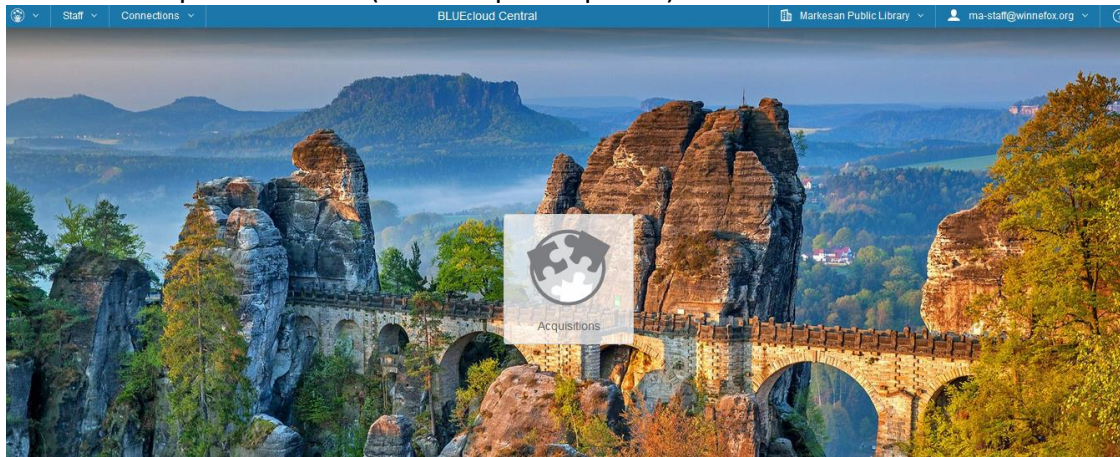


Creating an Add-On/Basic Order in BCACq

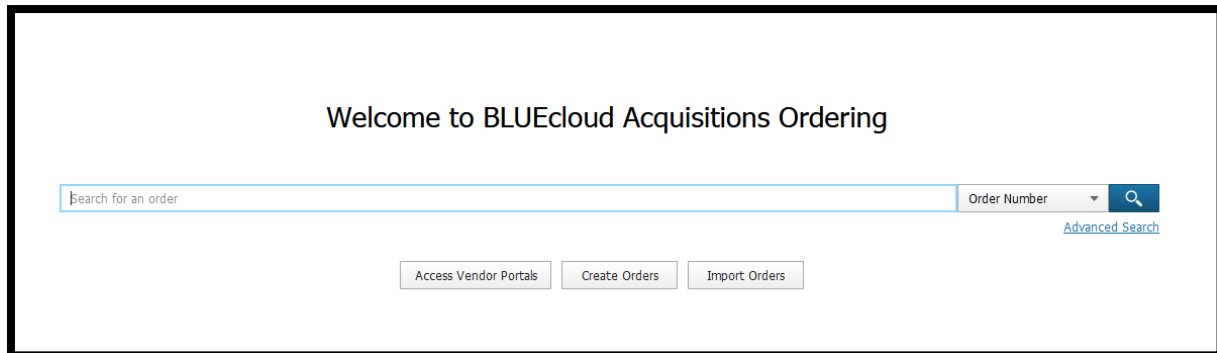
If you need to order a title after a Selection List has been closed, or a title that isn't on a Selection List, create an Add-On (also called "Basic Order") in BCACq manually.

Log into BCCentral (<https://na1.bc.sirsiidynix.net/admin/>) as you would to select items on the list.

Click the "Acquisitions" box (with the puzzle pieces) in the center of the screen:



This takes you to the main ordering screen:



Click on the "Create Orders" button, in the center under the search bar.

This opens up a blank order form:

Staff > Acquisitions > Orders > New Orders > Create New Order

New Orders Create New Order Create New Order Default Settings Look Up Title

Order (Building) Distributions

Basic Information

Order Number: Auto-generated if left empty

Order Type: Firm - Monograph

ISBN: |

UPC / EAN:

Title:

Vendor: Vendor Account:

If this is your first time using a new computer to order, you'll have to set the "Default Settings" so that your orders are created with your library's information. Once you set the "Default Settings" once, the next time you log into BCACq on this same computer, the "Default Settings" will fill in for you.

