

# Alma: Serial Receiving

By Krista Clumpner (Jun 19<sup>th</sup> 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

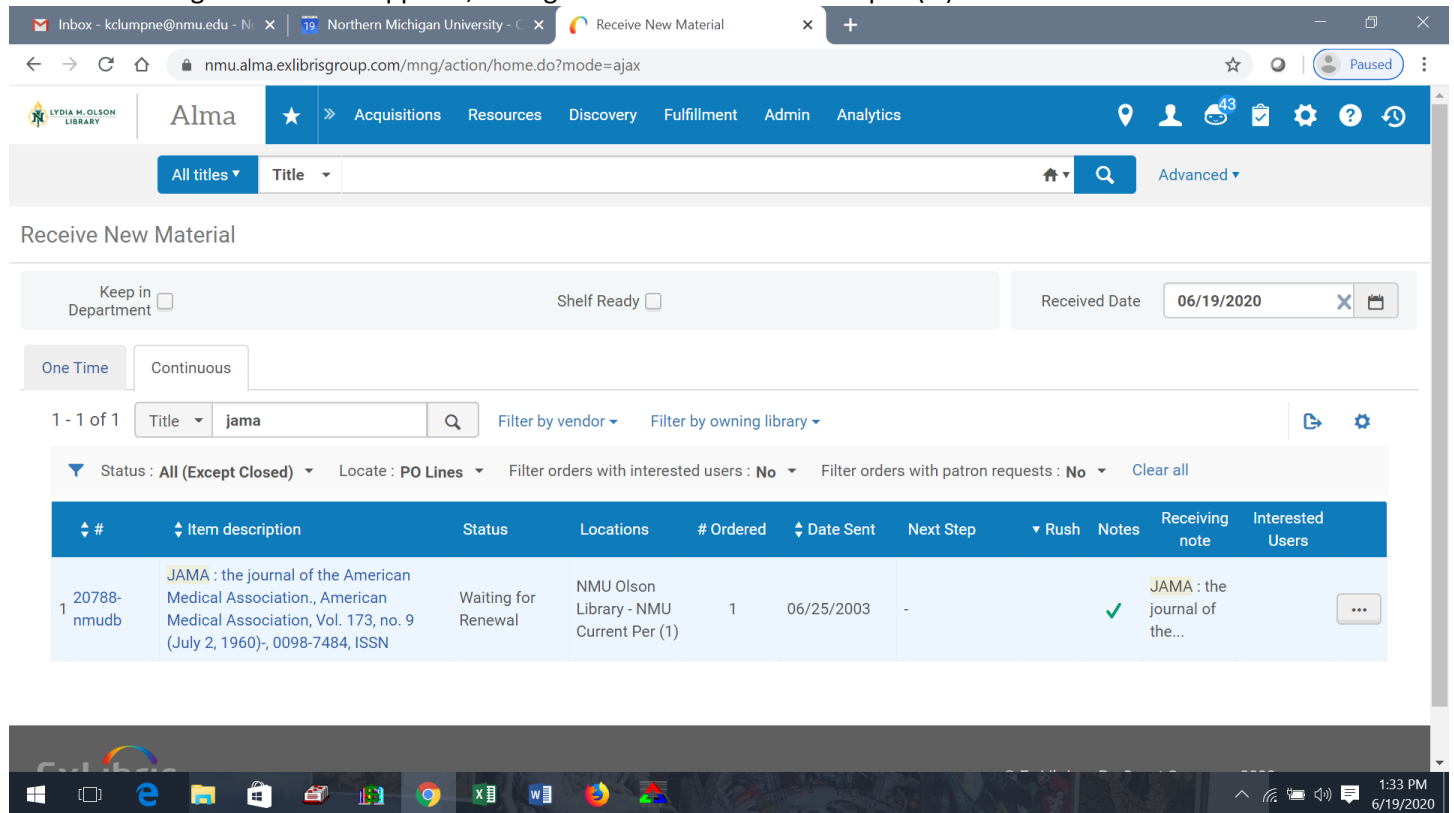
The screenshot shows the Alma Ex Libris web interface. The user is logged in as Krista Clumpner. The 'Acquisitions' menu is open, showing options like 'Purchase Order Lines', 'Receiving and Invoicing', and 'Acquisitions Infrastructure'. The 'Receiving and Invoicing' sub-menu is selected, showing options like 'Receive', 'Create Invoice', 'Review', 'Approve', 'Waiting for Payment', 'Post-Receiving Processing', 'Receiving Department Items', 'Scan In Items', 'Import', 'Manage Import Profiles', 'Monitor and View Imports', 'Resolve Import Issues', 'Advanced Tools', 'Exchange Rates Report', 'Rollover Ledgers', 'Rollover PO Lines', 'Rollover Resource Sharing Requests', 'Patron Driven Acquisition (PDA)', and 'Change Vendor In Order'. The 'Receive' option is highlighted with a star.

