To add a Supplementary or Index component to a title’s Basic component:

- Search by acronym of title:
  - Select Maintenance > New
  - At Component Name, enter acronym plus number 2 (ex. CQW2)
  - At Check-In Title, click box to display checkmark
  - At Category, choose Supplementary
  - At Note, type message, “Add title of supplement or word “Supplement” to enum field and move date to chrono field”
  - At Default Item Type, choose Periodical from drop-down menu
  - Leave Create Item unchecked
  - If supplementary, click on Don’t Claim
  - Leave Claim Interval set to 0
  - Save and Close
  - Select Predictive Component Pattern tab
  - Choose pattern from Publication Pattern Model drop-down menu
  - Start Predication using issue in hand as Values for volume, issue, year, month, day
  - Combine/Omit (For example, no weekend issues are expected)
  - Enter First Issue’s Expected Date: 20th of month for monthlies, date of issue for dailies and weeklies

To modify a component:

- Search by acronym of title:
  - Select Maintenance > Predictive Component Pattern
  - Make note of Pattern Model
  - Close Pattern. (Claims may need to be deleted or given phony expected dates before system will allow pattern to be closed)
  - Select Yes
  - From Publication Pattern Model, choose same pattern to “restart”. (For example, the pattern expected 50 issues per year but the publisher sent only 49 issues), or select a different pattern that fits better
  - Use next expected issue or the issue-in-hand as Values for volume, issue, year, month, day
  - Combine/Omit (For example, no weekend issues are expected)
  - Enter First Issue’s Expected Date: 20th of month for monthlies, issue date for dailies and weeklies. To be more exact on expected date, view Serials Receipt History to see when last year’s issue of same date was received, then use that day of current year for First Issue’s Expected Date