Click on the "Default Settings" button on the top-right hand corner of the order form:

Default Settings Look Up Title

Order Type: Firm - Monograph

UPC / EAN:

In the popup that displays, look at the "Distribution Template" near the bottom:

Order Default Settings
✕

Order Default Values

Vendor: Vendor Account:

Currency: Fund Category:

Billing Address: Shipping Address:

Shipping Method: Status on Create *:

Drop Ship Rush Order

Distribution Template

Institution	Item Template	Budget	Quantity
<input type="text" value="Markesan Public Library"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

[Add Another Distribution](#)

Fill in the fields for Institution, Item Template, and Budget. Fields can be filled in by clicking on the dropdown to see all options, or by typing into the field to auto-fill the rest of the name of the setting.

- Institution is your Library (should auto-populate).
- Item Template should always be "On-Order Item"
- Budget should be your library's budget information (your library name).

When the fields are filled in, click "Save". *1 then click "Cancel" on the blank Order, taking me back to the Ordering main screen, and then click "Create New Order" again. The reasoning behind this is sometimes, setting the Defaults will cause the order to create multiple items to order. Cancelling and starting with a new Order will

To enter in an order, first enter in the ISBN (if book) or UPC (if DVD or other non-book material), and the Title, then click on the "Lookup Title" button on the top-right corner.

Create New Order

Order (Building)
Distributions

Basic Information

Order Number:

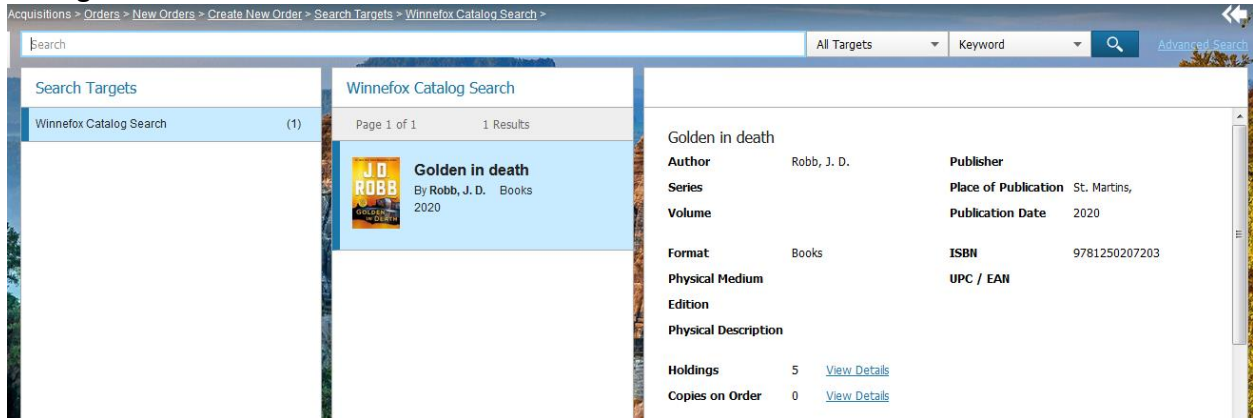
Order Type:

ISBN:

UPC / EAN:

Title:

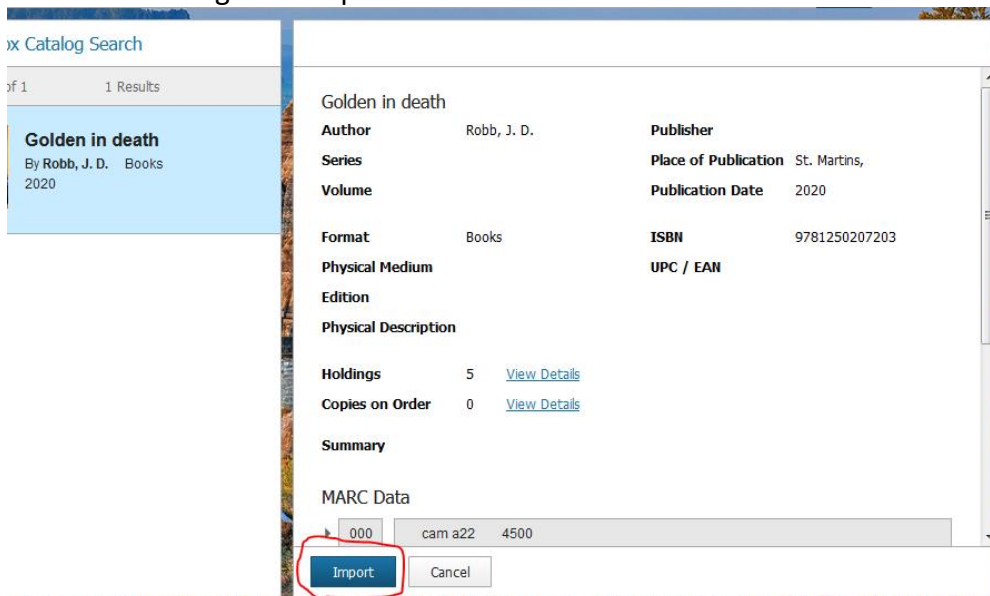
This checks our catalog for the title, either as a short record or as a full record, to see if it's already been added by someone else somewhere across Winnefox. If so, the record displays on the right-hand side.



