# Ordering

Hello, in this tutorial you will learn how to order and purchase materials in Rialto.

In this session you are currently logged in as a selector.

There are already a few items in the cart so you’ll click the cart icon, and it shows everything that is ready to buy.

You can use facets to filter the cart if you only want to see certain titles. Total cost is shown here. There are also options for bulk actions and selective checkout which we’ll discuss shortly.

When you click on a title to open it, you can see additional information about the item being ordered by clicking More Details. These details include classifications that may be helpful when determining shelving location for print materials.

If you have holdings or other activity for an offer in your cart, you’ll see the Library Activity”section. In this case, you see an indication that your institution has holdings. You can click “View All” to see more information about the current holdings.

If you are ordering a title for which you have holdings, you must select Allow duplicate. If you would like to disable this required duplicate check, reach out to Support.

You are only asked to assign a location to physical items. Fund information is required and will update the balance in real time. An item policy (for print) and reporting code can be added here if needed.

Print items have additional options that allow you to override your default shelf-ready processing rules for a particular item.

As part of onboarding, ProQuest worked with your institution to establish shelf-ready processing defaults and shipping instructions for all physical items.

You can override them to:

* bypass all shelf-ready processing,
* expedite the order,
* skip full MARC record delivery,
* skip spine labeling,
* or override the default call number.

These options can be used in combination if needed.

There are also several types of notes that you can add:

* Note to vendor – which is generally used for processing instructions for print materials. Keep in mind that for eBooks this will delay automatic activation because the order will be set aside for review prior to passing it on to the platform.
* Receiving notes – are only available for print materials to give special instructions to your library staff when receiving the items.
* Internal notes – are notes that are attached to the order line and can be used to record anything internally in Alma.

If there is an interested user you can enter their name here, and you can select what you want to happen when the item becomes available. The user can be notified when the item is received (for print) or activated (for electronic) as well have a physical item placed on hold for them. More than one user can be added if needed, and each can have individual notification settings.

This item is now good to go. You’ll finish entering information for the electronic item. The same panel opens when you click on the title. The print-only options (such as location and item policy) are not visible for electronic items.

The cart is now ready for checkout. To complete the transaction click Send all to approval, which will send the order to be approved and purchased. If you are a purchaser you will be able to immediately “Checkout all,” which will immediately create a purchase order line in Alma and send the order to ProQuest.

Whether you are a selector or a purchase, you don’t have to finalize your entire cart a the same time. If you are only ready to perform an action on some of the titles in your cart, you can select the box next to the titles you wish to purchase and choose “Send selected to approval” or “Checkout selected”.

Now you know how to order items in Rialto. Thanks for watching!