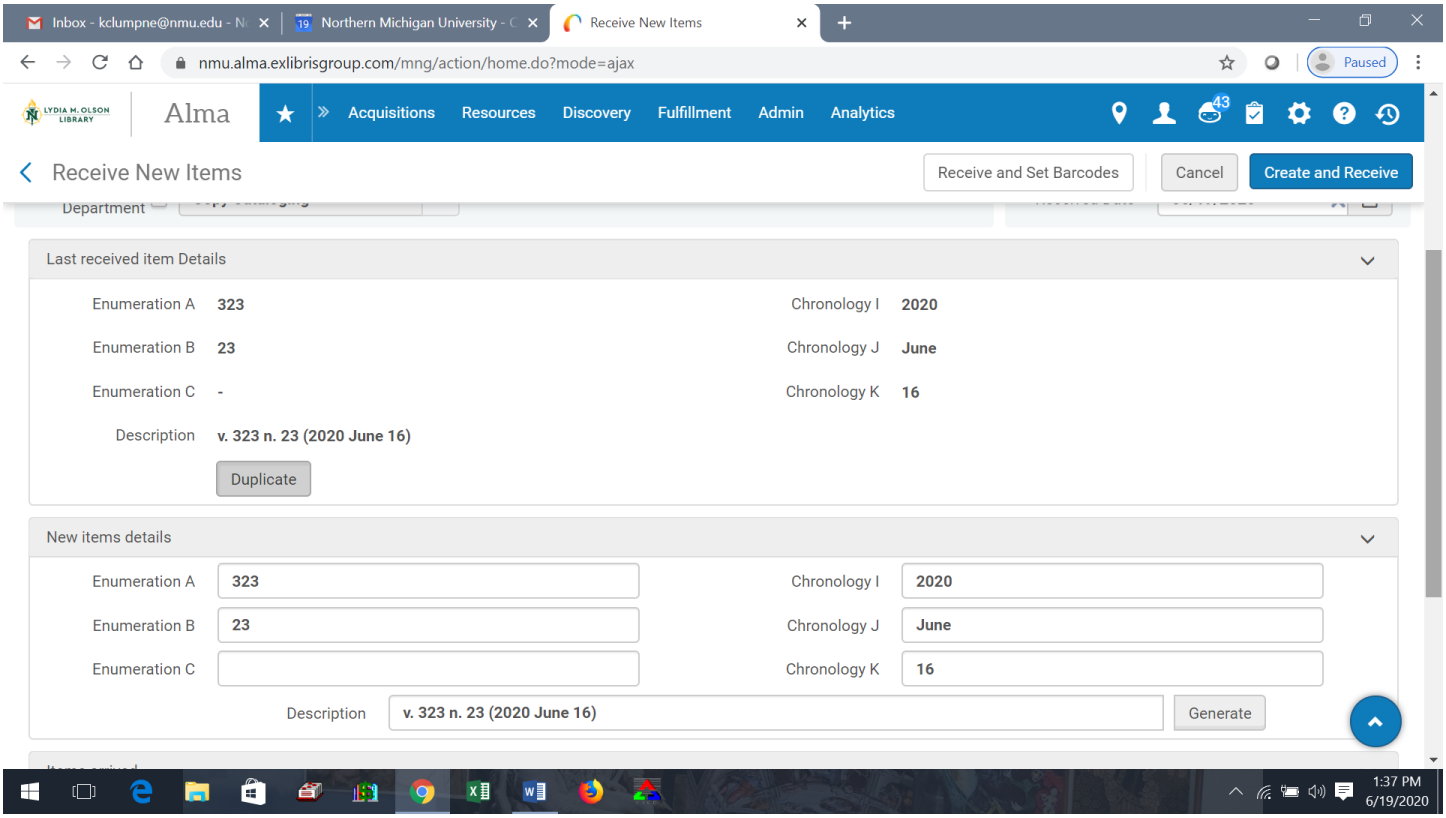
Then of the options given, choose Receive new items



The screen for the title and enum/chron information will appear
Click the Duplicate button



This will populate a second listing of the enum/chron information that you can change to the issue in hand



