

How to add Subscription in Serials

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives



Learning Objectives

We will learn:



Learning Objectives

We will learn:

- ▶ **How to add a subscription for a new Serial**



System Requirement



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To record this tutorial, I am using



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**
- ▶ **Koha version 16.05**



Pre-requisites



Pre-requisites

- ▶ **Learners should have knowledge of Library Science**



Pre-requisites



Pre-requisites

- ▶ **You should have Koha installed on your system**



Pre-requisites

- ▶ **You should have Koha installed on your system**
- ▶ **You should also have Admin access in Koha**



Pre-requisites

- ▶ You should have Koha installed on your system
- ▶ You should also have Admin access in Koha
- ▶ For more details, please refer to the Koha spoken tutorial series on <http://spoken-tutorial.org>

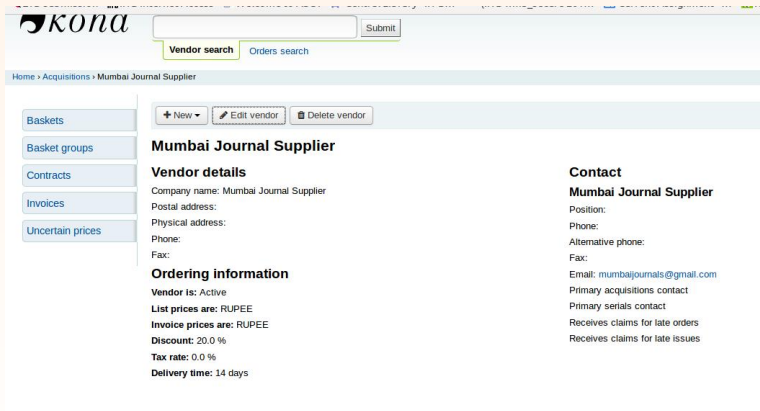


Serial Subscription

- ▶ In an earlier tutorial, we had learnt how to catalog serial subscription
- ▶ In this tutorial, we will learn how to add a new subscription for serials



Vendor details



The screenshot shows the Kona system interface. At the top, there is a search bar with a "Submit" button and two tabs: "Vendor search" (selected) and "Orders search". Below the search bar, a breadcrumb trail reads "Home > Acquisitions > Mumbai Journal Supplier". On the left, a sidebar contains a list of menu items: "Baskets", "Basket groups", "Contracts", "Invoices", and "Uncertain prices". The main content area is titled "Mumbai Journal Supplier" and includes three action buttons: "New", "Edit vendor", and "Delete vendor". The "Vendor details" section lists the following information: Company name: Mumbai Journal Supplier, Postal address, Physical address, Phone, and Fax. The "Ordering information" section lists: Vendor is: Active, List prices are: RUPEE, Invoice prices are: RUPEE, Discount: 20.0 %, Tax rate: 0.0 %, and Delivery time: 14 days. The "Contact" section lists: Mumbai Journal Supplier, Position, Phone, Alternative phone, Fax, Email: mumbaijournals@gmail.com, Primary acquisitions contact, Primary serials contact, Receives claims for late orders, and Receives claims for late issues.

kona

Vendor search Orders search

Home > Acquisitions > Mumbai Journal Supplier

Baskets
Basket groups
Contracts
Invoices
Uncertain prices

New Edit vendor Delete vendor

Mumbai Journal Supplier

Vendor details

Company name: Mumbai Journal Supplier
Postal address:
Physical address:
Phone:
Fax:

Ordering information

Vendor is: Active
List prices are: RUPEE
Invoice prices are: RUPEE
Discount: 20.0 %
Tax rate: 0.0 %
Delivery time: 14 days

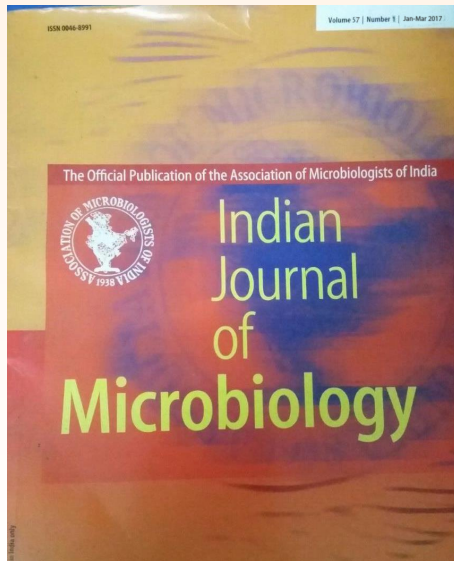
Contact

Mumbai Journal Supplier

Position:
Phone:
Alternative phone:
Fax:
Email: mumbaijournals@gmail.com
Primary acquisitions contact
Primary serials contact
Receives claims for late orders
Receives claims for late issues



Cover Image of the Journal



Summary

In this tutorial, we learnt:

- ▶ **How to add a subscription for a new Serial**



Assignment

- ▶ **Add a new Subscription for- Journal of Molecular Biology**



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
http://spoken-tutorial.org/What_is_a_Spoken_Tutorial



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- ▶ **Watch the video available at**
http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ **It summarises the Spoken Tutorial project**
- ▶ **If you do not have good bandwidth, you can download and watch it**



Spoken Tutorial Workshops

The Spoken Tutorial Project Team:

- ▶ Conducts workshops using Spoken Tutorials
- ▶ Gives certificates to those who pass an online test

For more details, please write to
contact@spoken-tutorial.org



Forum for specific questions

- ▶ Do you have questions in **THIS Spoken Tutorial?**
- ▶ Please visit:
<http://forums.spoken-tutorial.org/>
- ▶ Choose the minute and second where you have the question
- ▶ Explain your question briefly
- ▶ Someone from our team will answer them



Acknowledgements

- ▶ **Spoken Tutorial is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this mission is available at:**

<http://spoken-tutorial.org/NMEICT-Intro>

