
















# BLACKWELL'S BOOK SERVICES

## Collection Manager™ System Icons

### REFERENCE SHEET











#### Approval Action Icons

Click on any action icon in the system to see details of the action. The approval action icon displayed on a title will represent the best action taken for your library.




Image	Action on a subject	Action on a title taken on behalf of library
	Indicates the library's approval book coverage on the subject, division, publisher, or non-subject parameter	Indicates title supplied as book as a result of the approval plan
	Indicates the library's approval book coverage at the division level, with exceptions on subjects within that division	Indicates that there are other editions of the title available; use the [Editions] link under the title to see other actions taken on behalf of your library
		Indicates that the book action taken on behalf of the library by that sub-profile was overridden by an action taken by another sub-profile; click on the icon for more information
	Indicates the library's approval form (slip) coverage on the subject, division, publisher, or non-subject parameter	Indicates title supplied as a form (slip) as a result of the approval plan
	Indicates the library's approval form (slip) coverage at the division level, with exceptions on subjects within that division	Indicates that there are other editions of the title available; use the [Editions] link under the title to see other actions taken on behalf of your library
		Indicates that the form action taken on behalf of the library by that sub-profile was overridden by an action taken by another sub-profile; click on the icon for more information
	Indicates the library's block or supernegation on the subject, division, publisher, or non-subject parameter	Indicates title was blocked as a result of the approval plan, and was not supplied
	Indicates the library's block or supernegation at the division level, with exceptions on subjects within that division	Indicates this edition of the title was blocked as a result of the approval plan, and was not supplied; use the [Editions] link under the title to see actions taken on other editions on behalf of your library
	Indicates no approval coverage on the subject or division	Indicates title was not supplied as a result of no approval coverage
	Indicates no approval coverage at the division level, with exceptions on subjects in that division	Indicates this edition of the title was not supplied; use the [Editions] link under the title to see actions taken on other editions on behalf of your library
		Indicates title is forthcoming; no approval action has been taken on behalf of the library yet
		Indicates this edition of the title is forthcoming; no approval action has been taken on behalf of the library yet; use the [Editions] link under the title to see actions taken on other editions on behalf of your library
		Indicates title will not be processed through the approval service and will not be supplied as an approval book or form
		Indicates this edition of the title will not be processed through the approval service and will not be supplied as an approval book or form; use the [Editions] link under the title to see actions taken on other editions on behalf of your library
		Indicates title was supplied as a result of a Standing Order

**Acquisitions Icons**

Click on any action icon in the system to see details of the action.

Image	Action on a title taken by your library
	Indicates that a request has been placed by your library
	Indicates you want to review the title at a later time; this icon is a personal action and displayed only on your individual user ID
	Indicates you are not interested in the title; this icon is a Personal action and displayed only on your individual user ID
	Indicates the request has been approved by an authorized user at your institution
	Indicates the request has been rejected by an authorized user at your institution
	Indicates that an Approval Order has been placed on the title by your library and this title will come on Approval regardless of any approval action in your profile
	Indicates that a Do Not Send instruction has been placed on the title by your library. This title will not come on Approval regardless of any approval action in your profile
	Indicates that an order exists for your library for this title
	Indicates the title was exported by your library
	Copies order information from one item to another

**Other Icons**

Image	Action
	Indicates the subject tree or profile can be expanded; click on the icon to open the subject division or profile
	Indicates the subject tree can be condensed; click on the icon to close the subject division or profile
	Indicates additional information available; click on the icon to see additional information
<b>Preferences</b>	Settings to customize the title lists, the subject trees
<b>Help</b>	Links to a variety of help documents for Collection Manager
<b>Frames</b>	Use to alternate between one frame interface and two frame interface
<b>Search</b>	Goes directly to search form
<b>Email</b>	Opens browser email function to send a message to Blackwell's
<b>Save view</b>	Saves the current frame as the default
<b>Sign off</b>	Logs off Collection Manager
<b>First</b>	Goes to the first page of titles
<b>Previous</b>	Goes to the previous page of titles
<b>Next</b>	Goes to the next page of titles
<b>Last</b>	Goes to the last page of titles

**Contacting Blackwell's Book Services**

For questions about your profiles, access to Collection Manager or general queries regarding orders or titles please contact your Customer Service representative or e-mail: [sales@blackwell.co.uk](mailto:sales@blackwell.co.uk)