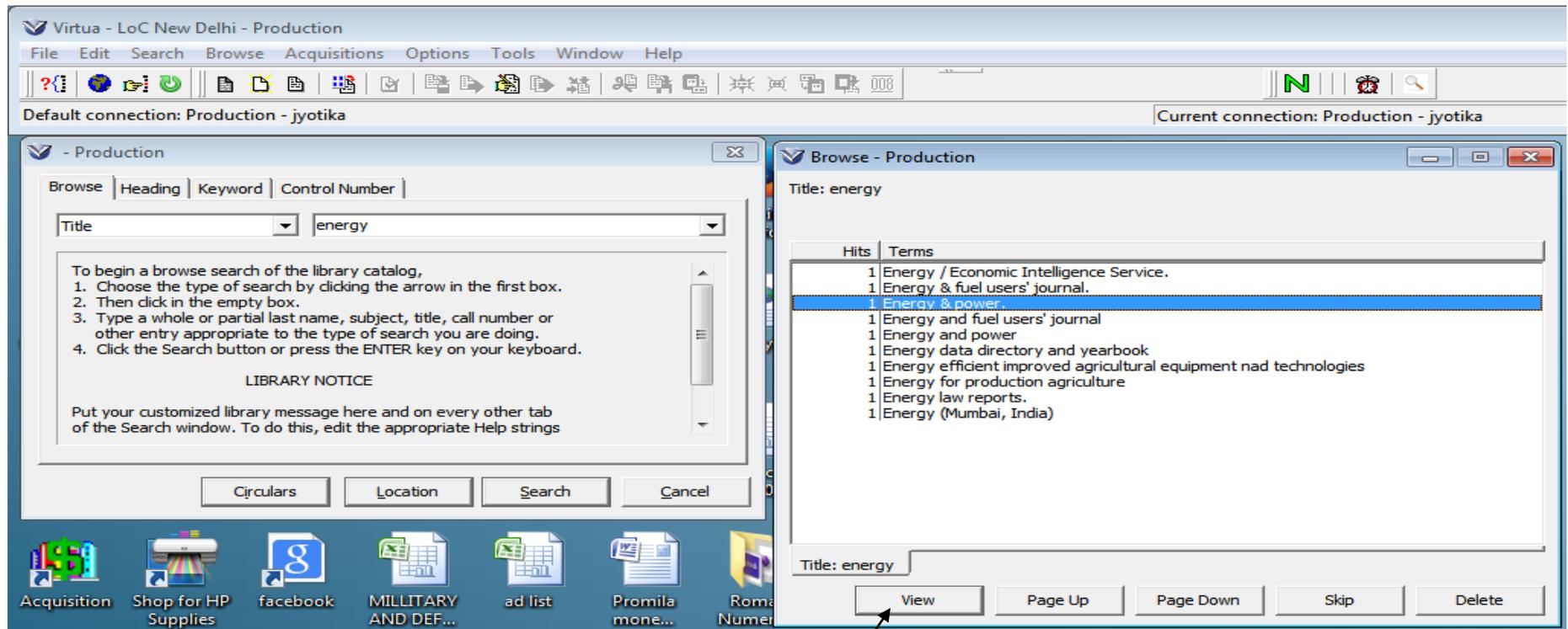
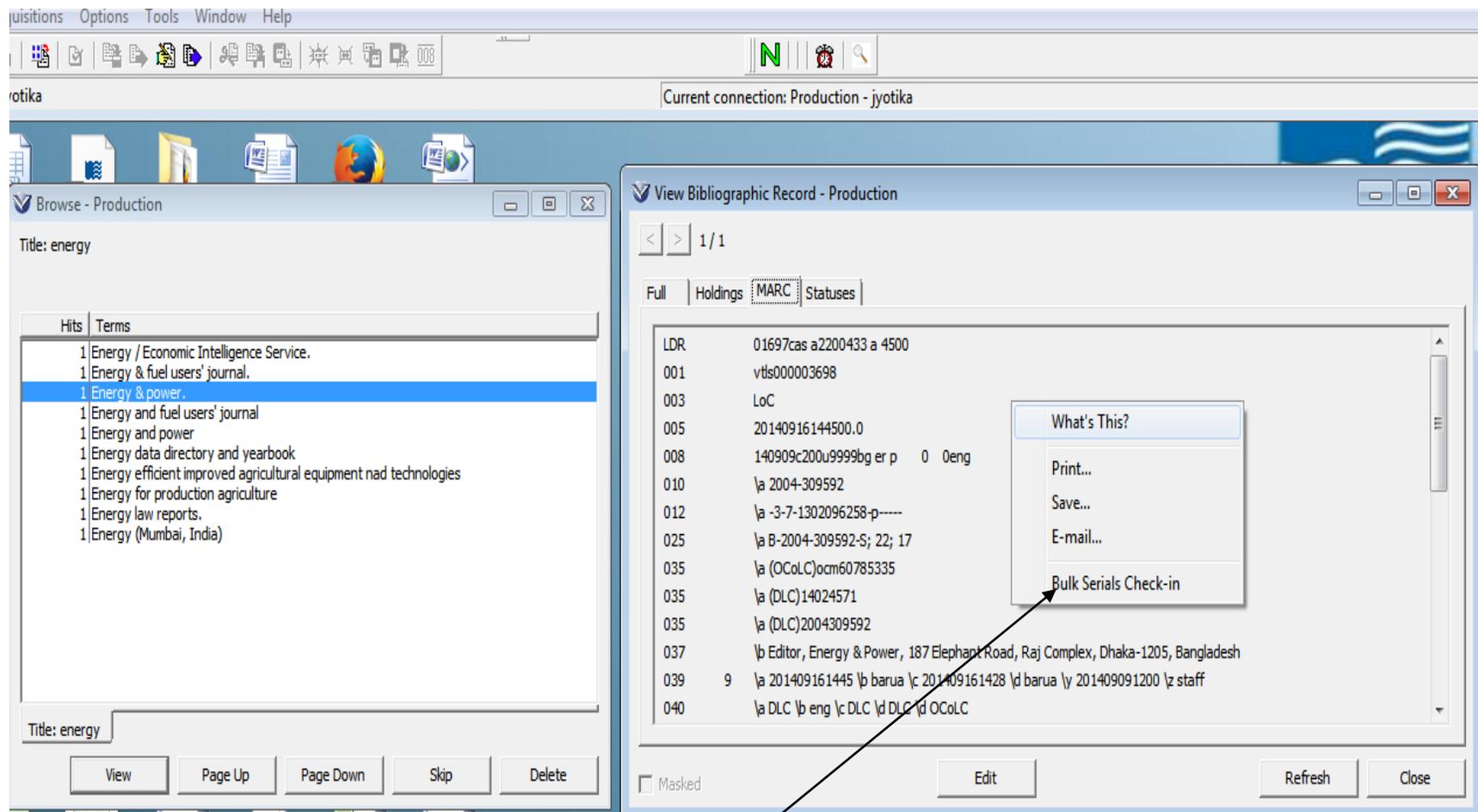


