Unreceive a serial issue

Last updated: Mon, 18 Nov 2019 14:06:08 GMT

Discover how to unreceive a serial title or issue in WorldShare Acquisitions.
Once you've found the serial (via Discover Items), then:

- Use the Issues screen to manage and receive issues from current subscriptions.
- Use the Item Copies screen for a comprehensive view of your serial holdings and the ability to edit them.

Note: Serials data migrated from an ILS into WMS does not show up on the Issues screen, so all current subscriptions must be manually added via Manage Issues.

Serial issue workflow

1. Create (add) issue
   a. Required before doing 2, 3, or 4
   b. Created by any WMS Acquisitions library
2. Start receiving
   a. Indicates you plan to start receiving. Also, triggers claiming notices.
   b. Required before doing 3
3. Set publication pattern
   a. Not required before doing anything
4. Receive issue
   a. Received by any WMS Acquisitions library

Search

1. Search for the serial in the Discover Items area on the left panel.
2. From the search results, click the serial's title.
3. From the Issues screen, filter as described below.

Filter for issues to receive - Table

<table>
<thead>
<tr>
<th>FILTER BY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>To filter by expected release date, use the calendar icons.</td>
</tr>
<tr>
<td>Received</td>
<td>All: All issues</td>
</tr>
</tbody>
</table>
FILTER BY | DESCRIPTION
---|---
(Receive Issues only) | Not received: Issues that have not been received.
(Receive Issues only) | Partially/completely received: Issues that have been partially or completely received.

Filter results - Table

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**Unreceive issue**

Note: Unreceiving an issue does not change its first received date.

1. Click the **Receive Issues** tab.
2. Find the issue you want to unreceive. In the issue's Action column, click **Receive** or **Unreceive**. The Receive Issues window appears, listing the library's shelf copies (local holdings records) for the title.
3. On the Receive Issues window, uncheck the Received box. The check mark and barcode disappear and Yes changes to No.
4. Click **Save**.
   - In the Copies Received column, the number of copies received decreases by the number of copies you unreceived.
   - The item record for the issue is removed from the copy (local holdings record), which appears on the Issues and Copies screens (under Holdings for Selected Copy).