Then choose Continuous

The screenshot shows the 'Receive New Material' screen in the Alma Ex Libris interface. The 'Continuous' option is selected under the 'One Time' and 'Continuous' tabs. The 'Received Date' is set to 06/19/2020. The table below shows the list of items to be received.

#	Item description	Status	Locations	# Ordered	Date Sent	Next Step	Rush	Notes	Receiving note	Interested Users
1	71535-nmudb 360 Link	Waiting for Renewal	NMU Olson Library - NMU TS-S (1)	1	07/05/2011	-		✓	-	...
2	71490-nmudb 360 MARC updates	Waiting for Renewal	NMU Olson Library - NMU TS-S (1)	1	06/28/2011	-		✓	-	...
3	71488-nmudb 360 Search	Waiting for Renewal	NMU Olson Library - NMU TS-S (1)	1	06/28/2011	-		✓	-	...

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 (...)



Inbox - kclumpne@nmu.edu - N x | 19 Northern Michigan University - C x | Receive New Material x +

nmu.alma.exlibrisgroup.com/mng/action/home.do?mode=ajax

LYDIA H. OLSON LIBRARY | Alma | Acquisitions Resources Discovery Fulfillment Admin Analytics

All titles Title Advanced

Receive New Material

Keep in Department ☐ Shelf Ready ☐ Received Date 06/19/2020 X

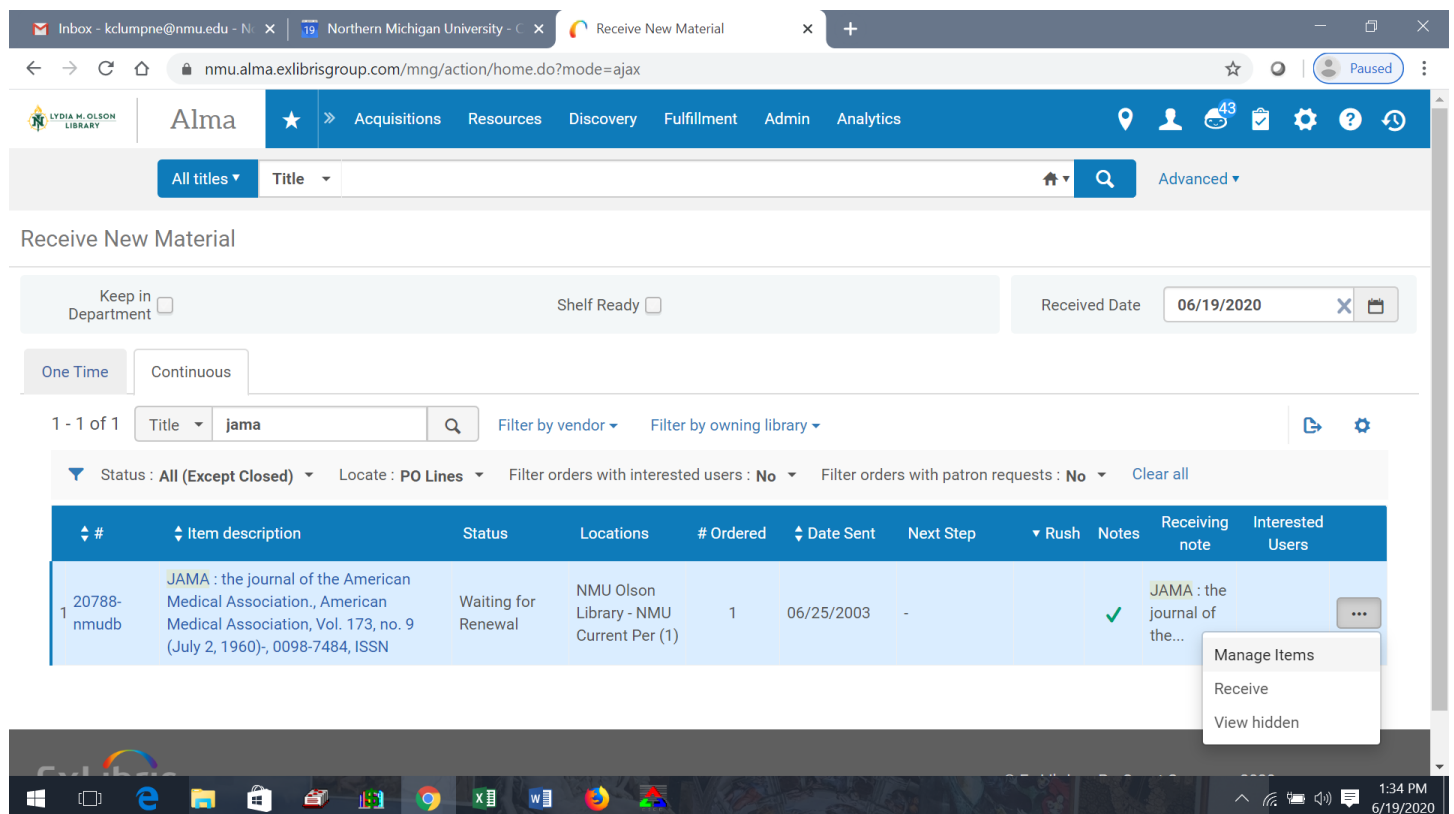
One Time Continuous

1 - 1 of 1 Title jama Filter by vendor Filter by owning library

Status: All (Except Closed) Locate: PO Lines Filter orders with interested users: No Filter orders with patron requests: No Clear all

#	Item description	Status	Locations	# Ordered	Date Sent	Next Step	Rush	Notes	Receiving note	Interested Users
1 20788-nmudb	JAMA : the journal of the American Medical Association, American Medical Association, Vol. 173, no. 9 (July 2, 1960)-, 0098-7484, ISSN	Waiting for Renewal	NMU Olson Library - NMU Current Per (1)	1	06/25/2003	-		✓	JAMA : the journal of the...	...

