Titles are added to your library collection and managed under the Titles menu.

- **Order requests**
  
  [No image available]
  
  Use the Order requests function in the Wise staff client to create and submit orders.
  
  - Order requests screen
  - Institution ordering

- **Order administration**
  
  [No image available]
  
  Invoices are imported and processed in the Order administration screen in the Wise staff client.
  
  - Select invoices
Generate purchase order document
- Create new invoices
- Generate labels
- Link overview
- Delivery overview
- Order overview
- Payment overview
- Journal overview
- Process invoices

• **Budgets**
  - No image available

  Acquisitions expenses and funds can be managed in the Budgets menu in the Wise staff client.
  - Register acquisitions on budget
  - Register amounts on budget

• **Subscription management**
  - No image available

  Magazines and periodicals are managed in the Subscription management menu of the Wise staff client.
  - Periodicals management
  - Periodicals overviews

• **Add and edit titles**
  - No image available

  Titles are added in the Titles menu of the Wise staff client. Titles can be manually added or imported into the system.
  - New title
  - Title changes screen
  - Search WorldCat
  - WorldCat batch loading
  - Conditional title
  - Edit title
  - Import titles
  - Title relationships

• **Thesaurus**
  - No image available
Find information about the thesaurus in Wise.

- Edit thesaurus

**Titles overviews**

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Titles overviews provide reports and additional insight into titles and budgets in the Wise staff client.

- Budgets overview
- Unprocessed order requests
- Title messages work list
- Recall letter outstanding orders
- Recall ordered items

**Titles and ordering workflows**

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Find workflows for managing budgets, orders and titles in the Wise staff client.

- Add or overlay records from WorldCat
- Add titles to an existing order
- Apply an ordering template
- Configure a reminder letter for open orders
- Create and manage budgets
- Import and export MARC 21 records
- Merge titles in the catalog
- Order items using a manually created order file
- Order materials in Wise
- Order using 9xx files
- Process EDI order invoices