

# 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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**6 July 2017**



# Learning Objectives



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**We will learn:**



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**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**



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**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



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- ▶ **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**

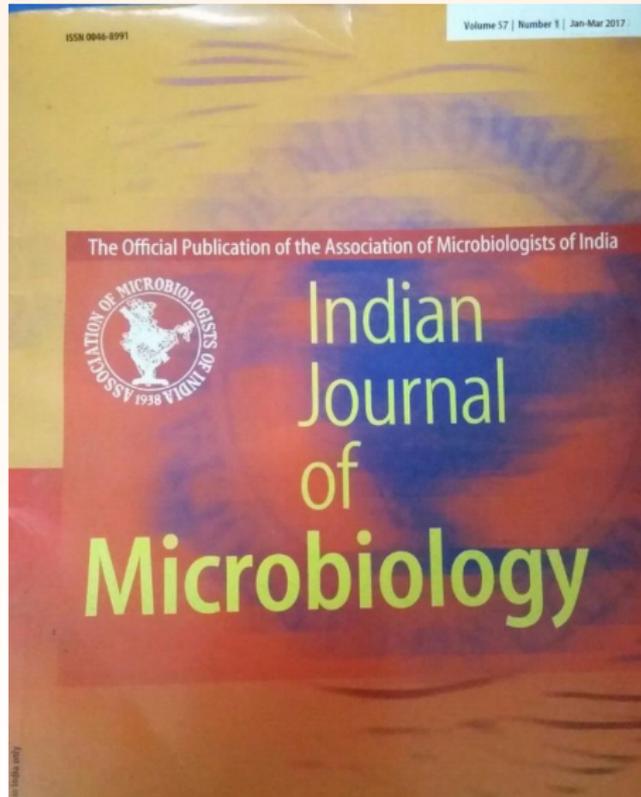


# Vendor details

The screenshot shows the Kona system interface. At the top left is the Kona logo. To its right is a search bar with a 'Submit' button. Below the search bar are two tabs: 'Vendor search' (active) and 'Orders search'. A breadcrumb trail reads 'Home > Acquisitions > Mumbai Journal Supplier'. On the left side, there is a vertical menu with buttons for 'Baskets', 'Basket groups', 'Contracts', 'Invoices', and 'Uncertain prices'. The main content area has a header with '+ New', 'Edit vendor', and 'Delete vendor' buttons. The title is 'Mumbai Journal Supplier'. Under 'Vendor details', the following information is listed: Company name: Mumbai Journal Supplier; Postal address; Physical address; Phone; Fax. Under 'Ordering information', the following is listed: Vendor is: Active; List prices are: RUPEE; Invoice prices are: RUPEE; Discount: 20.0 %; Tax rate: 0.0 %; Delivery time: 14 days. On the right side, under 'Contact', the following is listed: 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



**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](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)



# About the Spoken Tutorial Project

- ▶ **Watch the video available at**  
[http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](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](mailto: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>

