

Local Check-In in EBSCOnet

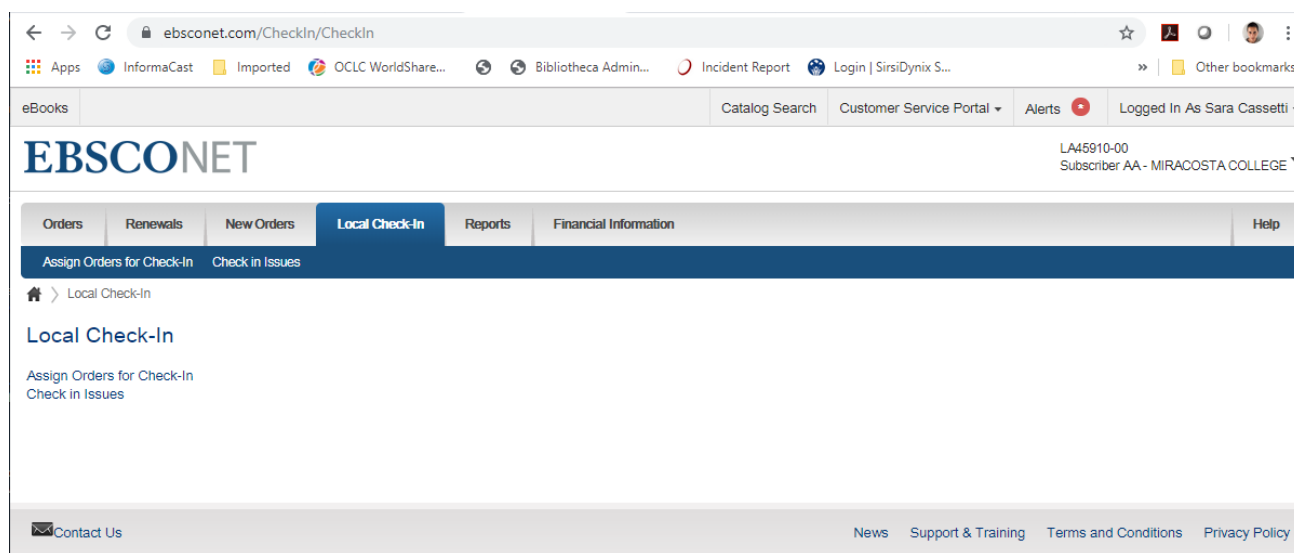
(source: http://support.ebsco.com/help/index.php?help_topic_id=1796)

Video Tutorial - [Local Check-In](#)

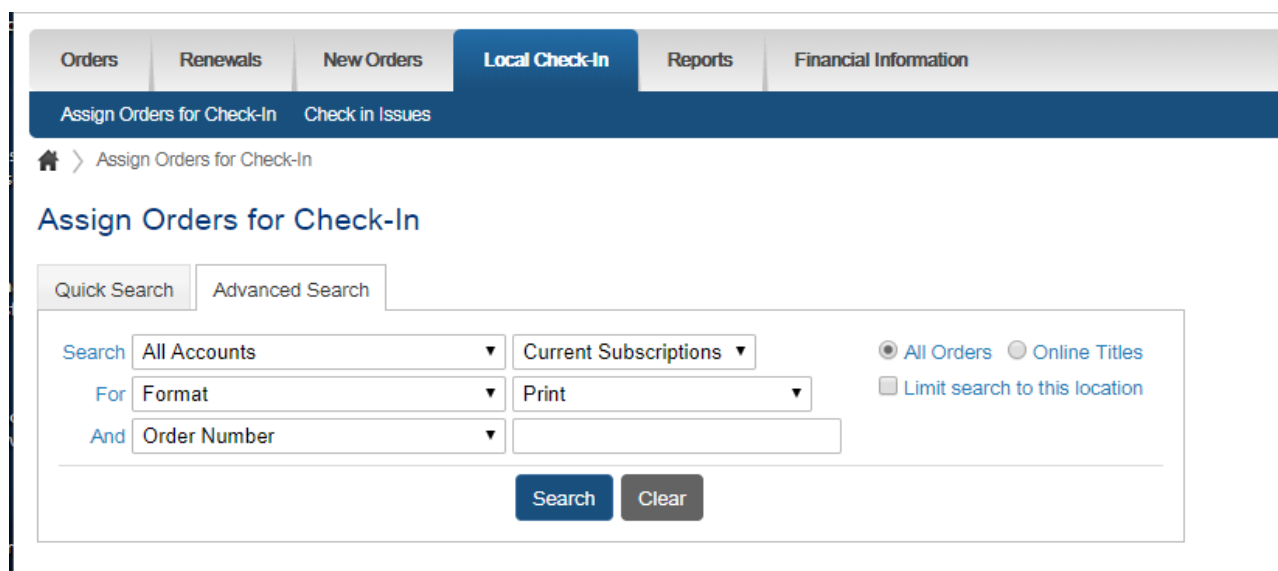
Assigning Orders for Check-In

In order to check in issues, you must first select which EBSCO orders you would like to manage with Local Check-In.

