

INFLIBNET Centre (An IUC of UGC)
Ahmedabad – 380 009

SOUL 2.0

Flow Chart for Serial Control Module

- **Administration → General Master → Budget**
 - Create and assign the budget details for Serials

- **Administration → Serial Master → Vendor**
 - Create the details of publisher, supplier and binder for Serial Control Module

- **Serial Control → Suggestions**
 - **New Request** → Fill the details of title requested and save

 - **Update request** → Select title and click browse for displaying any request and click on update to modify it

 - **Select for Approval** → Select the title and click save

 - **Approval Process** → Double click on the title and fill the details like no. of approved copies and select the option (approve/reject) to approve or reject a requested title

 - **Re-Approve rejected** → Same as Approval process

 - **Merge into Database** → Select the title and click on merge (Merged titles will be Available in Catalogue as MARC record which can be edited in **Serial Control → Titles**)

- **Serial Control → Subscription**
 - **Order Process** → New → Select vendor & type of order and check on Add titles from List → Add → Select title & click pick → Save

 - **Order Process** → Renew → Select title & change the subscription period and volume information → Save

 - **Order Cancellation** → Select Order No → Select title → Cancel order

 - **Purchase Order** → Generate order letter

- **Serial Control → Payment**
 - **Invoice Process** → All Orders → Select Publisher/Supplier → Search → Select order no → Select title → Save → Enter Invoice No → Edit price details → Save

 - **Payment Process** → Select invoice → enter amount payable → Calculate → Payment Mode (with other details) → Save

 - **Refund process** → Select order no → Enter amount details → Save

- **Forwarding to Account** → Generate forwarding letter to Accounts section for payments
- **Forwarding to Vendor** → Generate letter of intimation of payment to the Vendor
- **Serial Control → Check – in**
 - **Schedule Generation** → Generate New Schedule → Select title → Browse → Enter volume, issue information etc → Generate Schedule
 - **Non-received process** → Select Title → Convert into Non-received
 - **Check-in Details** → Select Title → Change status → Save
 - **Remove Received** → Select titles for Deleting & exporting received items details
 - **Reminder Letter** → Generate reminder letter to the publisher/vendor
- **Serial control → Commercial Binding**
 - **Preparation of Sets** → Enter set number → Select title → select issues by clicking check box → Enter Binding details → Save
 - **Order Process** → Order Number → Click check box → Give Set Price → Save
 - **Receiving** → Select Order No → Enter Accn no., class no etc. → Save
 - **Invoice Process** → Enter invoice no → Select Binder → Add order → Select orders → Save → Enter invoice amount details → Calculate → Save
 - **Payment** → Select Invoice No → Enter payment details → Save
 - **Reminder to Binder** → Generate reminder letter to Binder
- **Serial Control → In-house Binding**
 - **Preparation of Sets** (Same as commercial Binding)
 - **Receiving** → Select Set No. → Enter details → Save
- **Serial Control → Titles**
 - **MARC21 Entry/Edit** → Enter the details of journal title (Enter the holding Information of journal subscribed earlier)
 - **Title Entry**(For Direct subscription without going to suggestion menu) → Enter Bibliographic details of journal in page 1 & 2 → Save
 - **Title Update** → Select Title → Browse → Title Holding → Enter holding Information → Save
 - **Article Indexing** → Search for Host Item (journal title) → click OK → Select Volume & Issue No. → Enter article details → Save.