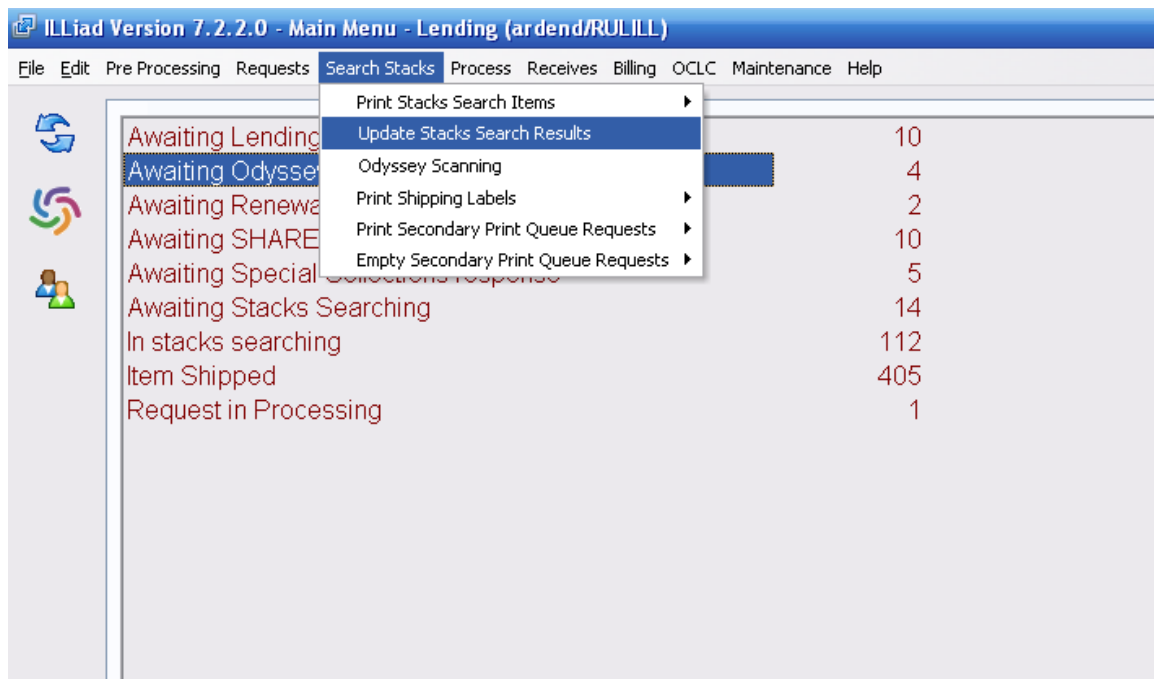


::ILLiad.INSTRUCTIONS::

UPDATING A REQUEST WITH AN ODYSSEY IP ADDRESS

Once you receive an ILLiad document whose destination is an Odyssey address, you must first update its status in order for it to be "ready" for scanning. Until then, it will remain "In Stacks Searching."

::01: Click **Search Stacks** and select **Update Stacks Search Results**.



::02:: Enter the ILLiad Transaction Number. 1626 At this point in the lending process, the item's status remains "In Stacks Searching." Remember that until it is updated as "Found," it will not be in the "Awaiting Odyssey Scanning" queue.

::03:: Click **Mark Item as Found.** Mark Item as Found If applicable, enter the amount to be charged to the requesting institution.

::04:: After marking the item as "Found," the window refreshes itself and all fields are cleared. The item's status has now been changed to "Awaiting Odyssey Scanning." You are ready to scan.

The screenshot shows the 'Update Stacks Search Form' window. The 'Transaction Number' field is highlighted with a red box and contains the value '1626'. The 'Mark Item as Found' button is highlighted with a green box. The window displays various fields for updating search records, including transaction number, ILL number, title, author, due date, request type, and borrower information.

