

中央研究院計算中心 INNOPAC系統使用申請表

單 位：_____ 電 話：_____

申請人：_____ 職 稱：_____

希望之Initial：_____ password：_____

主管簽章：_____

必須使用的系統功能：(請選)

06-11編目 15-24管理 41-57&90-99流通 73-87採購

- | | | | |
|--|-------------------------------|--|--|
| ☐ 06 Key | Key new records | ☐ 74 Claim | Claim cancel orders & serials |
| ☐ 07 Update | Update records | ☐ 75 Print PO | Print purchase orders |
| ☐ 08 Rapid update | Rapid update of records | ☐ 76 Rapid Up | Rapid Upd.(rec ordered items) |
| ☐ 09 GL update | Global headings changes | ☐ 77 Serial Chec | Check in serials |
| ☐ 10 Transfer | Transfer attached records | ☐ 78 Invoices | Proc invoices/Financial funcns |
| ☐ 11 Del items | Delete item records | ☐ 79 Cancel | Cancel ords/vendor notif |
| ☐ 15 Analyze Schs | Analyze patron searches | ☐ 80 Update ACQ | Update records |
| ☐ 16 Read Suggns | Read patron suggestions | ☐ 81 Print Worksh | Print Worksheets |
| ☐ 17 Circ State | Circulation statistics | ☐ 83 Routing | Routing file maintenance |
| ☐ 18 Cr Lists | Great lists of records | ☐ 84 Electr Invol. | Proc date from vendors |
| ☐ 19 Statistics | Great statistical reports | ☐ 85 Fund Reports | Financial file maintain |
| ☐ 24 Load Marc | Load MARC records | ☐ 86 Fund Maint | Fund reports |
| ☐ 41 Edit patr re | Patron record maintenance | ☐ 87 Vendor Reports | Vendor information |
| ☐ 44 Finan funcns | Financial functions | ☐ 90 See All Procs | See all processes |
| ☐ 45 Holds mgmt | Holds management | ☐ 92 OR hld blk | Override checkout block of a held item to anyone other than the first person in the hold queue for that item |
| ☐ 46 GI Retd | Claims returned | | |
| ☐ 48 Reserve | Course reserves | ☐ 93 Waive in | Waive fines |
| ☐ 49 Print notic | Print Circulation notices | ☐ 94 View Patron | View full patron record in Checkout |
| ☐ 50 Update item | Update item records | ☐ 95 Coll fines | Fine collection |
| ☐ 51 PC transactn | Process PC transactions | ☐ 96 OR CI date | Override check-in datedue date |
| ☐ 52 Circ stats | Circulation statistics | ☐ 97 OR Dut date | Override due-date |
| ☐ 56 Pay hist fil | Examine circ pat history file | ☐ 98 OR Patr bl | Override patron blocks |
| ☐ 57 Purge fines | Globally purge fines | ☐ 99 OR Recall D. | Override recall date |
| ☐ 73 Newrec ACQ | Key new orders | | |

使用者注意事項：

1. 使用者不得利用本系統從事商業行為
2. 本使用帳號非申請者本人不得使用
3. 如使用者離職，請通知計算中心

(以下由本中心填寫) _____

收件人：_____ 日 期：_____

審核後之Login name：_____ Password：_____

Initial：_____ Password：_____

承辦人：_____ 日 期：_____

科 長：_____ 日 期：_____