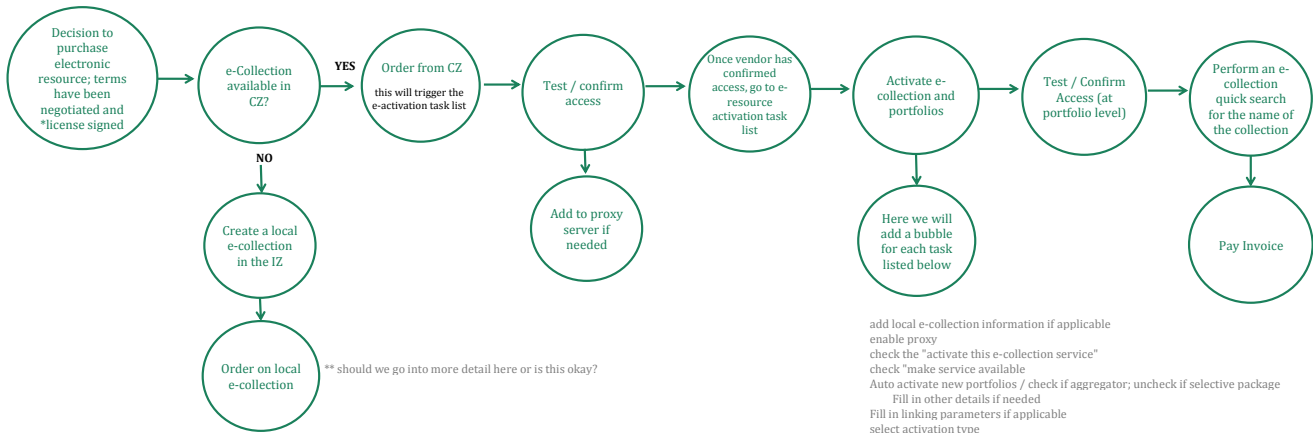


e-Resource Acquisition & Activation for a new Electronic Collection

This is a sample workflow of common tasks that take place when ordering and activating a new electronic collection.
 Workflow of tasks will vary depending on the needs and staffing of individual institutions.
 This general workflow can be adapted according to local institutional needs.
 *license process in workflow to be determined by individual institutions



add local e-collection information if applicable
 enable proxy
 check the "activate this e-collection service"
 check "make service available"
 Auto activate new portfolios / check if aggregator; uncheck if selective package
 Fill in other details if needed
 Fill in linking parameters if applicable
 select activation type
 upload an excel sheet with current coverage dates
 Confirm and Activate
 if manual activation type was selected, adjust portfolio coverage if needed