

## Z18 - ROUTING LIST

The Z18 record contains routing list information. It is complemented by Z14 (Routing list member).

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces, all numeric fields are right-aligned with leading zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V.

02	Z18-REC-KEY.	
03	Z18-DOC-NUMBER	PICTURE 9(9).
03	Z18-COPY-SEQUENCE	PICTURE 9(5).
03	Z18-ROUT-SEQUENCE	PICTURE 9(2).
02	Z18-SORT-ORDER	PICTURE 9(4).
02	Z18-ROUT-DATA.	
03	Z18-ALPHA	PICTURE X(1).
03	Z18-ID	PICTURE X(12).
03	Z18-BUDGET	PICTURE X(50).
03	Z18-STATUS	PICTURE X(2).
03	Z18-LOAN-DAYS	PICTURE 9(2).
03	Z18-LOAN	PICTURE X(1).
03	Z18-NOTE	PICTURE X(200).

<b>Z18-REC-KEY</b>			
Z18-DOC-NUMBER	M	9(9)	<b>DESC:</b> System number of the administrative record associated to the routing list. <b>CONV:</b> System number of the administrative record.
Z18-COPY-SEQUENCE	M	9(5)	<b>DESC:</b> Sequence number of subscription within an administrative record. <b>CONV:</b> Sequential number, beginning with 00001 (relevant Z16-COPY-SEQUENCE).
Z18-ROUT-SEQUENCE	M	9(2)	<b>DESC:</b> Sequence number of a routing list. Used to distinguish between multiple routing lists of the same subscription. <b>CONV:</b> Create consecutive numbers with leading zero. Begin with 01. Every group with the same Z18-DOC-NUMBER and Z18-COPY-SEQUENCE should be increased by one.
Z18-SORT-ORDER	M	9(4)	<b>DESC:</b> This field is used by the system for retaining the routing lists in the correct order. <b>CONV:</b> Create consecutive numbers with leading zeroes. Begin with 0001. Every group with the same Z18-DOC-NUMBER and Z18-COPY-SEQUENCE should be increased by one.
<b>Z18-ROUT-DATA</b>			
Z18-ALPHA	M	X(1)	<b>DESC:</b> ALPHA code of the record. Use <b>L</b> for all scripts (e.g. Latin, Greek, Cyrillic, etc.). <b>CONV:</b> L.
Z18-ID	M	X(12)	<b>DESC:</b> User ID of the group leader. This is the user (which can be a library) to which the routing list is assigned. <b>CONV:</b> Relevant ID or sub-library.
Z18-BUDGET	O	X(50)	<b>DESC:</b> Budget to which a routing list can be linked. At present, this is for information only; the budget will not actually be debited. <b>CONV:</b> Blank or relevant budget.
Z18-STATUS	M	X(2)	<b>DESC:</b> Routing list status. Values are: <b>AC</b> = Active <b>NA</b> = Inactive The system will check the status before

			printing a routing list. <b>CONV:</b> Relevant value.
Z18-LOAN-DAYS	M	9(2)	<b>DESC:</b> Loan days per member. This is the number of days that each member in the list may keep the item. The system will multiply this value by the number of members on the list, in order to calculate the due date of the item. <b>CONV:</b> Relevant number of days.
Z18-LOAN	M	X(1)	<b>DESC:</b> Indicates if the system will loan the item to the Routing Group using the circulation loan function. Values are: <b>Y</b> = Item will be automatically loaned. <b>N</b> = No loan will be performed. If value is "Y", the "Loan days per member" (Z18-LOAN-DAYS) must be filled. <b>CONV:</b> Relevant value.
Z18-NOTE	O	X(200)	<b>DESC:</b> Free text note. <b>CONV:</b> Relevant string or blank.