



GAELIC Libraries  
Workshop:  
*Celebrating 10 years of  
the  
Millennium/INNOPAC  
system in GAELIC!*

University of the Witwatersrand

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Academic Information Service,  
University of Pretoria





**Electronic status reports**

**Presented by Heleen Steyn**

# Processing EDIFACT Status Reports

Page # 107196

- To process EDIFACT Status Reports, your library must acquire Electronic Ordering (Edifact) via File Transfer (Product code 408C).
- To process EDIFACT Status Reports, you must be authorized for function 421 (Status Reports).

- The Status Reports feature allows you to import and process EDIFACT ORDERSP files (commonly referred to as order responses or order acknowledgements).

- These files contain a detailed description of your library's orders with the vendor, including the status of each order.
- Vendors frequently prepare an order response file for orders recently placed, but a vendor can prepare a file for all outstanding orders.

# Summary of the whole process

1. Status reports
2. Download
3. Choose correct vendor (file)
4. Connect
  - User name
  - Password
5. Change Transfer type if necessary:
  - ASCII
  - Binary

(We don't change file names – discuss with your vendor)

# The process (continued)

5. Double click on appearing file name (or Get)
6. Click on latest file
7. Double click on latest file
8. Close window
9. Print or email records
10. Process
11. Click Download to process another file,  
or click on any other process in  
Millennium

# To process EDIFACT status reports:

1. Change the current mode to Status Reports.
2. Choose Download. Millennium displays the FTP dialog.



3. Retrieve the order response file from the vendor via FTP. See the Getting Files section (Page # 106005) of the manual.
4. Enter the IP address for the remote host or choose a previously used value from the drop-down list.

#### 4. Choose Connect.

In the Login dialog box, enter the Username and Password and choose OK.

# Status Reports



- Vendors
- Selection List
- Foreign Curr.
- Change Eprice
- Create Lists
- Statistics
- Vendor Statistics
- Output Vouchers
- Status Reports

2 → Download Process

Preview Processed

#	Record	Blanket PO	Title	Status Desc.	System Sta
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### FTP

File View

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#### Status Reports FTP

Host 137.215.8.16  Secure Transfer

Connect Disconnect

Get Remote

Put → Remote Filename

Transfer type: ASCII

Rename files upon transfer

### Login

User upretoria

Password

OK Cancel

Cancel Alt-C

4 →

5. Change the data format of the file(s), choose one of the following formats from the Transfer type drop-down list.
  - Binary—Binary is the suggested format for non-text data such as MARC files.
  - ASCII—ASCII is sometimes used for text data, such as "printed-to-disk" files.
  - EBCDIC—EBCDIC is an extension of the IBM BCDIC (Binary Coded Decimal Interchange Code), and is not commonly used.

## 6. To get the file:

- If you chose the Rename files upon transfer option, the system displays a Rename dialog box, allowing you to change the file name.
- If you did not choose to rename the file, you choose Get (or double click), Millennium processes the file and displays the order response information for each order in a table on the Preview tab.



File View



### Status Reports FTP

Host

Secure Transfer

Remote /upretoria

Name	Size	Last Modified
ordrsp/	0	27-06-2007 2:15AM

Transfer type:

- ASCII transfer
- Binary transfer

6

or 6

5



7. Double click on the latest file.
  8. Close this window.
  9. From the Preview tab, you can review and print (or send by email) the order response information. (I would recommend that you do this)
- You can also sort the table by clicking on any of the column headers.

[Download](#)[Process](#)[Preview](#)[Processed](#)

#	Record	Blanket PO	Title	Status Desc.	System Status ▾
1	o10603335		Allerzielen / Cees Nooteboom.	Cancelled. Copies ordered:12 Copi...	Ready
2	o10603918		Birds of America : stories / by...	Accepted with change. Copies ord...	Ready
3	o10603530	49085850	In Nederland. English	Accepted with change. Copies ord...	Ready
4	o1060392x	49085850	Roscoe / William Kennedy.	Cancelled. Copies ordered:2 Copie...	Ready
5	o10603542	49085850	Volgende verhaal. English	Accepted with change. Copies ord...	Ready
6	o10002467		No title available	Cancelled. Copies ordered:9 Copie...	No Match   Unable...

Each row in the table above contains standard information for a specific order, such as record number, title, and if your library has the blanket purchase order functionality enabled, blanket purchase order numbers. Additionally, the table includes the following status columns:



- Status Desc.

This column displays the message from the vendor regarding the order status. This message can include information such as the order action taken by the vendor (e.g., "accepted without amendment", "accepted with change", or "cancelled"), the quantity ordered, the quantity sent, availability status (e.g., backordered), and a free text message.

- System Status

This column displays the status for each order response, as well as any error messages. If there is an error in this column for a specific order, that order record cannot be updated. Only orders with the status of "Ready" can be updated.

10. Process to update the order records with the current status. Millennium inserts a variable-length field into the order record to store the vendor's response.

