

RIGHT ON LIBRARY AUTOMATION SOFTWARE

For more than 29 years, the AFFORDABLE ALTERNATIVE in automation software for libraries and libraries in offices, colleges, schools, churches, synagogues, homes and more.

MOVING ON TO OUR 30th YEAR

PERIODICAL MANAGER

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An easy and efficient way to manage all library subscriptions. Enter all magazine titles. Add issues as they arrive. Enter staff. Route magazines as they arrive. That's it. What could be simpler, faster or more efficient? Add affordable, and you've got it all.

Point & Click screens for easy access to entering magazines, issues, supplements, claims, printing, searching, routing, etc.. Program handles all subscriptions from dailies to weeklies to seasonals.



Multi-tasking, using the latest Windows technology, *PERIODICALS MANAGER* makes it possible for every library, from the smallest to the largest, to automate serials management.

Main menu options with drop down menus and shortcut buttons that conform to standard Windows programming, make access even faster. Let's take a look at the program and provide a better sense of what features you can expect from *PERIODICAL MANAGER*:

Magazines: Drop down menu features – add title, edit, search, print, more

Issues: Drop down features – add, edit, print, print missing issues, more

Supplements: Yes, even supplement maintenance is included

People: Add, edit, search, delete, print, more

Routing: Handle all routing procedures –route each periodical separately (or individually)

AND MORE!!

Data management and evaluation: More flexible and easier to use than ever. Enter data and create various reports. Create lists of magazines, employees, employees receiving magazines, magazines being received by employees. Use these lists to evaluate magazine subscriptions. Do you need another copy of *American Banker*? Are two copies of *Time* enough or too many? Does it pay to get *Tennis* for only one reader?

Routing: Each magazine may be routed to different people and in different order. Joe can head the list for *Newsweek* and be somewhere in the middle for *Fortune*. Ellen may head the list for *Ad Age*, yet be at the bottom for *ABA Report*. Adding new people and deleting those who leave is done with the click of the mouse, removing them from all routing lists at the same time. Checking in an issue clears the way to printing a routing slip for that title at the same time.

Table of Contents? If you prefer to route the Table of Contents and not the entire magazine, this program will do that as well. Use it the same way and simply send the Table of Contents to the same lists. Message blanks at the top and bottom of the routing slip allow you to ask people to check list or call for a specific article shown in the Table of Contents.

No Routing? If you currently do not route your serials, use that portion of the program to enter all employees, and create an outstanding employee list with both departments and telephone numbers.

Ease of installation and use make it easy for even the newest computer user to install and benefit from this program. Available in both single user and network versions which makes it convenient to enter data, search, and print from various locations.

PROGRAM FEATURES:

Enter and print all holdings
Print issues on hand and missing issues
Print magazine titles in alphabetical order
Enter issues received, one at a time or in batches
Enter and track all supplements (regular or irregular in arrival)
Print all subscriptions by expiration date
Customize selected screen fields for your own library
Duplicate publisher information (for supplier – no retyping)
Search by ALL fields quickly and easily

ROUTING FEATURES:

Route any periodical to any employee in any order (all routings may be different)
Print routing lists by magazine
Print routing lists by employee (see who gets what)
Print routing lists and slips for Tables of Contents
Add employees, edit, and delete quickly and easily
Remove name of employee and name on magazine lists at same time
Very fast and easy search routine

Let's take a walk through PERIODICAL MANAGER so you see how it will be used in, and how valuable it will be for your library.

Take a few moments to examine the menu features, the drop down menus and the short cut buttons. Don't be afraid to drop the drop downs. Look at all the things they let you do. Now to use the program.

1. Add all your magazine titles. Enter the issues you already have. To make that easier and faster you can add them in "batches." That means you can enter several issues or several years of holdings in one batch. That's it. All magazines are entered and holdings are up-to-date.
2. Add all employees. If you wish, enter their location, phone number or mail drop.
3. Route each magazine to your specific routing list. Create unique lists for every magazine. Each list may be different. The person at the top of one list could be at the bottom of another. Customize the routing for your needs.
4. Print a list of all serials to send to all employees. Easily.
5. Print a list of serials and the people who receive each one. Easily.
6. Print a list of employees and the magazine titles each one receives. Easily.
7. Add new issues as they are received.
8. Route those issues to the specific list immediately.



EXTRA.....EXTRA.....
Another great use for our
PERIODICAL MANAGER SYSTEM software!

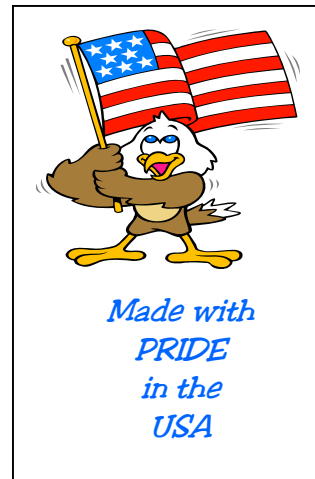
You may adapt the PERIODICAL MANAGER SYSTEM software so it can be used as an ACQUISITION program.

HERE'S HOW: Enter the name of the magazine to be ordered. Fill in all the other information that is appropriate for that magazine.

In the Expiration Date field enter the date on which you are placing the order, but use a year several years ahead. For example if the current date is 11/20/2009 enter the date as 11/20/2020.

Then, choose to print a list of magazines by expiration date. Choose the dates in the year 2020. All the magazines you have entered with that "expiration date" will print.

You then forward that list to your jobber and the magazine order will be filled. When the magazines begin to arrive, simply delete the order date (that you placed in the Expiration Date field) and enter the correct Expiration Date. The magazine is already in the system and with this quick editing the job is finished.



ALSO AVAILABLE:

This program is also available in a
NETWORK VERSION
that allows an unlimited number of users.

That's an unlimited number of users
without paying a per user price!

right on programs
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