

## **Voyager Acquisitions Module: The Basics of Finding Information**

### **Log-In**

- Double click on the Acquisitions icon on your desktop or “acquisitions.exe” in the “Voyager” folder
- Enter your assigned user name and password
- Select receiving location, if required.

### **Tools**

- Tool defaults, preferences, and workflows are specific to your Acquisitions login AND computer.
- Under workflows, **turn on** “automatic truncation of non-keyword searches.” You may want to select “retain last search”

### **Getting around in Voyager Acquisitions**

- The “List Bar” to the left of the screen is the easiest way to navigate.
- The menus across the top and keyboard shortcuts replicate some of the functions on the list bar. In some cases, these result in different options.
- The arrows and “clear workspace” buttons at the top of the screen may have unexpected results; you may prefer not to use them
- The “Find” function can be accessed from the File Menu, then Search or Clicking on the paper with magnifying glass icon

### **Book Status**

*To find out if a book is on order and/or has been received*

- Click on “Line Items” on the list bar
- To Search by fund or other choice
  - Select the appropriate “Search by” (For example: fund code)
  - Enter criteria
  - Click Search
- To search by title, author, or other information from the bibliographic record:
  - Choose “Bibliographic Info”
  - Click on the ellipsis button (button with three dots)
  - Search using the window that pops up
  - Select the bibliographic record you are interested in
  - Click on “Ok”
  - The title will enter the search bar in the Acquisitions module
  - Click Search
  - Only then will you know if that title is on purchase order if a result set appears
- From a result set you can tell
  - At a minimum the title is in the order process
  - Scroll to the right and to see if it has been received
- Highlight the title of interest

- Click details
- Choose the “copy status” tab
  - Pending – still in pre-order processing
  - Approved – Order has been send out
  - Received – Piece has been received
- The “Status date” is when that status was applied

### **Finding out about serials issues**

- Remember the OPAC will display all unbound issues that have been received and “At bindery” information

#### *To see next expected issue information*

- Click on “Check-in” on the list bar
- Click on the “Serials Check-In” Icon
- Enter the title you are interested in
  - Click on “Check-in” or hit enter
- If more than one title matches, you will see them in ASCII sort, including punctuation so your title may not be where you might expect
- Highlight the title of interest
- Select the relevant component, if necessary
- In the “Expected Issue” line you will see the enumeration of the next expected issue and the date on which it is expected
- Other expected issues are in the list below
- When you are finished with a title, click “Start over”

#### *To see past issues*

- Click the “History” button if you have a title up in check-in
- or –
- Click on the “Serials History” icon and search as above
- If you get more than one match, highlight the title of interest and then click “select” or double click on the title you want
  - The “Receipt history” tab will show received issues
    - “Receive Date” shows here
  - Claims and problems can be viewed on the appropriate tabs
    - Issues go on the problem list. When staff act on them they then appear on the claim list
  - Payment histories are also available here

### **Financials**

#### *To determine estimated cost of a monographic order*

- The price in the labeled column the PO is the price entered at the time the order was placed.

#### *To see actual price paid for any material*

- From a line item window, choose the “payment history” tab, and scroll over to see the “invoice date” and “line total”

- On the serials history window, choose the “payment history” tab; again see the “invoice date” and “line total”

*To see fund information*

- Click on “Ledgers and Fund” on the list bar
- Click on “Search Funds”
- Choose to search by the fund code or fund name you are interested in; enter search term (truncation does work)
- Highlight relevant fund and then click “edit”
- In the screen that pops up, you need to highlight the fund in the chart to the left
- A window pops up summarizing fund activity

**Searching by multiple criteria**

- Using the “Search” option under the “File” menu or the paper-with-magnifying-glass icon, you can search by multiple criteria using Boolean logic

**Reports**

- Voyager Acquisitions Module is very helpful to look things up; however, it is not designed to print anything out. If you need a printed list for any reason, a report is a far better option.