

MILLENNIUM SERIALS TRAINING

October-November 2008

Resources

Training server WebPAC: <http://169.229.32.107>
OPAC

Millennium Client login and initials:

For III documentation

<http://csdirect.iii.com/documentation/>

<http://csdirect.iii.com/documentation/references/>

<http://csdirect.iii.com/manual/>

<http://csdirect.iii.com/documentation/references/english/index.shtml>

For III tutorials

Basic Millennium - <http://csdirect.iii.com/tutorials/basic/>

Millennium Editor - <http://csdirect.iii.com/tutorials/miledit/>

Millennium Serials - <http://csdirect.iii.com/tutorials/millserials/>

Library acquisitions and serials email list: acqserials@lists.berkeley.edu

Handout of office hours

Library Millennium helpdesk: <https://ucbmillenniumhelp.wufoo.com/forms/uc-berkeley-millennium-ils-help-desk/> (go to this link to report problems or ask for help)

I. Overview - navigation

The test server WebPAC is not customized. Our production server installation will look different. On Nov. 3, our current INNOPAC database will be given a Millennium interface, but despite the fact that Check-in and Binding use will take place within Millennium, the GLADIS-INNOPAC (now Millennium) relationship will remain the same. Only when the OPAC goes live will our order record and check-in (holdings) record data be linked to the public catalog in real time. A policy decision will be needed to determine what will show to the public and what will not. It will still be possible to suppress individual records from public display (for example, tool orders). **Current checkin and binding workflows are not changing just the tool you use is changing.**

- View Public Display
- Millennium Serials Window (Buttons/Tabs, mouse/keyboard shortcuts)
- Definition of terms (summary, record, card, holdings)
- Navigating through the left-hand scroll bar.
- Bib record structure plus summary of attached records.
- Difference between “checkin”, “claim” and “binding” modes.
- CONTROL + Z is “Undo”, but once a record has been saved it can't be undone. Ctrl + Z is the new escape!

II. Serials Checkin

- Checkin record display
- Checkin issues
- Modify card (insert boxes, delete boxes)
- Parameters of card
- Indexes
- Supplements
- Maintaining checkin cards
- Maintaining checkin cards
- Adding checkin cards
- Archive old checkin cards

III Claiming Mode

- Claiming individual issues
- Claiming a range of issues
- Changing status of box to claimed when online claiming to EBSCO, SWETS, HARR

IV. Binding

- Binding Information
- Side buttons vs. right click (which buttons not to use)
- Changing status to bind
- Editing before printing
- Print preview

V. Creating a new record

- Key bibliographic record
- Attach checkin records to bib records

VI. Boolean lists

- Create lists mode
- Setting options