Update Stacks Search	
Transaction Number	1626
ILL Number	32137670
Title	Huyssen, Andreas; El parque
Author	
Current Status	Awaiting Odyssey Scanning
Lender String	*NJR,NJR,PIT,AZS,SNN
System ID	OCLC
Notes	Note Date: 7/11/2007 1:58:34 PM Added By: System Note: Borrowing Notes: PHA= #90144000031234 TCLC-ACLCP-PRILL-SSHELCO-PALCI WE LEND BOOKS FREE OF CHARGE

Records Selected	
TransactionNumber	1626
Username	RULILL
RequestType	Article
LoanAuthor	

Update Stacks Search	
Transaction Number	1626
ILL Number	32137670
Title	Huyssen, Andreas; El parque
Author	
Current Status	Awaiting Odyssey Scanning
Lender String	*NJR,NJR,PIT,AZS,SNN
System ID	OCLC
Notes	Note Date: 7/11/2007 1:58:34 PM Added By: System Note: Borrowing Notes: PHA= #90144000031234 TCLC-ACLCP-PRILL-SSHELCO-PALCI WE LEND BOOKS FREE OF CHARGE

Update Stacks Search	
Transaction Number	1626
ILL Number	32137670
Title	Huyssen, Andreas; El parque
Author	
Current Status	Awaiting Odyssey Scanning
Lender String	*NJR,NJR,PIT,AZS,SNN
System ID	OCLC
Notes	Note Date: 7/11/2007 1:58:34 PM Added By: System Note: Borrowing Notes: PHA= #90144000031234 TCLC-ACLCP-PRILL-SSHELCO-PALCI WE LEND BOOKS FREE OF CHARGE

SCANNING AND SENDING TO AN ODYSSEY IP ADDRESS

>>> Using a peripheral scanner (not directly connected to the ILLiad Client) such as the Cannon IR2270 with a mounted eCopy device. In this case, no driver exists between the peripheral scanner and the ILLiad Client. However, the scanned TIF pages may be imported into ILLiad.

::01:: Enter a key code for the Cannon copier. Choose **Scan** on the touch-screen menu that follows, then **Online**.

::02:: Touch **Settings** on the eCopy screen and under the headings **Page**, **Scanner**, **Image**, and **Output**, adjust the settings as needed according to the condition and needs of the document being scanned. Under **Page**, indicate the paper size and whether the document is single-sided or two-sided (for loose leaf articles). Under **Scanner**, adjust the color depth, brightness (darker text recommended), and resolution (300 dpi is standard). Under **Image**, turn on the **Deskew** option if the document is slanted or sloped. And under **Output**, choose the output paper size, orientation, and scaling. When finished, touch **OK**.

::03:: Place the book on the platen face-down. If it is a loose-leaf document, load it into the feeder face-up. On the eCopy monitor, touch **eReserves**. The document is then scanned in accordance with the entered settings, and a preview of the document is shown page by page. To continue scanning, touch **Scan More**.

::04:: When the scanning is complete, touch **Advanced** on the bottom right corner of the screen. In the Format drop-down list, select **TIF** or **TIF Fax**. Touch **OK** to confirm the selection. This step very important because the default settings on the eCopy machine are set to PDF format.

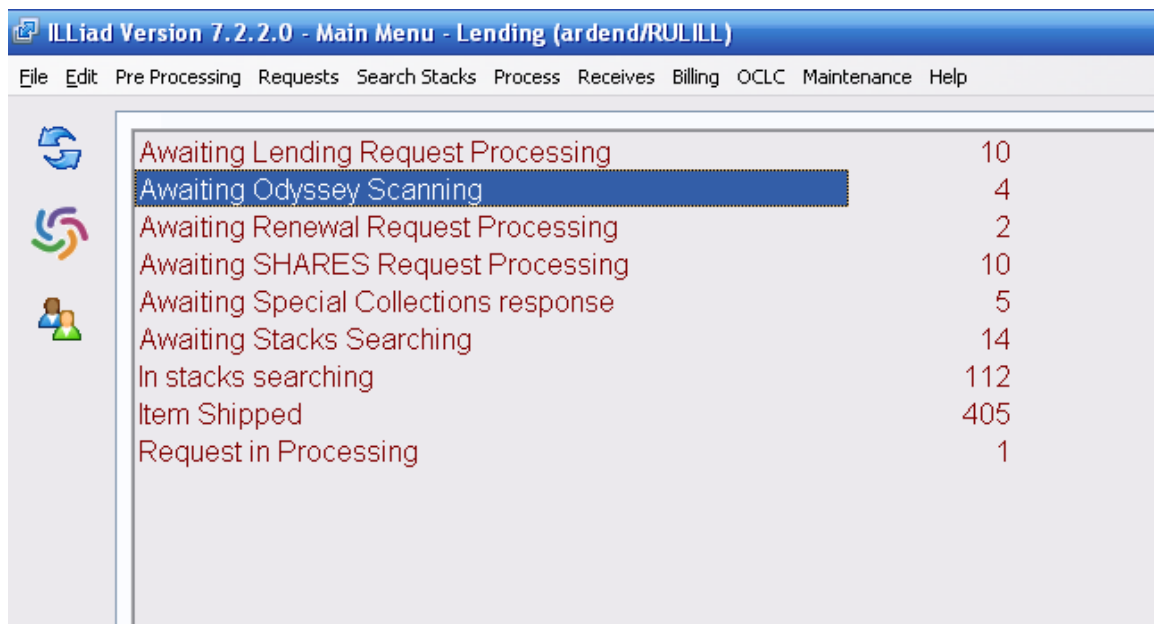
::05:: Touch **Next**. The Folder Navigation screen then appears. Touch **Next** since the file's destination has already been preset to the eReserves folder in your terminal.