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



Inbox - kclumpne@nmu.edu - N x | 19 Northern Michigan University - C x | Receive New Material x +

nmu.alma.exlibrisgroup.com/mng/action/home.do?mode=ajax

LYDIA H. OLSON LIBRARY | Alma | Acquisitions Resources Discovery Fulfillment Admin Analytics

All titles Title Advanced

Receive New Material

Keep in Department ☐ Shelf Ready ☐ Received Date 06/19/2020 X

One Time Continuous

1 - 1 of 1 Title jama Filter by vendor Filter by owning library

Status: All (Except Closed) Locate: PO Lines Filter orders with interested users: No Filter orders with patron requests: No Clear all

#	Item description	Status	Locations	# Ordered	Date Sent	Next Step	Rush	Notes	Receiving note	Interested Users
1 20788-nmudb	JAMA : the journal of the American Medical Association, American Medical Association, Vol. 173, no. 9 (July 2, 1960)-, 0098-7484, ISSN	Waiting for Renewal	NMU Olson Library - NMU Current Per (1)	1	06/25/2003	-		✓	JAMA : the journal of the...	...

- Manage Items
- Receive
- View hidden

Then of the options given, choose Receive new items

Received Items List

Vendor/Account: EBSCO SUBSCRIPTION SE...  
 PO line: 20788-nmudb  
 PO line type: Print Journal - Subscripti...  
 PO line owner: NMU Olson Library  
 Sent date: 06/25/2003

Receiving note: JAMA : the journal of the American Medical As : Might need to change date before checking in.

