Periodicals check-in in Alma

Go to **Acquisitions** menu 🡪 **Receiving and invoicing** 🡪 **Receive**

Choose the **Continuous** tab

Search for the title using the search box. If not found with the default filter “All (except closed)” try “Closed”

The correct record (PO line) to use seems to be the one that has “Rock Valley College Library--Periodicals” in the Locations column. When you have found the correct one click on the row actions menu (…) and choose **Receive**

Click on **Duplicate** button

Edit the **Enumeration** and **Chronology** fields, as well as the **Description** field, to be the correct vol., no., date, etc.  
(Eventually we will get the automatic description generation to work correctly, but for now we can just edit it manually.)

Click **Create and receive**

Click **Confirm** on the confirmation pop-up window