## PROCEDURE FOR CHECK-IN OF ISSUES AFTER AN ORDER IS RAISED.

Log in to OFROS and open the bib record through search button.

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Press "View" button on the second screen to open the record.	

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Press the key "Bulk serial check-in"

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Press "Distribution button" as shown in the screen above with red arrow.

Next screen will highlight only those issues that you have selected to check in for each participant.

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Select issues and participants for whom you have received in the copy in office and press "Check-in" button on the screen.

After these steps you will be able to see the "Expected issues" and issues that you have already check -- in as "received issues"