Link a catalogue to a main periodical record

To link a catalogue to a main periodical record

1. Access the Amlib Client
2. Go to Main>Catalogue>Catalogue
3. The Catalog window will display
4. Search in the catalogue for the periodical title. Each Catalogue record has a Ref number unique to that Catalogue
5. When it displays in Catalogue, in the lower right hand side you will notice some data displayed as Ref: (up to 5 numbers). Note this number
6. Search in the Periodical module for the same title
7. Select **Transactions > LinkToCat**

8. In the box, type the Cat Ref number and tick to you can also refresh from catalogue. Click OK and the catalogue record and the Periodical record are linked.