::ILLiad.INSTRUCTIONS::

UPDATING AN ARTICLE REQUEST IN ILLiad

Before scanning or copying a request for an ILL article, libraries with ILLiad should update the status. Until then, the item remains “in stacks searching”

::01:: Click the LENDING tab at the top of the screen, and select Update Stacks Search Results.

::02:: Enter the ILLiad Transaction Number and press “Enter”. (If the request information does not display after you press enter, click the “In Stacks Searching Only” button so the orange highlight disappears and enter the number again. If it still does not appear, contact ILS)

::03:: Click Mark Found.

::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 or copy the article.
SCANNING AND SENDING TO AN ODYSSEY IP ADDRESS – using an attached scanner

::01:: From the “Lending” tab, double click “Awaiting Odyssey Scanning”

::02:: Enter the TN or ILL number and hit enter. Confirm that the citation information which has popped up matches what you are about to scan.

::03:: Lay the book flat on the scanner and click the “scan” icon at the top of the screen and begin scanning. You will need to click scan again to scan subsequent pages.

::04:: Once you have finished scanning all pages, crop or edit as needed. If you have missed scanning any pages, you may hit “scan and insert” at any time to add them. Once the document looks good, click “deliver”.
SENDING TO AN ODYSSEY IP ADDRESS – using a peripheral scanning device

::01:: Update the article status to “found” as described on page ###
::02:: Scan the article in TIF format and save to the designated location, usually a folder in the U-drive.
::03:: From the “Lending” tab in ILLiad, double click “Awaiting Odyssey Scanning”

::04:: Click **Import Image**.
::05:: Edit the images using the available toolbars. You may crop, de-skew, rotate, zoom in or out, or delete.
::06:: When the article is fit for transfer, click **Deliver**.
UPDATING A REQUEST WITH AN ARIEL IP ADDRESS

::01:: Follow the directions for updating an article request in ILLiad

::02:: Enter the ILLiad Transaction Number.
::03:: Click **Mark Item as Found**.
::04:: After marking the item as “Found,” the window refreshes itself and all fields are cleared. You may then update another item.
::05:: Once all items have been updated, scan in Ariel.