Adding Volumes to Existing Items

Overview of Steps:

1. Create a spreadsheet with only the serial hierarchy information for the volumes to be added
2. Use the SMaRT Tool to locate the item record
3. Open the item record
4. Click on the “Add Volumes” button
5. Select your spreadsheet file and the sheet to use
6. Click “Show Data” to see a preview of the imported data
7. Click “Execute”
8. Review the new volumes and make any corrections if needed

Step 1: Create a spreadsheet with only the serial hierarchy information

Examples:

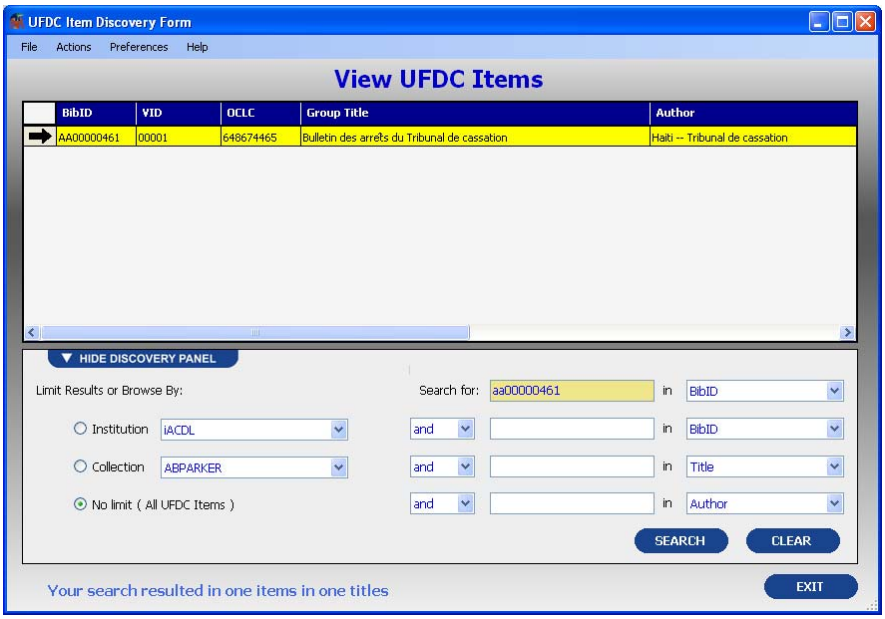
Year	Number
1914	3
1914	5
1915	1

Year	Month	Day
2010	3	23
2010	3	24
2010	3	25
2010	3	26

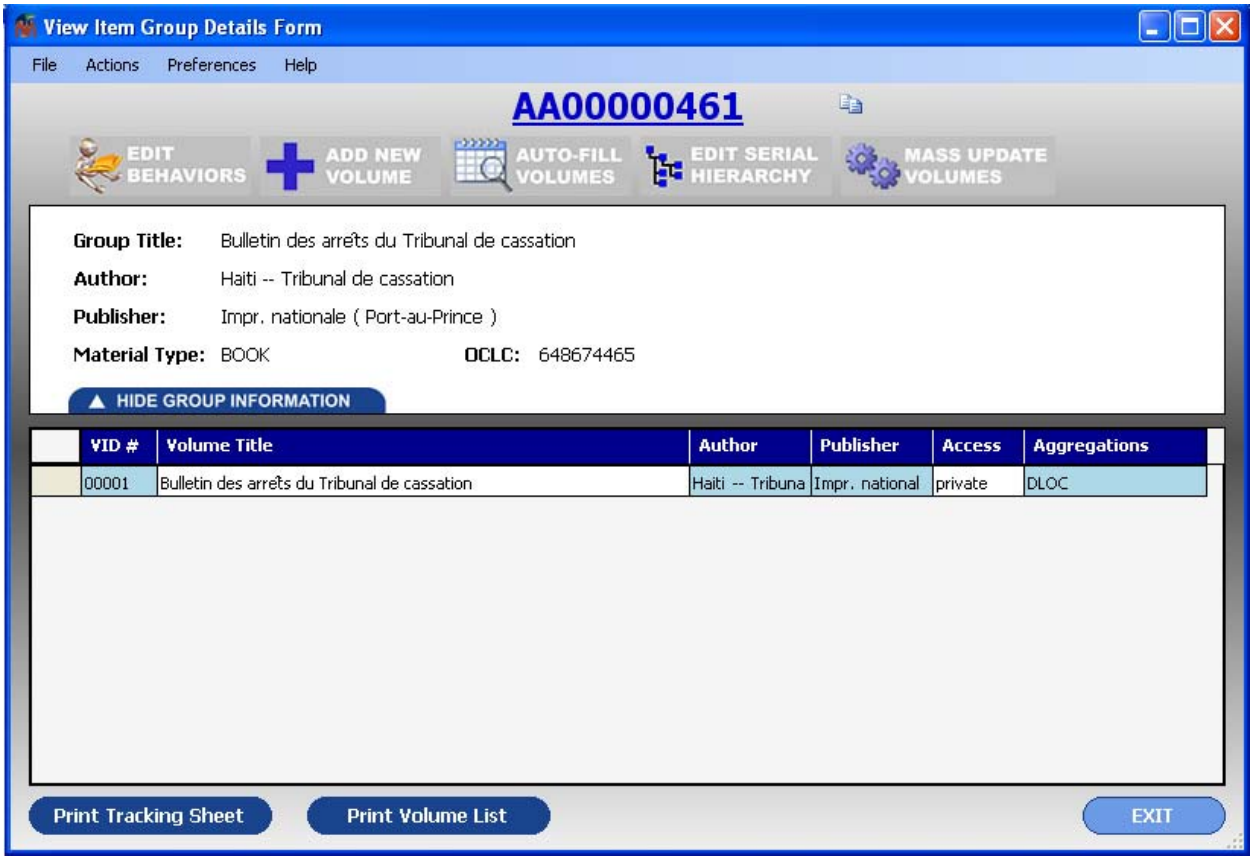
Volume	Number	Issue
4	1	1
4	1	2
5	1	1
5	2	2

See the included example file for full examples.

