

Acquisitions settings

This tab allows you to specify some global settings relating to [Acquisitions](#).

To access System Configuration Maintenance, select **System Management > System Configuration Maintenance**.

Click on the Acquisitions tab to display the page as follows:

<
Auto Cat & Images
Review & Rating
API
YouTube integration
External Mapping
My Account
ART Format
Acquisitions
PayPal
>

Use Accounts Yes No

Use Ongoing Subscriptions Yes No

Use Ongoing Subscriptions by Default Yes No

Sort column for expected items page. Possible values: OrderNumber, idCatalogue, Title, Supplier

Expected Items Grid Row Count

Show Request Filters Yes No

Search Expected Items By:

The table below explains the function of each setting:

Setting	Function	Default value
Use Accounts	Select Yes if you wish to use the Accounts facility in Acquisitions, or No to turn the feature off completely	Yes
Use Ongoing Subscriptions	If selected, this allows serial issues to be auto-generated on rolling basis - it is recommended that this is enabled. Note that this setting applies only to new subscriptions created from now on - it cannot be applied retrospectively to existing subscriptions. If you decide to change a serial to be ongoing, you would need to create a new subscription, set it as ongoing and then no more subscriptions would need to be created.	Yes
Use Ongoing Subscriptions by Default	If the above is set to Yes, this setting sets all subscriptions to be ongoing by default - it is recommended that this is enabled	No
Sort column for expected items page. Possible values: SortNumber, idCatalogue, Title, Supplier	These are the fields used to sort the expected items page	OrderNumber
Expected Items Grid Row Count	The number of rows displayed per page	10
Show Request Filters	This enables filtering by the requester's name in the Check-In screen	No
Search Expected Items By:	These are the fields that can be used to search for expected items on the Check-In screen	Title, ISSN

1. Change the settings as required
2. Then click **Save and close** in the Actions menu when you have finished