1. Click the **Local Check-In** menu item. Then click the **Assign Orders for Check-In** menu item.



2. To view all current orders available for local check-in, simply click *Search*. Or use up to two limiters to restrict your search to a specific title name or other available field. To limit your search to print periodicals, select Print from the list of formats. Then click *Search*.



3. A listing of the orders matching your selection criteria is displayed.

- To manage the check-in data, select the checkbox under the *Check In* column for the appropriate orders. The checkbox cannot be selected for any orders with a status of "Pending" or "Processing."

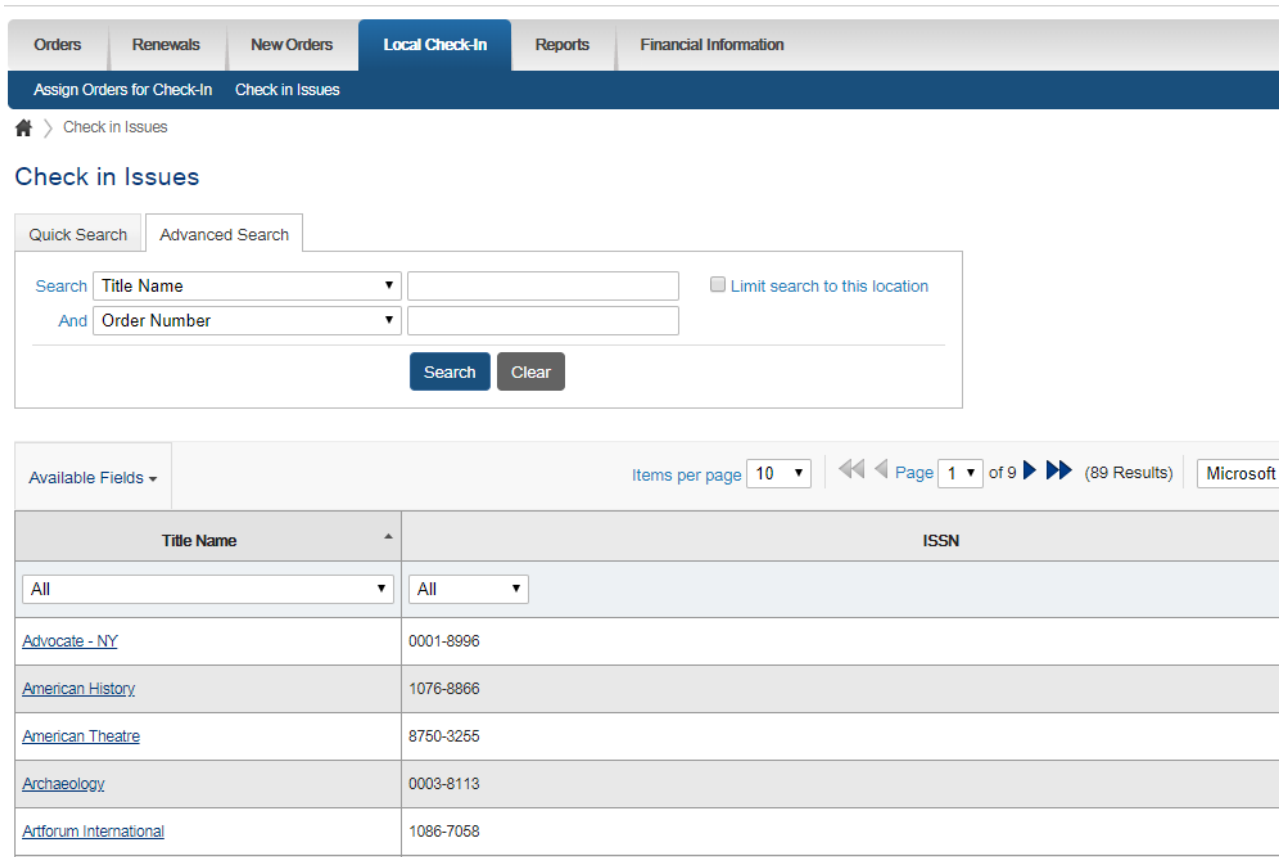
*Hint: To assign all orders listed on the current page for check-in, click the **Check All** link in the Check In column. Click **Clear All** to deselect all orders on the current page.*

