
Creating a new acquisitions department

- **Product:** Alma
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Question

How can I create a new receiving / acquisitions department? When I edit the receiving operator role in user management I do not see a service unit for it for a specific library.

Answer

At the time the library is created (for example during migration or at a later stage) the receiving / acquisitions department is typically automatically created. If for whatever reason the receiving / acquisitions department does not exist then you can do as follows:

1. Alma Menu > General > General Configuration > Configuration Menu
 2. Select relevant library in “You are configuring”.
 3. Choose Work Order Departments
 4. Click Add department – of type Acquisition technical services
 5. Add the operator via the wizard – or via user management
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