After the processing is complete, the Processed tab automatically displays. For each order that was successfully processed, Millennium changes the System Status to "Updated".



If you do not want to process the current file, you can exit the Status Reports mode by choosing another mode.

11. Alternatively, you can download a different file without processing the current information by choosing Download. Millennium clears the Preview tab and displays the FTP dialog again for you to retrieve the new file, or

click on any other process in Millennium  
to exit the status report module.



# Status Reports

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11

Download

Process



Preview Processed

#	Record	Title	Status Desc.	System Status
1	o10856456	Metric handbook : planning and design data / edite...	Accepted without ame...	Ready
2	o10861014	Restyling factual TV : the reception of news, docum...	Accepted without ame...	Ready
3	o10874525	Women, politics, and power : a global perspective /...	Accepted without ame...	Ready

**FTP** Close

File View

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**Status Reports FTP**

Host   Secure Transfer

Remote

Name	Size	Last Modified
<input type="checkbox"/> YBPORDRSP_000024.CEA	1028	22-06-2007 2:15AM
<input type="checkbox"/> YBPORDRSP_000024.xml	3247	21-06-2007 10:00...
<input type="checkbox"/> YBPORDRSP_000025.CEA	2685	23-06-2007 2:15AM
<input type="checkbox"/> YBPORDRSP_000025.xml	10306	22-06-2007 10:03...
<input type="checkbox"/> YBPORDRSP_000026.CEA	328	24-06-2007 2:15AM
<input type="checkbox"/> YBPORDRSP_000026.xml	617	23-06-2007 10:00...
<input checked="" type="checkbox"/> YBPORDRSP_000027.CEA	548	27-06-2007 2:15AM
<input type="checkbox"/> YBPORDRSP_000027.xml	1514	26-06-2007 10:00...

← Remote Filename

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# NB

**If an order is listed as cancelled in the Status Desc. column, Millennium does not automatically cancel the order on your system.**

# Possible Error Messages

- When you retrieve the order response file via FTP, Millennium attempts to interpret the file and match each order response to an order record by using the order no.



# Possible Error Messages (continued)

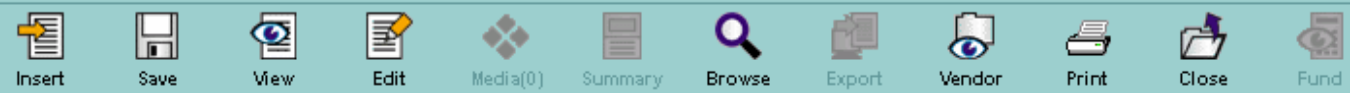
- If Millennium cannot read the file or there is a problem matching a specific order record, the system displays an error message in the System Status column on the Preview tab.

In the manual a table with a list of possible messages you might encounter is displayed. (Page # 107196)

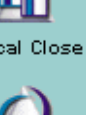
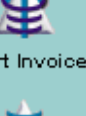
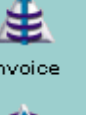
That table also explains what each message means and offers possible solutions to resolve the problem.

## 2 examples of error messages

<b>System Message</b>	<b>Meaning / Possible Solution</b>
No Match   For recnum <n>, record type is <x> and was expecting 'o' (order record).	Vendor has included information for the wrong record type in the order response file. Contact your vendor.
No Match   item <n> has either a null LIN or RFF value. line rff <value>. cannot determine record number.	Incorrect coding in one of the segments of the order response file. Contact your vendor.



Orders



**AUTHOR** Paxton, Pamela Marie.  
**TITLE** Women, politics, and power : a global perspective / Pamela Paxton, Melanie M. Hughes.  
**LOCATIONS** tes

Summary Record o10874525 Receive o10874525 Payments o10874525 0 Bib-Level Holds

Queue P.O. [View Finances](#)

o10874525 Last Updated: 27-06-2007 Created: 13-06-2007 Revisions: 3

ACQ TYPE	p PURCHASE	E PRICE	R277.13	RLOC	t TES
LOCATION	tesoc TES Open Coll Level 1	FORM	b BOOK	BLOC	t TES
CDATE	- -	FUND	bh467 Inst Vroue & Gend	STATUS	o ON ORDER
CLAIM	n NO CLAIMS	ODATE	13-06-2007	TLOC	p PO REQUESTED
COPIES	1	ORD NOTE	- ---	VENDOR	lindu Lindsay&Croft-US
CODE1	p P DE VILLIERS	ORD TYPE	f FIRM ORDER	LANG	eng English
CODE2	- ---	RACTION	- (NO ACTION)	COUNTRY	us United States
CODE3	h HUM	RDATE	- -	VOLUMES	0
CODE4	- ---				

x usd36.95  
n inst gender ; 324.082  
b |bOrder sent 21-06-2007 9:08

**Order Status** 5 Accepted without amendment. Copies ordered:1 Copies sent:0 Pieces delivered:0 Copies backordered:1 In stock (at wholesaler or bookseller) Order is in progress but not yet sent 27-06-2007 09:26:50

**This is how it will look on the order screen**

Any questions?

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