# PROCEDURE FOR CHECK-IN OF ISSUES AFTER AN ORDER IS RAISED.

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

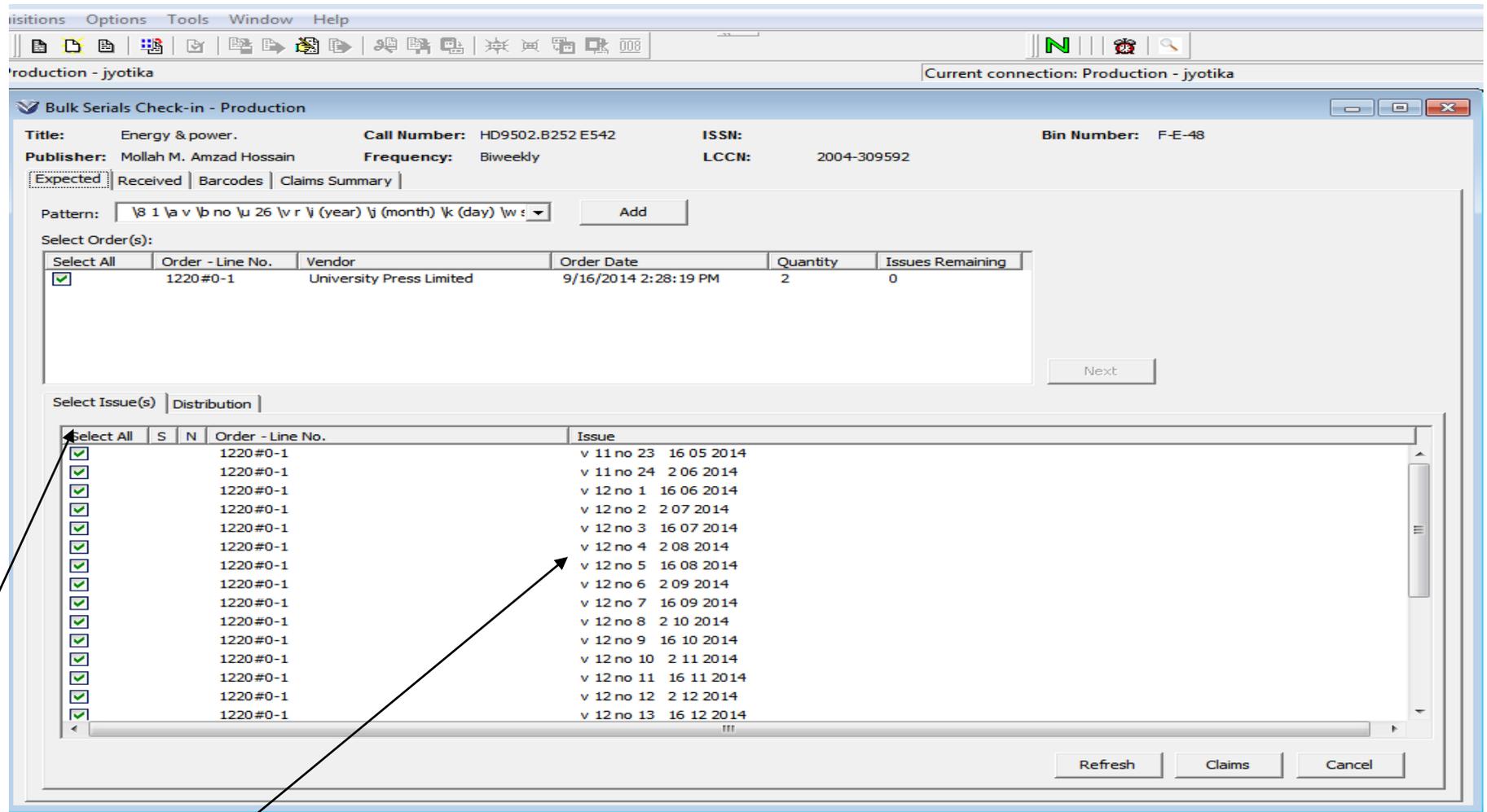


Press "View" button on the second screen to open the record.