::06:: If you wish, you may create a unique filename for every document being scanned. It may be convenient to use the ILLiad Transaction Number. When the document is fit for delivery to your terminal, touch **Send**.

::07:: Touch **Done** when finished or **New Document** to create a new document using the same eReserves settings. Note that until they are readjusted, the settings will remain the same for a period of time or until eCopy is restarted.

::08:: Log on to ILLiad.

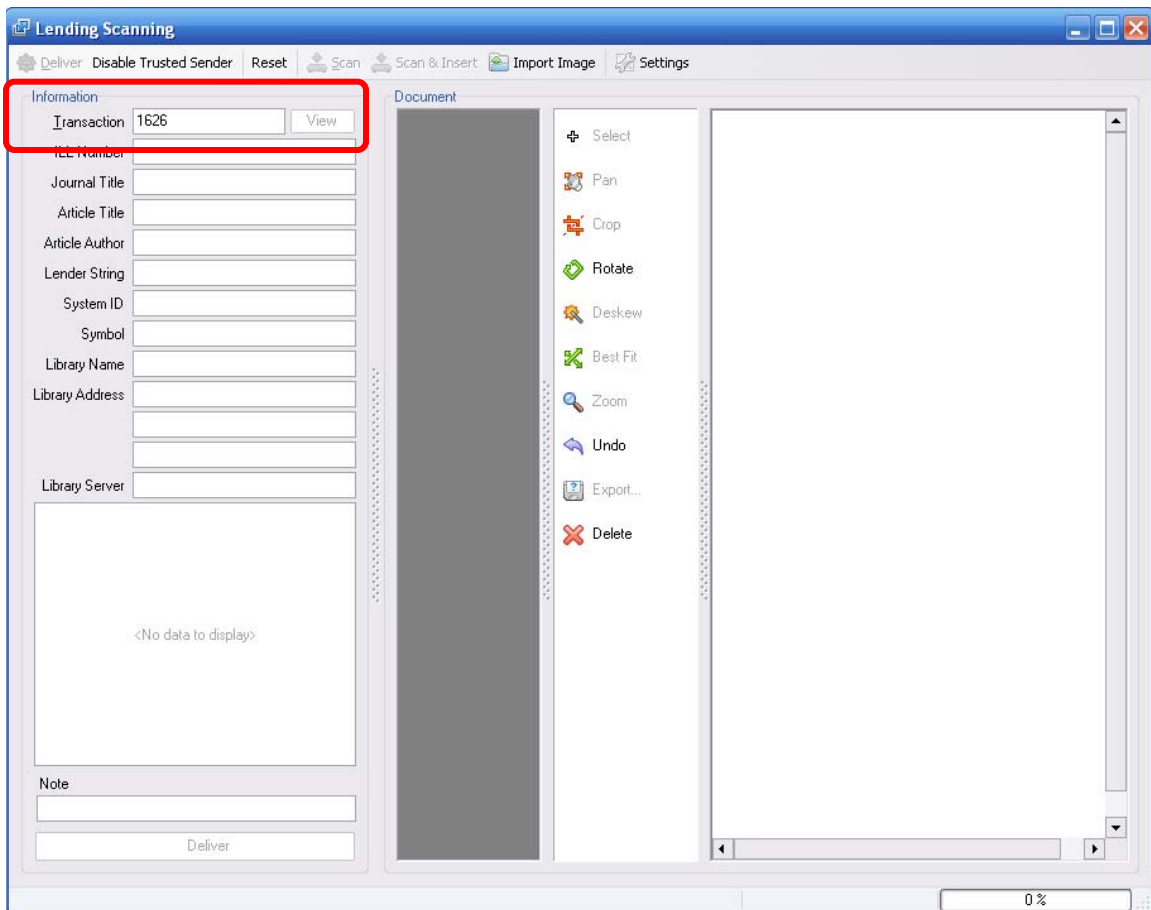
::09:: Double-click **Awaiting Odyssey Scanning**.




