
How to configure order counter code

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 18.01
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Description:

How can I make the order number counter code be equivalent to the document number of the bibliographic record being ordered?

Resolution:

See section 13.10 of the acquisitions chapter of the guide, specifically the section regarding "PrefixString=DocNo". This section is quoted below.

13.10 Order Number Counters

You can set up counters that will be used to automatically assign an order number to a new order. You can set up different counters for use by different libraries, or for different types of orders (for example, monographs vs. serials).

To set up counters, follow these steps:

Step 1:

Use UTIL G/2 to create a new "last-order-no" sequence, with a code attached that identifies the counter (for example, "last-order-no-ueduc").

Step 2:

Go the client's ACQ/TAB directory and open the ACQ.INI file. Go to the section labeled [OrderNumber]. Following is an example of the relevant section:

```
[OrderNumber]
```

```
EnablePrefix=Y
```

```
PrefixString=ueduc
```

If you want the user to be able to choose a particular counter, go to EnablePrefix and type Y to the right side of the equal (=) sign. The "Order Number Counter Code" field will then appear on the Order Type form. If you do not want the user to be able to choose a particular counter, type N. The "Order Number Counter Code" field will not be displayed.

To determine which counter will be entered as the default in the "Order Number Counter Code" field that appears on the Order Type form, go to PrefixString and type the code that identifies the particular counter (for example, ueduc for "last-order-no-UEDUC"). Regardless of the counter that appears as the default, the user will be able to change the counter.

Another type of counter that you can use does not appear in UTIL G/2, but you can type its code next to the PrefixString, as follows:

PrefixString=DocNo

If you type DocNo, the order number that will be assigned will be a combination of the ADM record number and the sequence number of the order (each order that is opened for an ADM record is assigned a running number). Examples of such a number are: 0000500-1, 0000500-2.

If you do not type a code to the right side of the equal (=) sign for the PrefixString parameter, the system will leave blank the "Order Number Counter Code" field that appears on the Order Type form. If the user does not enter a code for one of the defined counters, the system will automatically assign a number based on the "last-order-no" parameter in UTIL G/2.

Additional Information

16.02, order number, counter

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