Especially if there are multiple matches for the title, check the title details (both the top half that shows the summary and the bottom half, which shows the full MARC record) to be sure that the title is the same as the one you're ordering: for example, if you're ordering the LargePrint version, check that the "Edition" field shows "LargePrint edition".

If the only records available are Short Records, you may have to look the title up in Workflows to make a judgement call on if it's the right record or not.

If the record is the same as the one you're ordering, click the blue "Import" button at the bottom of the right-most pane:



This fills in fields on the order page with information from the record; how many fields are filled in depends on how complete the record is. At the very least, a short record will fill in fields for Author and Publication information, which are the minimum required fields for an order. This therefore saves you time in entering order information.

If you look up a title and no results are found in the catalog, you will have to enter the brief information by hand.

While no fields show as being required by the software, Winnefox requires the following fields to be entered for an item to be ordered:

- ISBN
- Title
- Author
- Publication Date
- Edition (if applicable, used for LargePrint, CD-Books, Blu-rays, etc)

Optional fields to add, if necessary

- Series (useful especially in cases of common titles to ensure the correct copy is purchased)
- Physical Description (for CD-Books especially to indicate the number of discs)
- Price (if known, or if can be estimated based on general format)

Tab over to each field and type (or copy-paste if applicable) the information for each field. Note that the fields are **not** in the order listed above:

Basic Information

Order Number

Auto-generated if left empty

Order Type

Firm - Monograph

ISBN

9781250207203

UPC / EAN

Title

Golden in Death

Vendor

Vendor Account

Quantity

1

List Price

\$ 35.00

USD

Currency *

United States Dollar

Offer Price

USD

Title Info

Fund Category

Author

Robb, J. D.

Series

In Death

Number in Series

50

Publication

Publisher

Publication Date

2020

Place of Publication

Edition

Physical Medium

Physical Description

If you would like invoices for items split out by format, use the “Fund Category” field to select the appropriate value:

Title Info

Fund Category

- Book
- Book on CD
- DVD
- LargePrint Book
- Music CD
- Playaway

Author

Robb, J. D., 1950- author.

Number in Series

[50]

Place of Publication

Waterville, Maine :

Edition

Large print edition.

Physical Medium

Physical Description

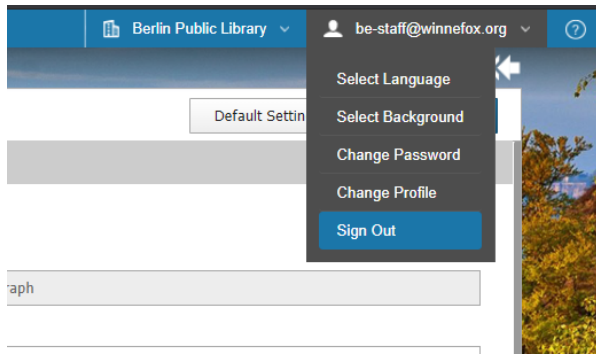
557 pages ; 23 cm.

Use “Book” for both hardcover and paperback books; “LargePrint Book” for both hardcover and softcover LargePrint books; “DVD” for both DVDs and Blu-Rays.

If you don't enter a Fund Category, the item will be invoiced with regular-print books.

With all the item information entered, click the “Create” button at the bottom to create the order. If you are ordering multiple Add-On titles, click the “Create an Add Another” button to have a new blank order form brought up.

When you're done entering orders, sign-out by clicking on your name on the top header-bar, and dropping down to Sign-Out:



Every week, Cindy exports the Add-On Orders and places the order with the vendors.