The screenshot shows the ILLiad Version 7.2.2.0 Main Menu - Lending (ardend/RULILL). The menu includes options like File, Edit, Pre Processing, Requests, Search Stacks, Process, Receives, Billing, OCLC, Maintenance, and Help. A list of pending tasks is displayed on the right, with 'Awaiting Odyssey Scanning' highlighted in blue.

Task	Count
Awaiting Lending Request Processing	10
Awaiting Odyssey Scanning	4
Awaiting Renewal Request Processing	2
Awaiting SHARES Request Processing	10
Awaiting Special Collections response	5
Awaiting Stacks Searching	14
In stacks searching	112
Item Shipped	405
Request in Processing	1


::ID:: Enter the item's ILLiad Transaction Number.

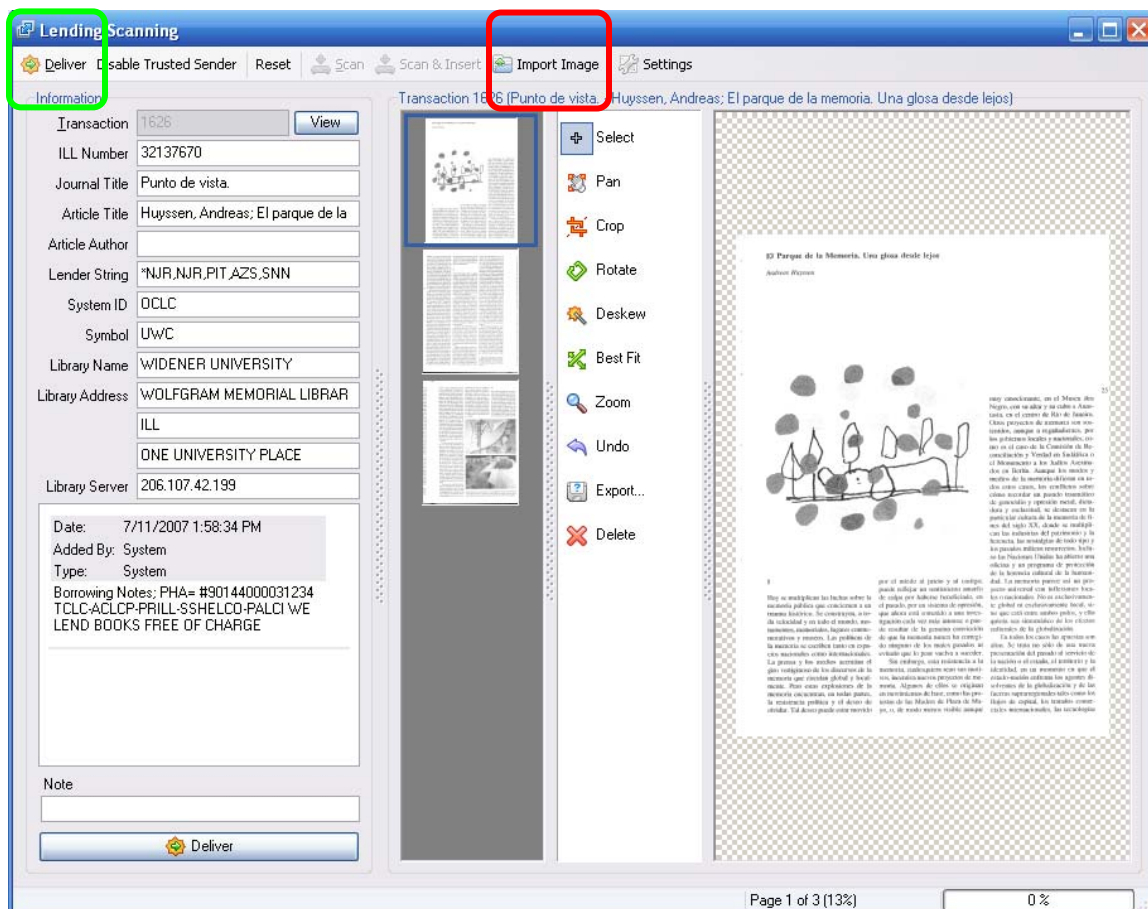


NOTE: If the entered Transaction Number fails to generate information, you are given this message: *The transaction specified could not be found or is not at the correct status.* It means that this particular request's status remains "In Stacks Searching" and has not yet been updated to "Awaiting Odyssey Scanning." Follow the instructions under the section **Updating a Request with an Odyssey IP Address** in the preceding pages.

11: Click **Import Image**.  When prompted to specify to which location to browse, select your department's designated eReserves folder in the U Drive. (You should create a shortcut to this folder in the desktop for easy access.) For example, Alexander Access Services would browse for the directory **U:\ereserve\alex access services\Ecopy**. Click **Open**.

12: Edit the images using the available toolbars. You may crop, de-skew, rotate, zoom in or out, or delete.

13: When the article is fit for transfer, click **Deliver**. 

