

Setup Checklist

Done	Task	Link(s)
	Training from Acquisitions Specialist	
	Subscribe to ACQ-L listserv	ACQ-L
	Permissions worksheet returned to PINES	Permissions designations
	Setup worksheet completed	Link was provided by Acquisitions Specialist
	Funding Sources set up	Funding Sources
	Funds set up	Funds
	Providers set up	Providers
	ON ORDER shelving locations set up	How to set up a copy location
	Grids on vendor site modified to match PINES (if using)	Grids
	MARC downloads setup on vendor website(s)	MARC Downloads Setup
	Send test cart downloads to ACQ Specialist for checking	
	EDI ordering set up for EDI-capable vendors	Done by PINES
	Testing EDI orders	Done by PINES
	Money added to the system	Apply credits and Move money to funds

From:

<https://pines.georgialibraries.org/dokuwiki/> - **PINES Documentation**

Permanent link:

<https://pines.georgialibraries.org/dokuwiki/doku.php?id=acq:setup>

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