

## **BEFORE RECEIVING, SET GIL PREFERENCES:**

On the tool bar of the **Acquisitions module**, click on the **Workflows** icon (star) & set the following:

- Click on the **Searching tab** & set the **Default Search**
  - Orders: PO Number
- Click on the **Item Creation tab**
  - Set **Default Item Status** to blank = **Not Charged**
  - Set all **Item Creation options** to **automatically create at receive & show item record on create**
  - Set **Check for Duplicate Item Barcodes**
- Click on the **Line Items tab**
  - Set **Monographic Receive Processing section** to **Auto-select All Copies... & Expand Receive Tree... to Copy Level**
  - Check all options under **Quick Line Items - Invoices**
- Click on **Serials Check-in tab**
  - Set **Display Check-in Recap Window**
  - Set **Do not Print or Prompt for Bindery Pullslips**
  - Set **Use Persistent Check-In Notes**
  - Set **Serials Receive Processing section** to **Auto-Select All Copies... & Expand Receive Tree... to Copy Level**
- Click **Apply/Ok**

Click on the **Set Preferences** icon (numbered list) & set the following:

- Click on the **List Bar tab** & for the **Default Workspace** check **Search Orders**
- Click on the **Colors & Fonts tab** & in the **Tab Color** section choose any color for the tabs. This enables all tabs in the Acquisitions Module to display in color if they contain processing notes
- Click **Apply/Ok**

On the tool bar of the **Cataloguing module**, click on **Options** then **Preferences** & set the following:

On **General** tab:

- **Holdings/item default location = On order for stacks**
- **Call number hierarchies = Library of Congress**
- **Bibliographic/Import replace file = MainSci Download**
- **Delete records from import file once saved to database**

On **Validation** tab:

- **Cataloguing formats = OCLC**

On **Workflow** tab:

- **Check for duplicate item barcodes**
- **Display record directly if search results in only one title**

On **Item Defaults** tab:

- **Item type = Book**
- **Stat. category (statistical category) – All workflows, with the exception of Firm Orders, have a specific statistical category, e.g. BNA Domestic app/o/a21854. NOTE: This default must be set for the appropriate workflow. Please check this default as you begin processing each workflow.**

On **Folders/Files** tab:

- **Templates: c:\voyager\cataloguing\templates\bib & hld  
FOR APPROVAL TEMPLATES:  
g\acquisit\voyager\templates\approval templates\bib & apphold**
- **Save to local file: set this path to your .dat file (\*\*note: you will not be able to locate your .dat file unless you have records in it!!)**
- **Character set = MARC21 UTF-8**

On **Mapping** tab:

- **Local import = MARC21 UTF-8**

On **Colors/Fonts**:

- **Font Name = Arial Unicode MS**

**Spine label/marketing slip file:**

- If there is an update to Voyager, the folder for generating the spine label/marketing slip from the item record will need to be replaced.  
Go to **g:\acq\voyager**. Copy & paste the **spinelabel.cfg** file to **c:\voyager\misc**.

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