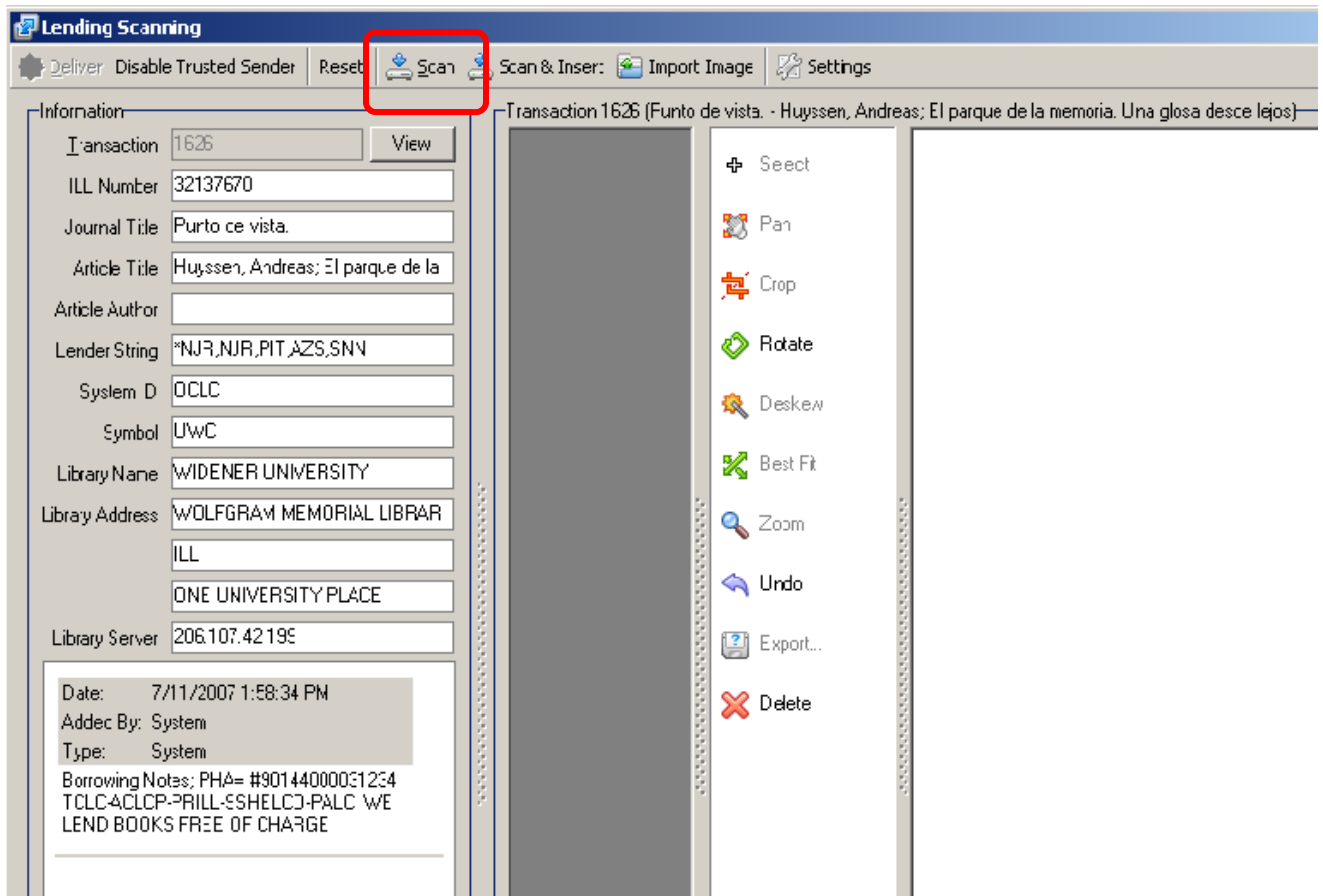


SENDING TO AN ODYSSEY IP ADDRESS

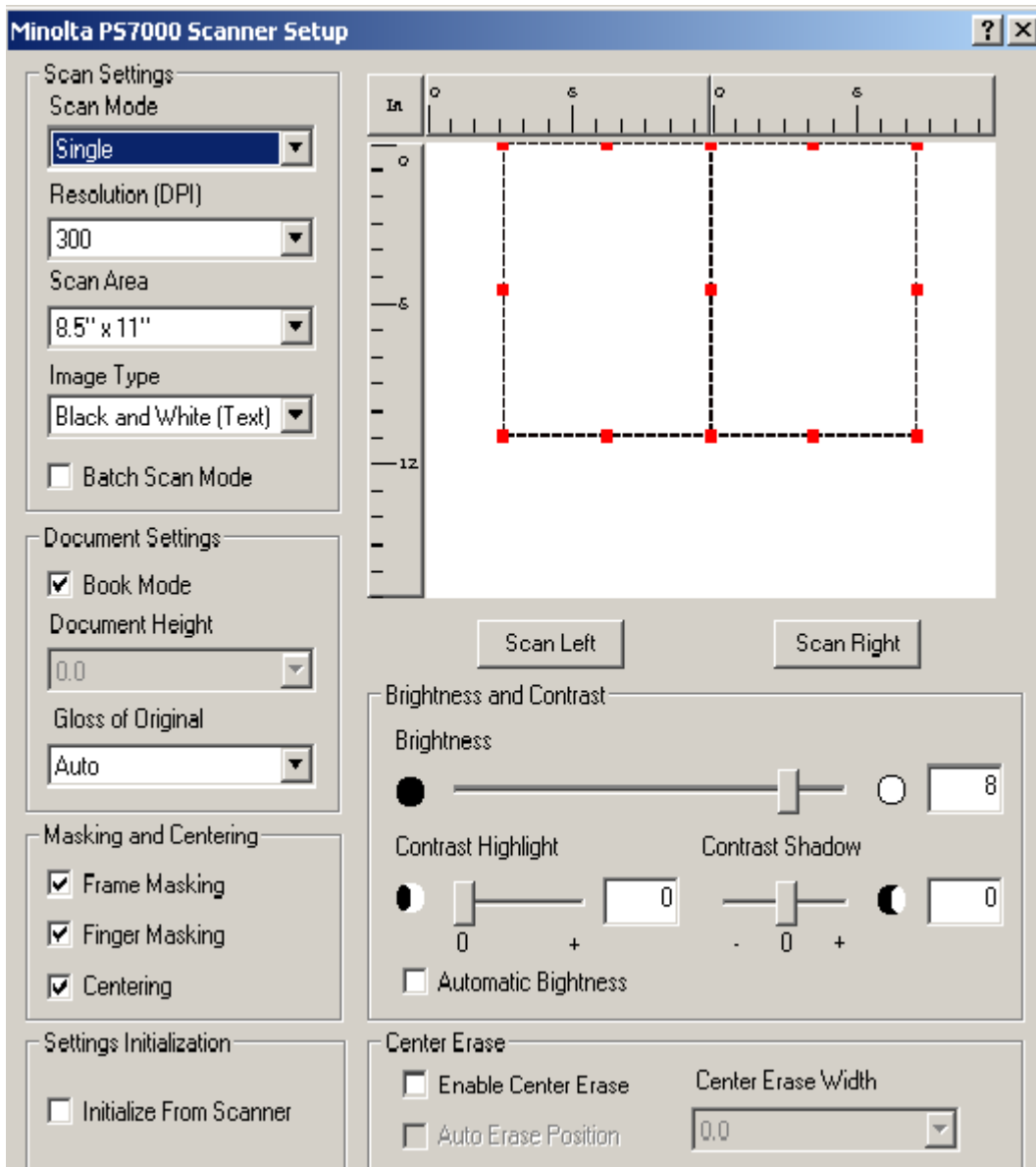
>>> Using a scanner directly connected by a driver to the ILLiad Client software.

