

Order Log Report

The **Order Log Report** has been available since shortly after Aleph was implemented. This document includes information on the following:

- How the Order Log Report works
- Note on Action Dates converted from HULPR
- How to request the Order Log Report
- How to submit questions about the Order Log Report

How the Order Log Report works

The Order Log Report lists orders for which there are expired Action Dates in the order log. Separate reports are produced for the three order types

- Monograph
- Serial
- Standing Order

Note on Action Dates converted from HULPR

Many of the entries on the Order Log Report will be for action dates converted from HULPR. OPR data converted as different Order Log transaction types in Aleph ...

<u>HULPR stmt type</u>	<u>Order Log transaction type</u>
M	MEMO
N	NOTE
R	RECEIPT

Each line of the OPR from VENDOR to L3/L4 (including statement 001) was converted as transaction type ORDER. Note that a conversion error resulted in the stmt 001 action date appearing on all lines with Description ORDER so you will have to remove the date from all ORDER lines to prevent the order from appearing on the Order Log report. This applies to Standing Order and Serial orders only. On orders converted to Monograph order type, stmt 001 action dates were converted as Claim Date rather than as action dates in the order log.

For information on how orders were converted, see document Converted OPR data on the web at ...

<http://hul.harvard.edu/ois/systems/aleph/docs.html#acqfin>

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Sample Order Log Report

Order Log Report

Order Type: Monographs
Order Unit: DES01
Sort Key: Sublibrary and Action-Date

Vendor:	YANKEE	Order Group:	uu
Ord. No. 1:	7625358-1	Sublibrary:	Loeb Design
Ord. No. 2:	1BKV6896	Type:	MEMO
Ord. Date:	02/19/1998		
Action Date:	08/26/2002		

Text: 005 M po;ps=volume 2 only;t;Emily Scudder MD: 09 30 1999 AD: 02/27/2002

Olmsted, Frederick Law, 1822-1903.

The papers of Frederick Law Olmsted. Supplementary series.

Baltimore : Johns Hopkins University Press, c1997-

v. : ill. ; 25 cm.

Vendor:	YANKEE	Order Group:	uu
Ord. No. 1:	8404729-1	Sublibrary:	Loeb Design
Ord. No. 2:	1BOU8304	Type:	NOTE
Ord. Date:	06/29/2000		
Action Date:	11/08/2002		

Text: 003 N out of stock;backordered MD: 12/17/2001 AD: 11/08/2002

Moscow Avant-Garde Architecture, 1955-1991.

Chicago : Art Institute of Chicago, 1997

(Architecture in context)

The report is sorted by Sublibrary then by Order No. The report can be sorted in ascending or descending order.

How to request the Order Log Report

The Order Log Report is running weekly for all Order Units (if you don't print the report, the new report will overlay the old one).

To print the report, you must be designated as a Print Operator. If you need help printing the report, please contact OIS via the Aleph Support Center using the category Printing/Products.

The URL for the Aleph Support Center category Printing/Products is ...

<http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-prod.html>