
A OVERVIEW OF PROCEDURES AND STATUSES

This supplement presents basic acquisitions procedures as a result of which at least one status of a class and object is changed. The procedures are listed in tables.

Classes and objects that have some role in the procedure are written in columns. In addition to names, the class and object designations used in the COBISS3/Acquisitions module are given as well.

Procedures as described in the main part of this manual are listed in rows. For each procedure, all the classes and objects are listed with the method in their menus, which can be used to perform the procedure.

In table cells, statuses of classes and of objects after the completion of a certain method are given. If the status did not change after a certain procedure, the current status achieved during one of the previous procedures is indicated. Empty cells indicate that classes and objects are not directly linked with the completion of the procedure.

Procedures are presented in 6 tables:

- Purchase
- Purchase of material – Record of invoices
- Purchase of material – Record of advances and indirect cost invoices (ACQ)
- Other types of acquisition
- National depository library – receiving and sending legal deposit material
- Claims