Discover how to search for and filter missing serial issues in WorldShare Acquisitions.

### Search for missing serial issues

1. On the left navigation, click **Serial Issues**.
2. Click **Missing Issues**.
3. On the Missing Issues screen, enter your **search terms** into the Search by title search box.
4. Click **outside of the search box** or press `<Enter>`.
5. Your results will appear in the table.

### Filter missing serial issues

1. On the **Missing Issues** screen, at the top of the table, click the **filter name**.
2. Select the values you want to apply. You can select one or more. When more than one value is selected, the system searches for any of the selected values.
3. Click **Apply**. Once the filter is applied, you can hover over the filter name at the top of the table to view the selected values.
4. **(Optional)** To remove the filter, click **Reset**.
5. Your results will appear in the table.

### Some filters need explanation - Table

<table>
<thead>
<tr>
<th>FILTER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies Received</td>
<td>Number of copies received. Range: from $n$ to $n$</td>
</tr>
<tr>
<td>Claiming Status</td>
<td>Available for claiming, archived for claiming (issues are archived after you stop claiming them)</td>
</tr>
<tr>
<td>Example: “3-11” finds serials that you have received at least three, but not more than eleven, copies.</td>
<td></td>
</tr>
<tr>
<td>Note: By default, the list is filtered by available for claiming, which excludes issues previously archived for claiming.</td>
<td></td>
</tr>
</tbody>
</table>
FILTER | DESCRIPTION
---|---
Claims | Number of times claimed. Range: from $n$ to $n$

**Example:** "2 to 8" finds items that have been claimed twice to eight times.

Expected Release Date | Date range: $n$ days ago

First Received Date | Date range: $n$ days ago

Last Claimed | Date range: $n$ days ago

Title | Free text search

**Examples of combining filters to find items**

For all of the below, set the Claiming Status to **Available for Claiming** to exclude issues previously Archived for Claiming.

1. Issues that have not arrived in the expected time for that vendor
   a. Set the Claims filter to **0 claims** made.
   b. Set the Expected Release Date filter to the desired number of days (e.g., 5 days since Expected Release Date).

2. Issues that have not arrived and another library has already received them
   a. Set the Claims filter to **0 claims** made.
   b. Set the Expected Release Date filter to the desired number of days (e.g., 10 days since First Received Date).

3. Previously-claimed issues to claim again, because there has been no response in several days
   a. Set the Claims filter to **1 or more claims made**.
   b. Set the Last Claimed Date to the desired number of days since last claimed (e.g., 5 days since the item was last claimed).

4. Stop claiming issues because they have been claimed multiple times with no response from the vendor
   a. Set the Claims filter to **maximum claim limit** (e.g., 6 times).