Step 2: Use the SMaRT Tool to open the item record



Step 3: Open the item record

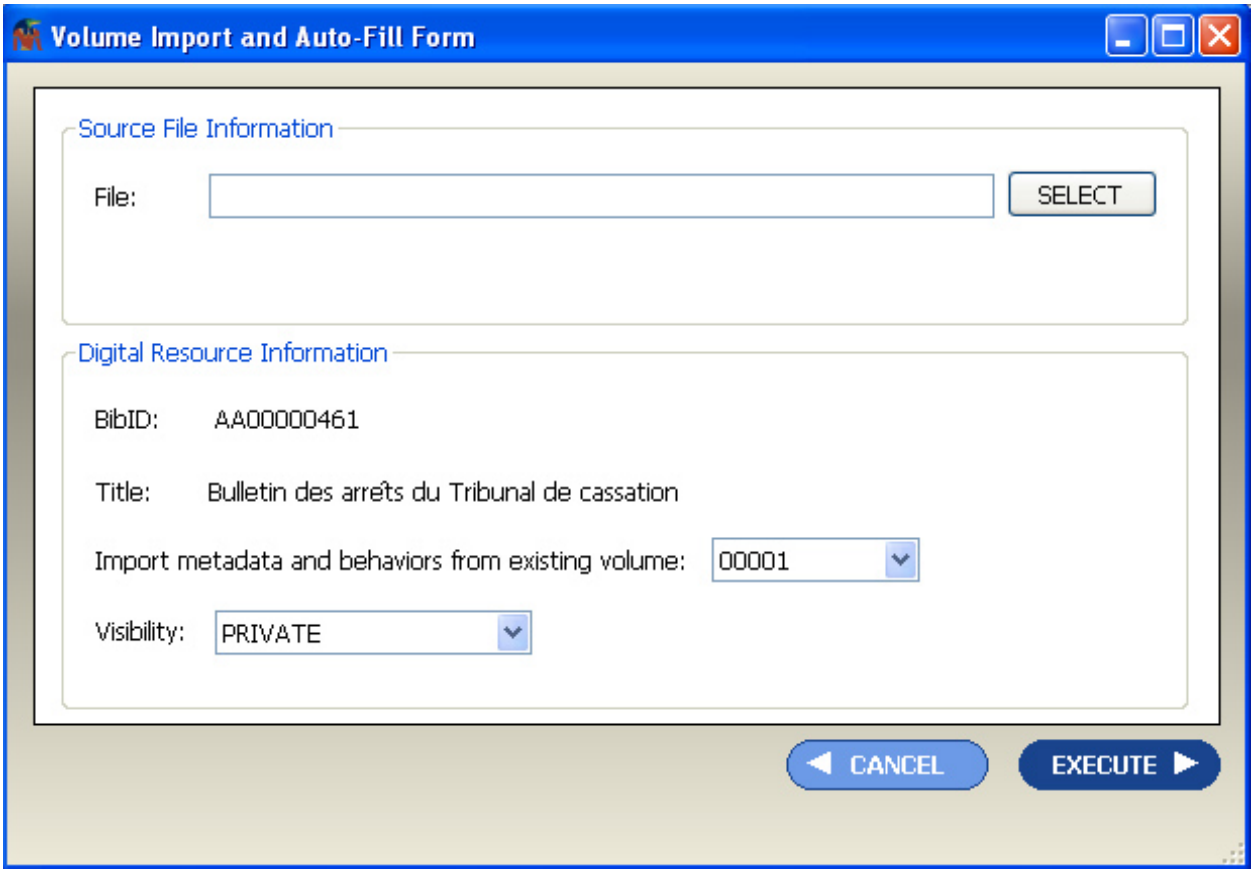


