

USER GUIDELINE

CIRCULAR
Monograph

01/27/2016

1. Circular Monograph >> Access

1.1 Open Intranet <http://www.locikt.or.id/intranet>

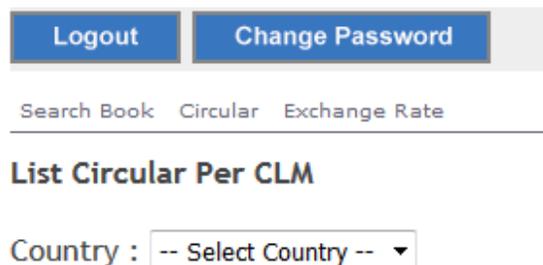
1.2 Click the **Circular Monograph** icon on the list of web applications.



1.3 Login using your old IBC username and password.



1.4 After you login, the menus will appear.



2. Circular Monograph >> Menus

- 2.1 Search Book = *to search book record imported from OFORS database to local.*
- 2.2 Circular = *to view the status of Draft, Active, and Expired circulars.*
- 2.3 Exchange Rate = *to adjust the exchange rate into local currency to be appear on the circular list.*
- 2.4 Logout
- 2.5 Change Password

3. Circular Monograph >> Add Books Into Circular

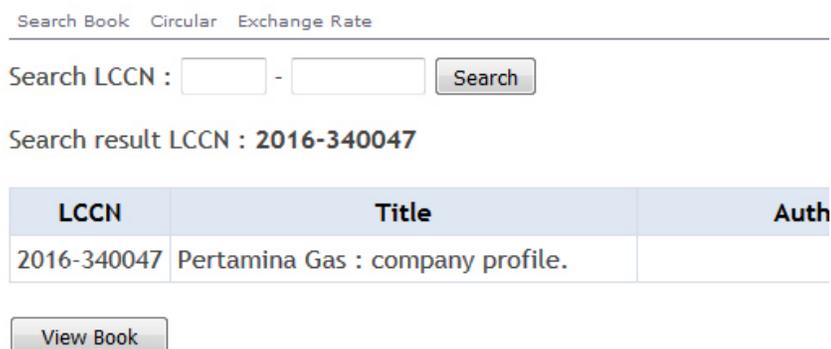
3.1 Click **Search Book** menu.



3.2 Enter the LCCN No with “-“sign and click **Search** button.



3.3 The search result will appear. Click **View Book** button to view book and add it into Circular.



3.4 Click **EDIT RECORD**.

Search Book Circular Exchange Rate

Last Update : 1/25/2016 5:15:00 PM by [EDIT RECORD](#) [DELETE RECORD](#)

INPUT DATE SYSTEM	1/25/2016 5:15:00 PM	ANNOTATION
LCCN	2016-340047	PROFILE NUMBER
ISBN		LEVEL (CATEGORY)
TITLE	Pertamina Gas : company profile.	SELECTED FOR
STA.OF RESP.		RECEIVED FOR
ED. STATEMENT		BACK ORDER
MEDIUM		VENDOR
LANGUAGE	IND	CURRENCY
COUNTRY OF PUB.		TYPE
PUBLISHER PLACE		PRICE
PUBLISHER		PRICE HISTORY
PUB DATE	2015	CODE OF INPUT
	29 pages ; 31 cm	INVOICE NOTES

3.5 Complete all the necessary fields. In case there are incomplete information on each field or characters are not appear perfectly, search the record in your Virtua, open the MARC view, copy the related information on it and paste them into each text box.

Search Book Circular Exchange Rate

[Click to Add New Vendor](#)

Change Vendor Achmad Sofian

LCCN	2016-340047	ANNOTATION
ISBN		PROFILE NUMBER
TITLE	Pertamina Gas : company profile.	LEVEL (CATEGORY) [new]
		SELECTED FOR
		RECEIVED FROM ORDERING

3.6 Select CLM No to add the book into a circular, and click **Change Book** button to finish.

INVOICE NOTES	
CIRCULAR	-SELECT MONTH- -SELECT YEAR-
CLM No	Art and Exhibition 2016 (I)
CLM NOTES	Art and Exhibition 2016 (I)
Back For	Children Literature 2016 (I)
	Chinese Literature 2016 (I)
	Chinese Publications 2016 (I)
	CLCD () 16-01
	CLM() 16-01
	CLMAP () 16-01
	Indonesia New Serial Titles 2016 (I)
	Indonesia Political Science Comprehensive 2016 (I)
	Law Books 2016 (I)
	Literature Work 2016 (I)
	New Serial Titles 2016 (I)
	Timor Leste Publications 2016 (I)

[Change Book](#)

4. Circular Monograph >> View Status of Circulars

4.1 Click **Circular** menu.



4.2 Choose which country of circular you would like to view. The dropdown of country list shows that your login has access to those countries.



4.3 The circular status will appear. You can click on each circular name to view books listed on them.



The screenshot shows the 'List Circular Per CLM' page for Indonesia. It features a table with three columns: Draft, Active, and Expired. The Draft column contains two entries: 'Indonesia New Serial Titles 2016 (1) (3)' and 'Indonesia Political Science Comprehensive 2016 (1) (2)'. The Active column contains one entry: 'CLCD() 15-05 (1) Active. activation date= 1/27/2016 9:47:07 AM'. The Expired column contains three entries: 'Al-Quran dan Tafsirannya (1) Expired. deactivation date= 12/3/2010 6:00:02 AM', 'Angkor Cosmic Grandeur (1) Expired. deactivation date= 5/3/2013 6:00:01 AM', and 'Art Exhibition 2014 (1) (3) Expired. deactivation date= 5/16/2014 6:00:01 AM'.

Draft	Active	Expired
<ul style="list-style-type: none">Indonesia New Serial Titles 2016 (1) (3)Indonesia Political Science Comprehensive 2016 (1) (2)	<ul style="list-style-type: none">CLCD() 15-05 (1) Active. activation date= 1/27/2016 9:47:07 AM	<ul style="list-style-type: none">Al-Quran dan Tafsirannya (1) Expired. deactivation date= 12/3/2010 6:00:02 AMAngkor Cosmic Grandeur (1) Expired. deactivation date= 5/3/2013 6:00:01 AMArt Exhibition 2014 (1) (3) Expired. deactivation date= 5/16/2014 6:00:01 AM

4.4 For user who has access to circular activation, you can click the **Activate** link next to each circular name on the Draft column.



This screenshot is identical to the previous one, but the 'activate' link next to the first entry in the Draft column is circled in red.

Draft	Active	Expired
<ul style="list-style-type: none">Indonesia New Serial Titles 2016 (1) (3) [activate]Indonesia Political Science Comprehensive 2016 (1) (2)	<ul style="list-style-type: none">CLCD() 15-05 (1) Active. activation date= 1/27/2016 9:47:07 AM	<ul style="list-style-type: none">Al-Quran dan Tafsirannya (1) Expired. deactivation date= 12/3/2010 6:00:02 AMAngkor Cosmic Grandeur (1) Expired. deactivation date= 5/3/2013 6:00:01 AMArt Exhibition 2014 (1) (3) Expired. deactivation date= 5/16/2014 6:00:01 AM

4.5 After you activate the Circular, it will move to **Active** column. It will automatically expire and closed based on how many days the circular will be open when you enter during circular activation, and will move to **Expire** column.