

## 3.5 CLOSING CHECK-IN

Close an item for an order or for a list of unsolicited publications when you no longer expect to receive issues (you can still receive and pay an invoice for a closed order item).

If holdings data is changed after an item has been closed, record the changes in the **Field 996/997** class, under "Numbering (m)".

When you close an item, the publication pattern will be archived. If you have not received all the expected issues, the program will notify you. Similarly, the program will notify you that any possibly claimed issues will be deleted from the claim for undelivered issues.

When you close all the items on an order or list, the document will also be closed.

**Precondition** The item status of an order or list of unsolicited publications must be *receipt of issues*.

### **Procedure**

1. In the **Order item** class, find and select an item for an order or for a list of unsolicited publications. You can select several items simultaneously.
2. Select the **Object / Close check-in** method.

If you have not yet received all the issues or if some of them have been claimed, the program will notify you that, when closing an item and archiving the publication patterns, all the issues (received, expected and claimed) will be deleted, claimed issues will be deleted also from the claim for undelivered issues. Click the **Yes** button if you wish to archive the pattern in spite of that. If you do not want the issues to be deleted, click the **No** button. If you do that, the publication pattern will not be archived.

### **Status after closing check-in**

Order/List of unsolicited publications

- *submitted/entry closed: if check-in of all the items of an order or list of unsolicited publications has not been closed*
- *receipt closed: if check-in of all the items of an order or list of unsolicited publication has been closed*

Item

- *receipt closed*

Copy

- *received*

Publication pattern

- *archived*