::01:: Follow steps 7-9 in the preceding pages.

::02:: Click **Scan**.

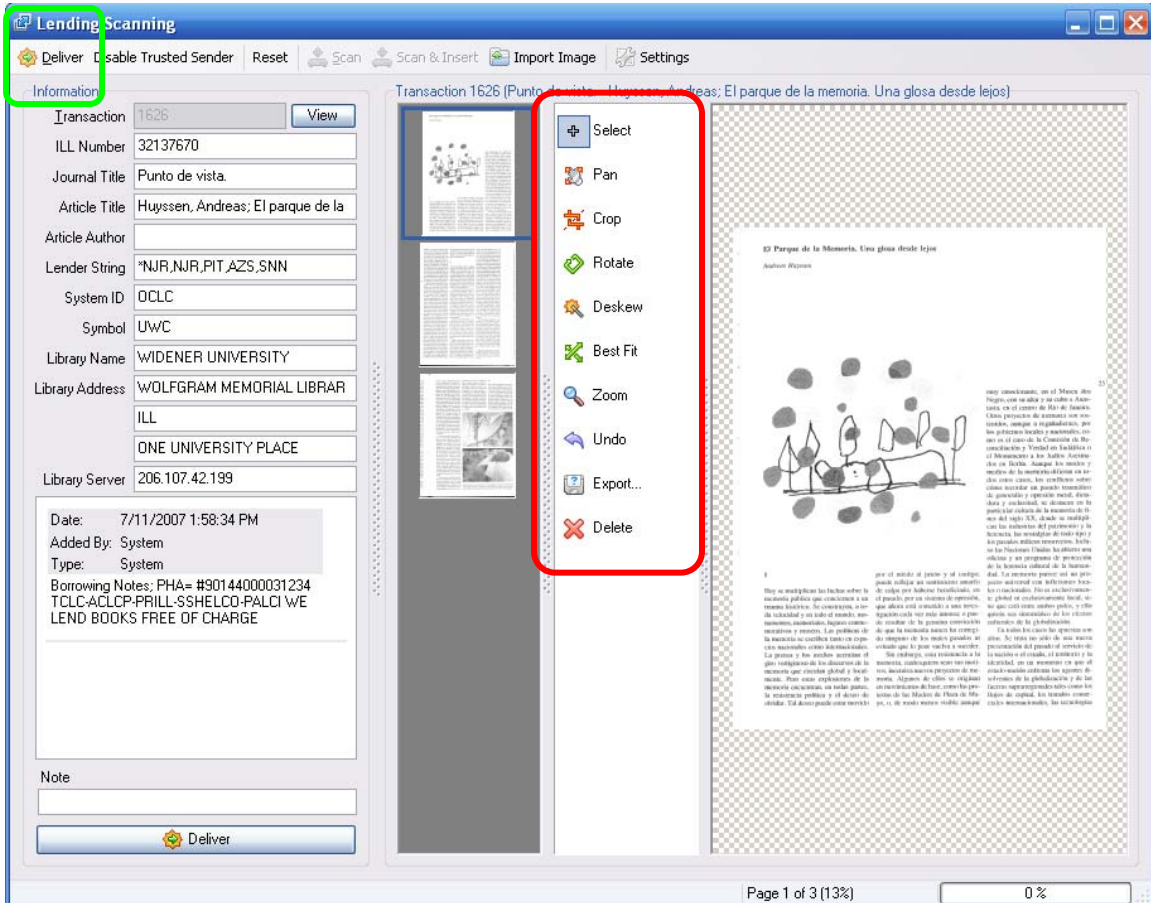


03: Adjust the scanner's settings and begin scanning.