Check In	Title Name	Format	Subscriber Name	Order Start Date	Quantity	Order Status	Order Number
Clear All Check All	All	Print	All	All	All	All	All
<input checked="" type="checkbox"/>	Advocate - NY	Print	MIRACOSTA COLLEGE	02/01/2019	1	Active	L4314986
<input checked="" type="checkbox"/>	Advocate - NY	Print	SAN ELIJO CAMPUSE	01/01/2019	1	Active	K3989632
<input checked="" type="checkbox"/>	American History	Print	MIRACOSTA COLLEGE	03/01/2019	1	Active	A7564819
<input checked="" type="checkbox"/>	American Theatre	Print	MIRACOSTA COLLEGE	01/01/2019	1	Active	A7562932
<input checked="" type="checkbox"/>	Archaeology	Print	MIRACOSTA COLLEGE	01/01/2019	1	Active	A7548927
<input checked="" type="checkbox"/>	Archaeology	Print	SAN ELIJO CAMPUSE	01/01/2019	1	Active	A7512400
<input checked="" type="checkbox"/>	Artforum International	Print	MIRACOSTA COLLEGE	01/01/2019	1	Active	A7548951
<input checked="" type="checkbox"/>	Artforum International	Print	SAN ELIJO CAMPUSE	09/01/2019	1	Active	A7512424
<input checked="" type="checkbox"/>	Artists Magazine	Print	SAN ELIJO CAMPUSE	01/01/2019	1	Active	K4193931
<input checked="" type="checkbox"/>	Atlantic Monthly	Print	MIRACOSTA COLLEGE	01/01/2019	1	Active	A7549029
<input checked="" type="checkbox"/>	Atlantic Monthly	Print	SAN ELIJO CAMPUSE	04/01/2019	1	Active	A7512494

- The orders will instantly be selected for check-in after the checkbox is marked.
- EBSCONET will update your orders with predicted issue information **within 24 hours** (if information is available). At that time, you may begin checking in issues.

Checking In Issues

1. Click the **Check in Issues** menu link.
2. To view all current titles available for local check-in, simply click *Search*. Alternatively, you may use up to two limiters to restrict your search to a specific title name, order number, or any other available field. Then click *Search*. A listing of the titles matching your selection criteria will be displayed, along with the corresponding ISSNs for those titles.



Orders Renewals New Orders **Local Check-In** Reports Financial Information

Assign Orders for Check-In Check in Issues

Home > Check in Issues

Check in Issues

Quick Search Advanced Search

Search Limit search to this location

And

Search Clear

Available Fields Items per page 10 Page 1 of 9 (89 Results) Microsoft

Title Name	ISSN
All	All
Advocate - NY	0001-8996
American History	1076-8866
American Theatre	8750-3255
Archaeology	0003-8113
Artforum International	1086-7058

3. Click on the title name.
4. A listing of all issues available for check-in is displayed.
 - o To display issues that have already been checked in, select the checkbox marked *Include issues checked in complete*.
5. The *Volume, Issue, Predicted Issue Date, Period* and *Year* (if available) are displayed for all issues.
 - o Sort the predicted issues in ascending or descending dates by clicking the *Predicted Issue Date* heading.

Note: *Predicted Issue Date* is based on a prediction model and is only an approximation of the actual issue date.

Entering Check-In Data

On the *Check in Issues – Title* page for each issue, there are seven columns:

- **Total Copies on Order**—a summary of all copies of this title on order at your institution
- **Copies Received** —lists all copies previously checked in
- **Copies Outstanding** —lists all copies yet to be checked in
- **Check in Copies**—a text field where you can enter the number of copies received
- **Date Last Checked in**—the last date on which at least one copy of the issue was checked in. This field will be automatically updated after issues are checked in.
- **Claim**—click the link in this column to claim a missing issue.
- **Edit**—allows you to edit a manually-entered non-predicted issue.

To Check In Issues:

1. Enter the number of copies received in the *Check in Copies* text field for the issue date received.
2. Click the **Save Changes** button.

Claiming Issues Not Received

To Claim an Issue Not Received:

1. Click the *Claim* link on on the same line as the issue not received. A claim will be automatically generated and sent for processing.
 - **Note:** This option displays only if the order can be claimed.

Manually Entering and Checking In Non-Predicted Issues

Occasionally, you may encounter a title for which a prediction model is not available, or you may receive an issue that is not predicted within the scheduled delivery for that title (such as a special or one-time issue). To enter a non-predicted issue manually:

1. Enter information to describe the issue [*Volume Number, Issue Number, Period* (such as "Spring"), and/or *Year*].
2. Under *Issue Date*, click the **Calendar** link. Select the hyperlinked date of the issue on the calendar. If needed, use the arrows next to the calendar month heading to locate the appropriate month and date.
3. You are returned to the *Add New Issue* section on the *Check in Issues – Title* page with the appropriate date now visible under *Issue Date*.
4. Ensure that all needed fields are completed and click *Add New Issue*. The non-predicted issue has now been included in the issue list and can be checked in as explained above.