PEGASUS (ALEPH) FOR COLLECTION MANAGERS:
TAKE A LOOK AT Monograph ORDERS

To Open ALEPH, click on Start, highlight Programs and ALEPH 500(v16) Acquisitions Serials.

Log on ID: collman
Password: collman

You may search by title using the Order Bar, the second horizontal search bar from the top, or click on the binoculars icon in the Navigation Pane on the left, or press F9. For more information on searching see “Staff Searching in the Aleph ver. 16 Client.”

If the Search function (binoculars icon) is used, a Brief List screen of titles will appear if more than one item in the system matches your search query. Highlight the title wanted to see the full record in the lower pane.

From here you have two choices. You can click on the Orders button on the right side of the lower pane. Or, in the left pane click in the Overview button to see the familiar Navigation Map. If you go to the Overview (or Navigation Map) and work down the hierarchy to Orders, you will see another opportunity to click on an Orders button to view the order record. You may find that the order information displayed in the Overview is all you need. Either method will bring you to the Order List.
STATUS:
CLS  Order closed
DNB  Delayed, no budget
LC   Library cancelled order
NEW  Order not processed yet
PS   Processing started
QSV  Query before sending order
RSV  Ready to send to vendor
CNB  Cancelled, no budget
SV   Sent to vendor
VC   Vendor cancelled order
WB   Waiting for budget confirmation
WP   Waiting for processing

INVOICE STATUS:
N    None invoiced
P    Partial invoice
C    Complete invoice
D    Complete and paid invoice

ARRIVAL STATUS:
CMP  Complete
PTL  Partial
NONE None received

TYPE:
M    Monograph
S    Serial
O    Standing order

METHOD OF ACQUISITION:
A    Approval
B    Blanket
D    Deposit
E    Exchange
F    No Charge
G    Gift
M    Membership
P    Purchase (firm order)
PP   Publisher Plan
SE   Series/Sets Standing Orders under Approval
UP   UP Approval
W    With

MATERIAL TYPE
AR   Archive (collection)
AU   Audio (spoken)
RD   remote sensing image, digital
BK   Book
RE   Realia/3-D kits
CR   CD-ROMs
DS   Dissertation/thesis
RH   Remote-sensing image, hardcopy
FC   Microfiche
FL   Microfilm
IN   Digital
S    Serial (print)
SC   Score
SD   Serial, print with digital
LF   Loose-leaf
MA   Manuscript (piece)
SE   Serial, digital not remote
SR   Serial, digital remote
MD   Map, digital
VI   Visual (and AV)
MP   Map, hardcopy
IX   One-time serials
MS   Monographic series
MU   Audio (music)
PB   Periodical backfile
To print, right click in the lower pane and select Print. (The Print/Cancel button in the upper pane is for printing letters to vendors)

**GENERAL NOTES:**

- Items will not show price information in the final Invoice section until an item has been paid for.
- For direct orders ONLY, the Order List will include order number information, etc. [For approval and UP titles, this screen will be blank, and you will not be able to use it to find information].
- Click on [G]Order Log in the left Navigation pane to see the dates the order moved through the stages of order to shelf. (click OK in the error message box)
- Price note is information converted from the NOTIS order record
- COLLMAN access allows viewing, but no editing of information. Many screens will allow you to proceed as if you can alter information, but you will eventually run into a message that you are not authorized.
- In searching for order records, you are now able to back up and review Brief Lists or look at the full bib record. Click on the Search tab to go back to your brief list, or to do another search.
- Some functions are not being used, so some buttons will give you no information.