
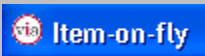

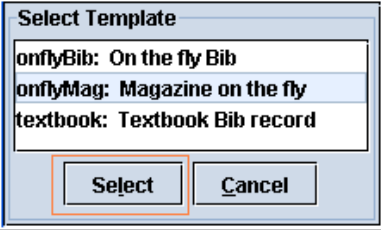
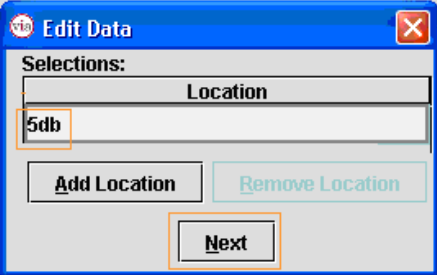



Portland Public Schools

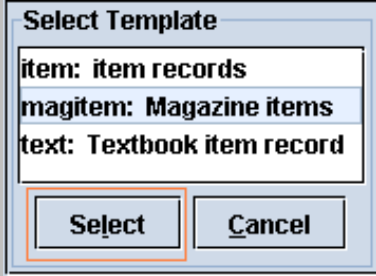
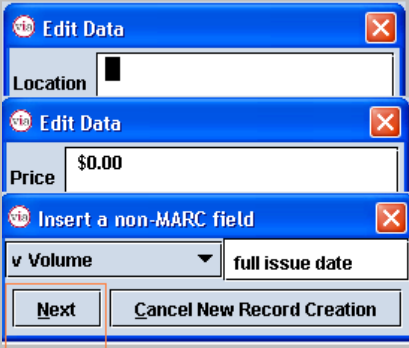
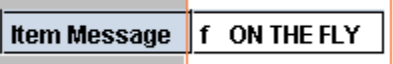
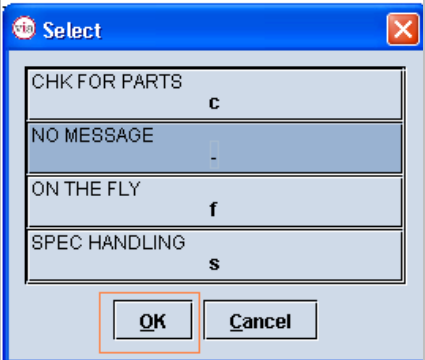
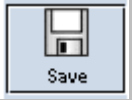
Via Circulation Quick Reference Guide

Magazines on the Fly


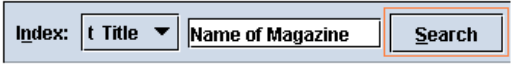


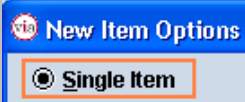

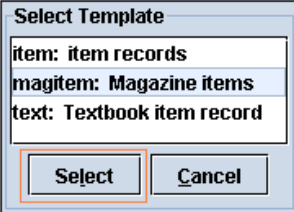


Following are step-by-step instructions for creating magazine bib and item records. This function is performed from the Via Circulation Desk mode.

From the Circulation Desk Mode:		
Creating the Magazine Bib		
Step 1	Access your patron record.	
Step 2	Scan the initial magazine issues' barcode to prompt the <i>Item-on-fly</i> window to open	
Step 3	Click on the New button.	
Step 4	Highlight the Magazine on the fly template in the <i>Select Template</i> options. Click on the Select button.	
Step 5	The template will first prompt you for a Location code. Key in your 3 digit library code and click on the Next button.	
Step 6	Enter the name of your magazine in the following suggested format (<i>replacing the formatting embedded in the template</i>):	

CONTACT THE PROFESSIONAL LIBRARY FOR ASSISTANCE, ext. 3257 or proflib@pps.k12.or.us

American Girl magazine @XX	
Creating the Initial Magazine Item Record	
Step 7	<p>Select Magazine items from the <i>Select Template</i> options.</p> <p>Click on the Select button.</p>
	
Step 8	<p>Following the prompts enter:</p> <ul style="list-style-type: none"> ➤ Location ➤ Price ➤ Volume (replace the words full issue date with the issue date of the magazine) <p>After each prompt, click on the Next button to continue.</p>
	
Step 9	<p>Double-click on the Item Message ON The Fly field to open the message selection menu.</p>
	
Step 10	<p>Click on the NO MESSAGE option.</p> <p>Click on the OK button.</p> <p>The item message will be changed:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Item Message - NO MESSAGE</div> <hr/> <p><i>Shortcut: Replace the "f" with a "-" to select "No Message".</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">f ON THE FLY</div>
	
Step 11	<p>Click on the Save button in the menu bar.</p>
	

CONTACT THE IT SERVICE DESK FOR ASSISTANCE, ext. 3375 or helpdesk@pps.k12.or.us

Creating Subsequent Magazine Item Records, as New Issues Arrive		
Step 12	Click on the Search/Holds mode in the Via navigation bar.	
Step 13	To access the Magazine bib, type in the title and click on the Search button, or scan the barcode.	
Step 13	Click on the View drop down menu and select ITEM from the options.	
Step 14	Click on the Attach New Item button.	
Step 15	In the New Item Options dialog window, verify that the Single Item option is selected.	
Step 16	Click on the OK button.	
Step 14	Click on the Magazine items template option to highlight it. Click on the Select button.	
Step 15	Following the prompts enter: <ul style="list-style-type: none"> ➤ Location ➤ Price ➤ Volume (replace the words Issue Date with the issue date of the magazine) ➤ Barcode After each prompt, click on the Next button to continue.	
Step 14	Click on the Save button.	
NOTE	Magazine records created following these steps are permanent and will need to be maintained in the library where they are created (i.e., delete the items records and remove the bib when the magazines are no longer circulating).	

CONTACT THE IT SERVICE DESK FOR ASSISTANCE, ext. 3375 or helpdesk@pps.k12.or.us