

3.1 SELECTING THE SERIALS TO BE ORDERED

Before creating an order, you can prepare individual order items. First you define the material. This depends on whether the record for this material already exists in the local database or not. If the record does not exist, download it from the shared database (see chapter 2.1.1) or enter the bibliographic data about the material (see chapter 2.2) yourself.

After having defined the material, enter an order item, which includes data on the supplier, copies, priority and price.

The order items collected form the basis for selecting and deciding about ordering individual serials.

After that you prepare an *order* for the supplier.

3.1.1 Entering an order item

Under an order item, you can define the supplier, copies, priority, funds and price. If you define the requestor, the order item will function as a request to be ordered.

In the **Order item** editor, enter order item data.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Object / Edit** method.
The **Material** editor will open.
3. Click the **New object** button.
The **Order item** editor will open.
4. Enter the data (see chapter 3.2.1.2, from step 4 onwards).

The number of the order item remains 0 until it is placed on the order.

Status after entering an order item

- Order item
- entered
- Copy
- entered

What to do next

Add the items for the copies which you decide to order from the supplier (see chapter 3.2.2).

3.1.2 Deleting an order item

You can delete an order item from the database.

Precondition

The order item status must be *entered*.

Procedure

1. In the **Material** class, find and select the material where you want to delete an order item.
2. Select the **Object / Edit** method.
The **Material** editor will open.
3. Highlight the order item and click the **Delete** button.
The item will be deleted from the database.
4. Save the data.