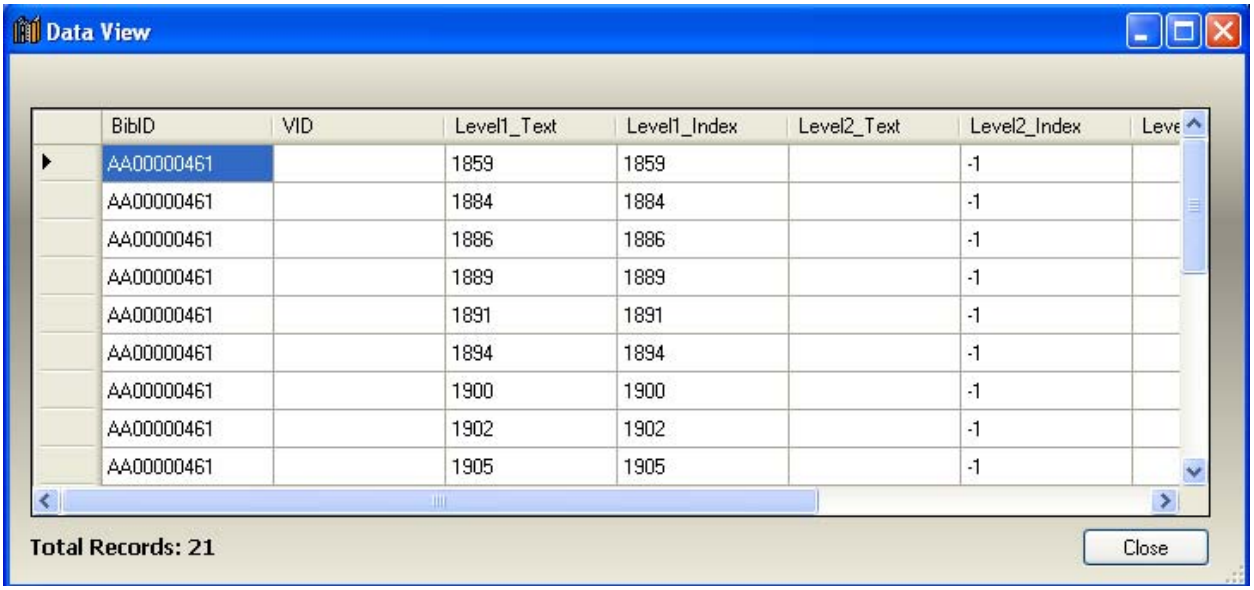
Step 4: Click on the “Add Volumes” button