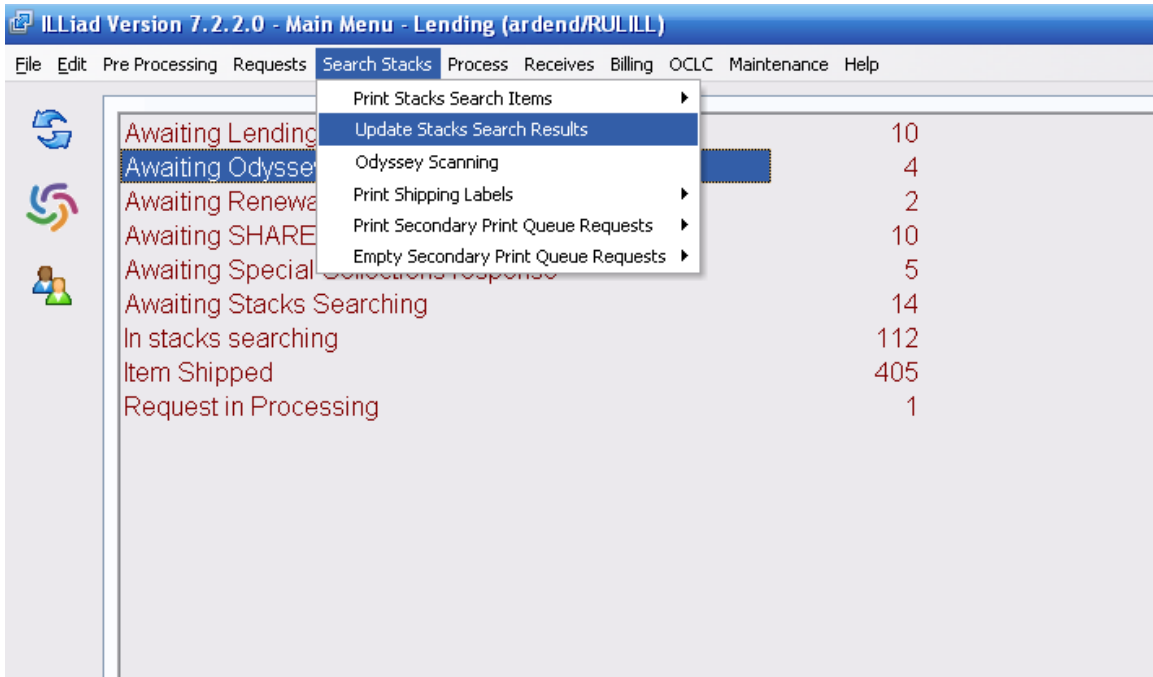
::04:: Edit the images using the available toolbars. You may crop, de-skew, rotate, zoom in or out, or delete.

::05:: When the article is fit for transfer, click **Deliver**.



UPDATING A REQUEST WITH AN ARIEL IP ADDRESS

1: Click **Search Stacks** and select **Update Stacks Search Results**.



::02:: Enter the ILLiad Transaction Number.

::03:: Click **Mark Item as Found.** If applicable, enter the amount to be charged to the requesting institution.

::04:: After marking the item as "Found," the window refreshes itself and all fields are cleared. You may then update another item.

Update Stacks Search Form

Select record

Transaction Number

ILL Number

Article Title

Article Author

Loan Title

Loan Author

Select Only "In Stacks Searching" Status

Yes No

Records Selected

TransactionNumber	Username	RequestType	LoanAuthor
1626	RULILL	Article	

Update Stacks Search

Transaction Number Due Date Request Type Article Loan

ILL Number Pieces Borrower Symbol

Title Item Number Library Name

Author Pages Odyssey (Enabled)

Current Status Call Number

Lender String Max Cost

System ID OCLC Status

Notes

Note Date	Added By	Note
7/11/2007 1:58:34 PM	System	Borrowing Notes: PHA= #90144000031234 TCLC-ACLCF-PRILL-SSHELCO-PALCI WE LEND BOOKS FREE OF CHARGE