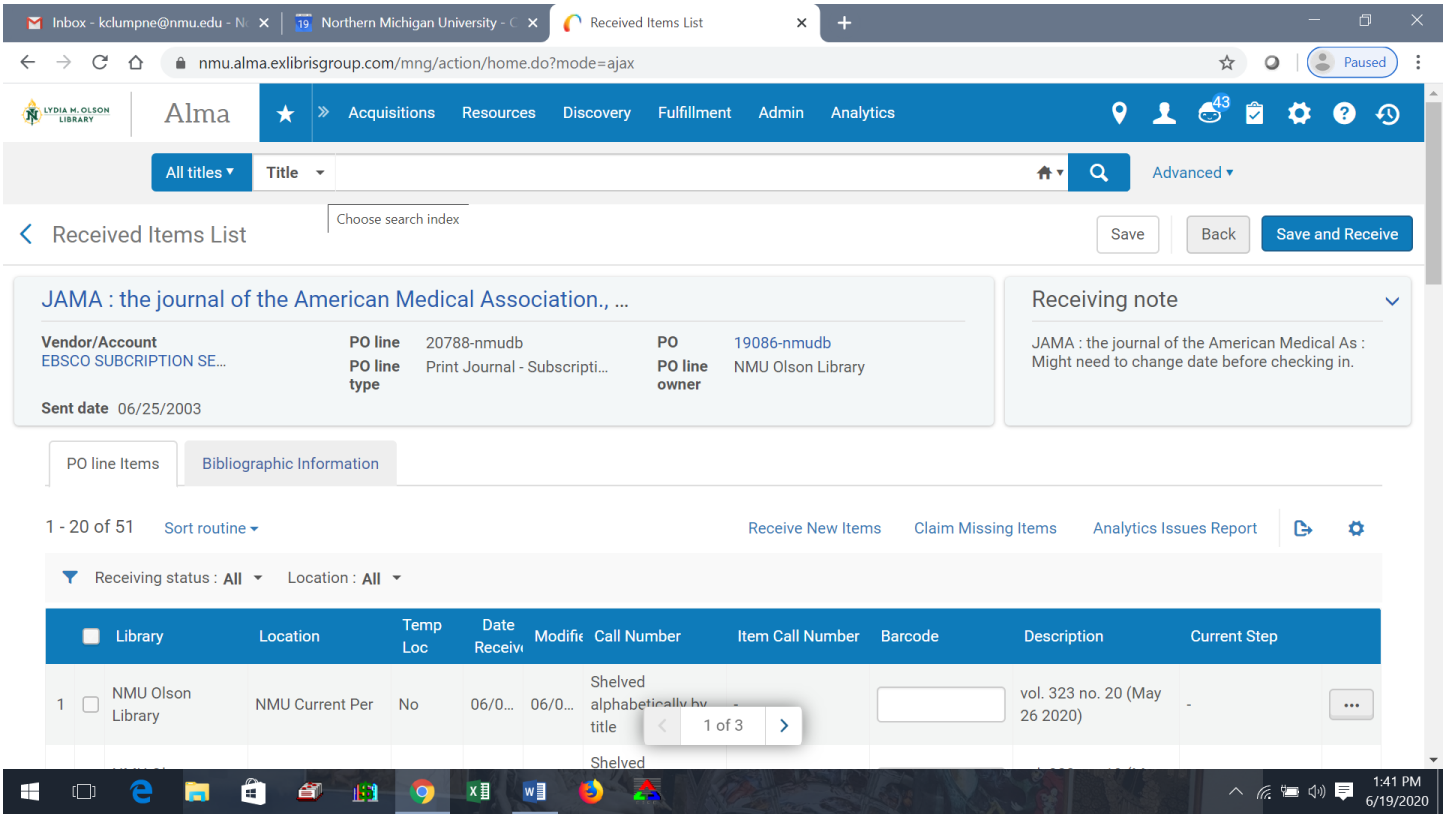
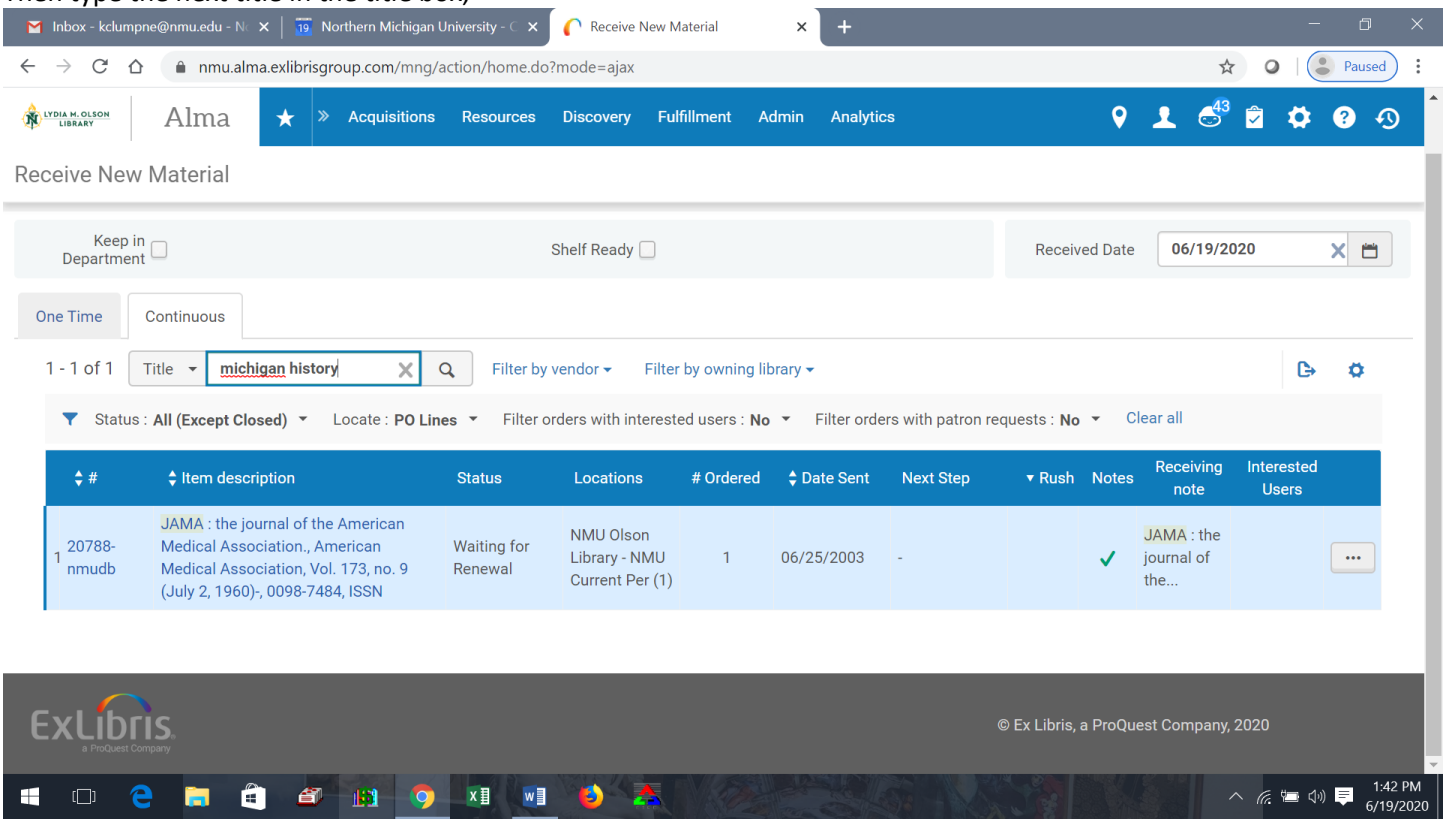
Change the information (Note: where you put the information and how you put it in will affect its appearance)

Examples:

EnumA will have v. automatically added
EnumB will have n. automatically added
ChronI is where you put the year
ChronJ is where you put the month or season
ChronK is where you put the day or days

After you change the enum/chron information, click on Generate
Verify that the formatting looks good (Tricky part is that you may have to add spaces to make things show correctly, like after year add a space)
Then click on Create & Receive
Confirm that it is ok there is no barcode
Then click on Save & Receive (Note: if you just click Save instead of Save & Receive, it will not appear to the public as though we have it because you did not really receive it).

To go to the next title and issue to check in, click on the less than sign before the Received items list



Then type the next title in the title box,