Received Date: 06/25/2003

Current Step: Shelved alphabetically by title

1 - 20 of 51

Receive New Items

Library: NMU Olson Library  
 Location: NMU Current Per  
 Temp Loc: No  
 Date Received: 06/0...  
 Modified: 06/0...  
 Call Number: Shelved alphabetically by title  
 Item Call Number: 1 of 3  
 Barcode: [empty]  
 Description: vol. 323 no. 20 (May 26 2020)  
 Current Step: ...

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

Receive New Items

Vendor/Account: EBSCO SUBSCRIPTION SE...  
 PO line: 20788-nmudb  
 Status: Waiting for Renewal (202...  
 PO line type: Print Journal - Subscripti...  
 PO line owner: NMU Olson Library  
 Sent date: 06/25/2003  
 Location: NMU Olson Library: NMU ...

Receiving note: JAMA : the journal of the American Medical As : Might need to change date before checking in.

Received Date: 06/19/2020

Enumeration A: 323  
 Enumeration B: 23  
 Enumeration C: -  
 Description: v. 323 n. 23 (2020 June 16)

Chronology I: 2020  
 Chronology J: June  
 Chronology K: 16

Duplicate

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

**Receive New Items**

Department: [dropdown]

**Last received item Details**

Enumeration A	323	Chronology I	2020
Enumeration B	23	Chronology J	June
Enumeration C	-	Chronology K	16
Description	v. 323 n. 23 (2020 June 16)		

[Duplicate](#)

**New items details**

Enumeration A	<input type="text" value="323"/>	Chronology I	<input type="text" value="2020"/>
Enumeration B	<input type="text" value="23"/>	Chronology J	<input type="text" value="June"/>
Enumeration C	<input type="text"/>	Chronology K	<input type="text" value="16"/>
Description	<input type="text" value="v. 323 n. 23 (2020 June 16)"/>		

[Generate](#)

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

Inbox - kclumpne@nmu.edu - Northern Michigan University - Received Items List

nmu.alma.exlibrisgroup.com/mng/action/home.do?mode=ajax

Alma

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All titles Title Advanced

Received Items List Choose search index Save Back Save and Receive

JAMA : the journal of the American Medical Association., ...

Vendor/Account  
EBSCO SUBSCRIPTION SE...

PO line  
20788-nmudb

PO line type  
Print Journal - Subscripti...

PO  
19086-nmudb

PO line owner  
NMU Olson Library

Sent date 06/25/2003

Receiving note  
JAMA : the journal of the American Medical As :  
Might need to change date before checking in.

PO line Items Bibliographic Information

1 - 20 of 51 Sort routine Receive New Items Claim Missing Items Analytics Issues Report

Receiving status : All Location : All

Library	Location	Temp Loc	Date Received	Modify	Call Number	Item Call Number	Barcode	Description	Current Step
NMU Olson Library	NMU Current Per	No	06/0...	06/0...	Shelved alphabetically by title			vol. 323 no. 20 (May 26 2020)	

Shelved

Then type the next title in the title box,

Inbox - kclumpne@nmu.edu - Northern Michigan University - Receive New Material

nmu.alma.exlibrisgroup.com/mng/action/home.do?mode=ajax

Alma

Acquisitions Resources Discovery Fulfillment Admin Analytics

Receive New Material

Keep in Department ☐ Shelf Ready ☐ Received Date 06/19/2020

One Time Continuous

1 - 1 of 1 Title michigan history Filter by vendor Filter by owning library

Status : All (Except Closed) Locate : PO Lines Filter orders with interested users : No Filter orders with patron requests : No Clear all

#	Item description	Status	Locations	# Ordered	Date Sent	Next Step	Rush	Notes	Receiving note	Interested Users
20788-nmudb	JAMA : the journal of the American Medical Association., American Medical Association, Vol. 173, no. 9 (July 2, 1960)., 0098-7484, ISSN	Waiting for Renewal	NMU Olson Library - NMU Current Per (1)	1	06/25/2003	-			JAMA : the journal of the...	

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