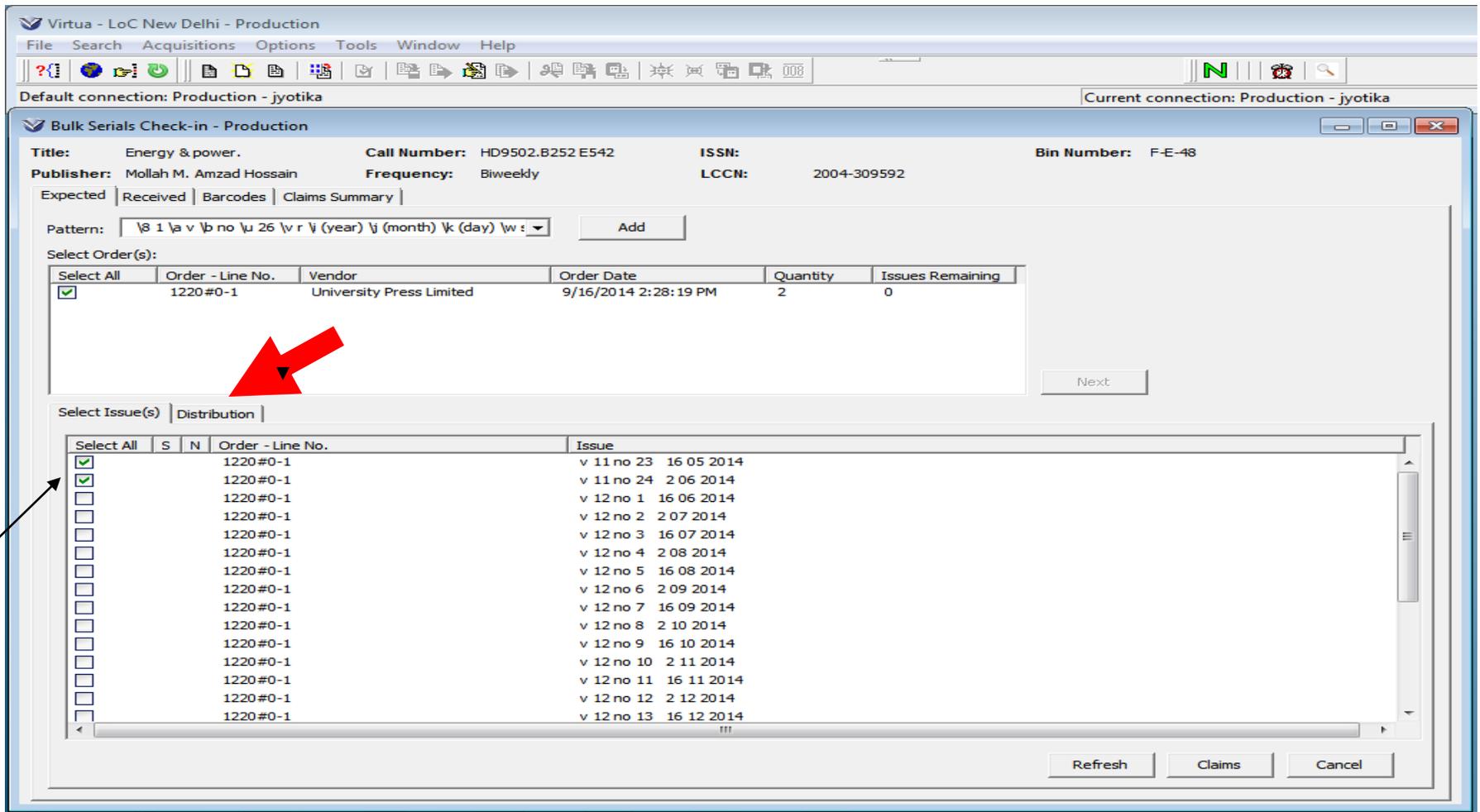


Press the key “Bulk serial check-in”

Following screen will appear

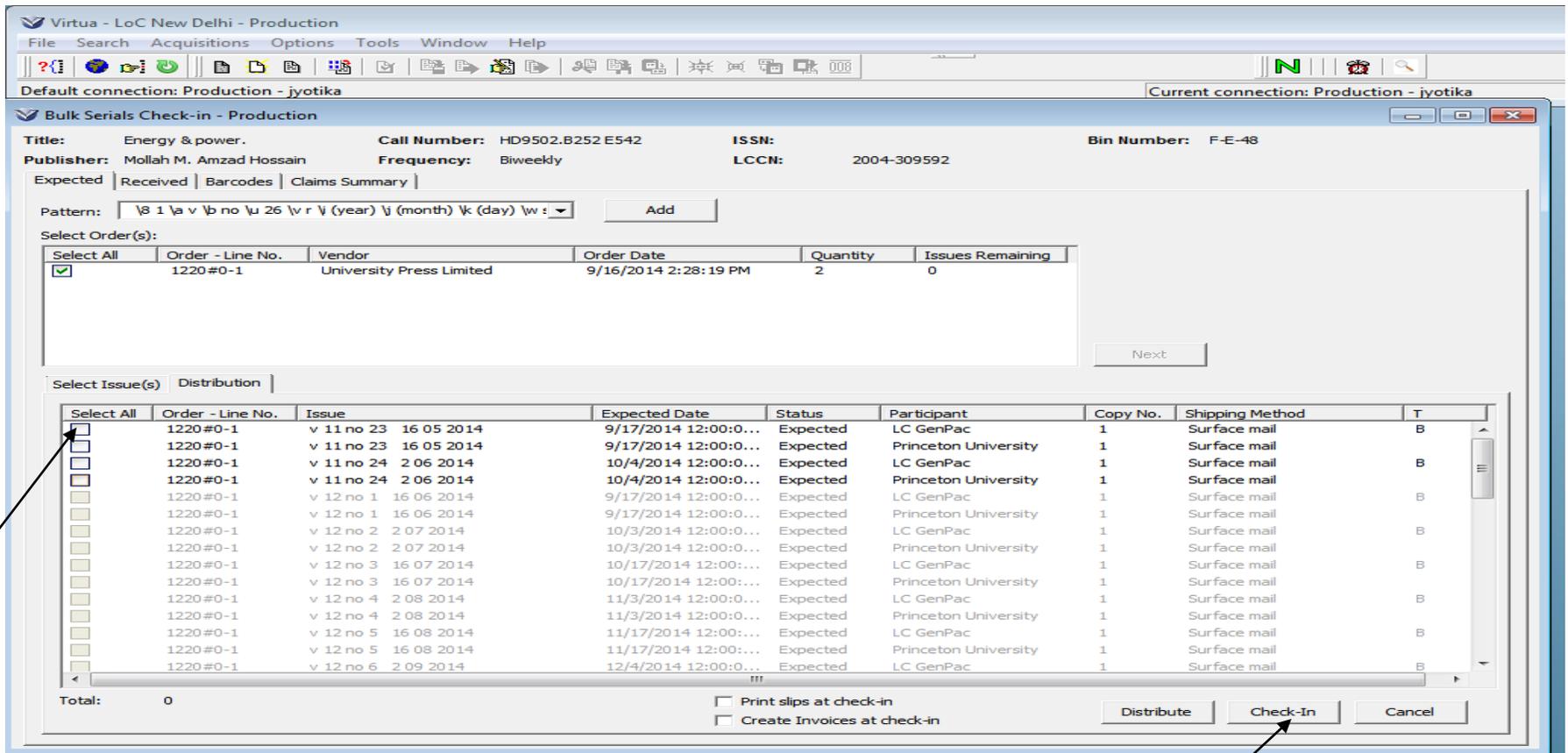


All the expected issues are visible in this screen. Press on “select all” to deselect all the issues. And click on the issues you wish to receive. As follows:



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.



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”