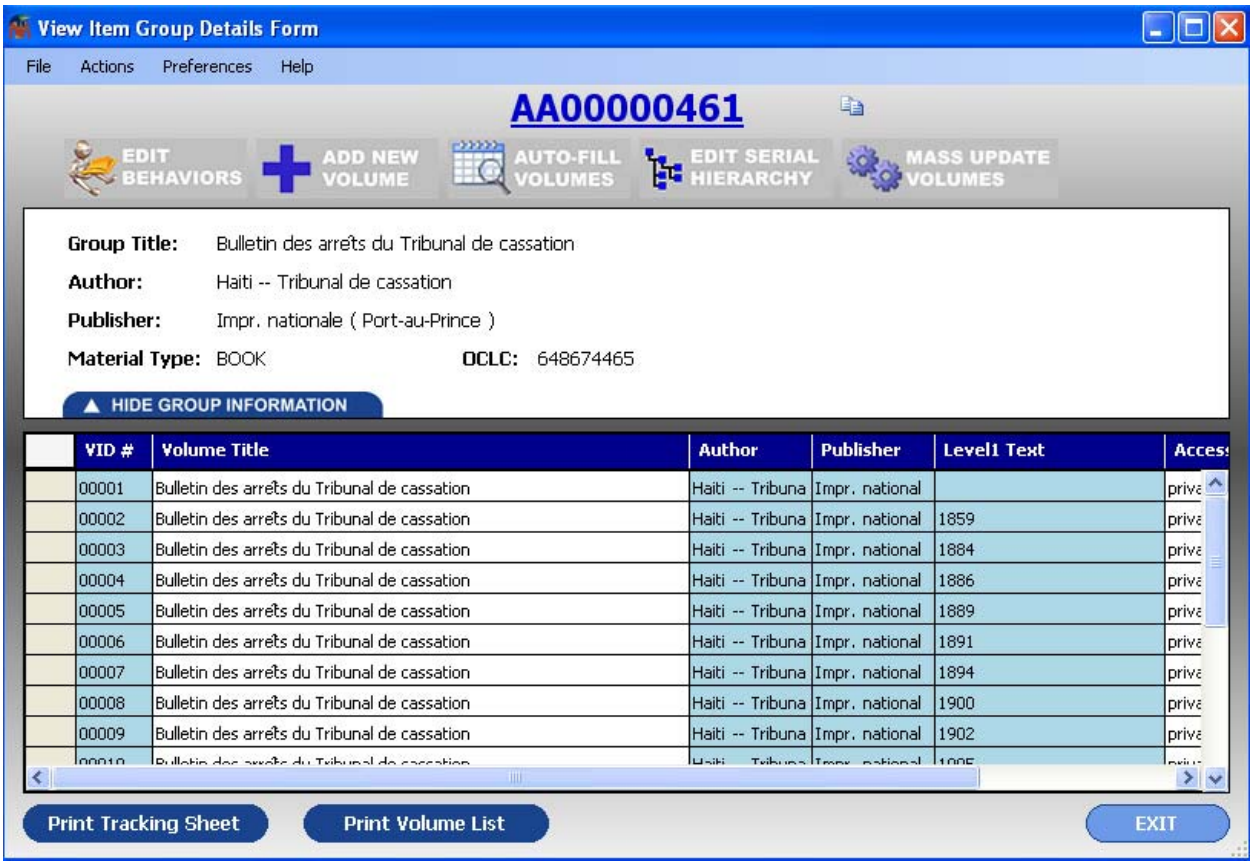
Step 5: Select your spreadsheet file and the sheet to use

Step 6: Click "Show Data" to see a preview of the imported data

Step 7: Click "Execute"





BibID	VID	Level1_Text	Level1_Index	Level2_Text	Level2_Index	Leve
AA00000461		1859	1859		-1	
AA00000461		1884	1884		-1	
AA00000461		1886	1886		-1	
AA00000461		1889	1889		-1	
AA00000461		1891	1891		-1	
AA00000461		1894	1894		-1	
AA00000461		1900	1900		-1	
AA00000461		1902	1902		-1	
AA00000461		1905	1905		-1	

Step 8: Review the new volumes and make any corrections if needed