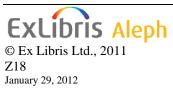
Z18 - ROUTING LIST

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 Z1 | 8-REC-KEY. | | |
|-------|-------------------|---------|---------|
| 03 | Z18-DOC-NUMBER | PICTURE | 9(9). |
| 03 | Z18-COPY-SEQUENCE | PICTURE | 9(5). |
| 03 | Z18-ROUT-SEQUENCE | PICTURE | 9(2). |
| 02 Z1 | 8-SORT-ORDER | PICTURE | 9(4). |
| 02 Z1 | 8-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). |

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



| | | | CONV: Relevant value. |
|---------------|---|--------|---|
| Z18-LOAN-DAYS | | 9(2) | DESC: 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. |
| | | | CONV: Relevant number of days. |
| Z18-LOAN | M | X(1) | DESC: Indicates if the system will loan |
| | | | the item to the Routing Group using the |
| | | | circulation loan function. |
| | | | Values are: |
| | | | \mathbf{Y} = Item will be automatically loaned. |
| | | | N = No loan will be performed. |
| | | | If value is "Y", the "Loan days per |
| | | | member" (Z18-LOAN-DAYS) must be |
| | | | filled. |
| | | | CONV: Relevant value. |
| Z18-NOTE | О | X(200) | DESC: Free text note. |
| | | | CONV: Relevant string or blank. |