

ILLiad Lending Workflow

Electronic Articles—8.4 with Article Exchange

Task on Request Form

Task in Scanning window

- Request imported into ILLiad
- OCLC status Updated to In Process
- Double-click to open queue
- Double-click to open a request

Awaiting Lending Request Processing

- Verify item availability via
- Z39.50 search
 - Addon search
 - Search in browser

Search for the Item in your Collection

Item Available Electronically

- Save pdf file with the Transaction number for the name (e.g. 3534.pdf)

Save the article

Mark Found Scan Now

- Scan or import into **Odyssey**
- Updated to **Awaiting Lending Scanning**
- OCLC update to **Shipped**

Scan or Import Document

- Use Scanning features or Import

Odyssey?

NO

Send via Article Exchange

- Update to **Awaiting Shipping Label Printing**
- OCLC update to **Shipped**

YES

Send via Odyssey

- Scan or import into **Odyssey**

Deliver

- Click **Deliver** button to send article and update ILLiad

Request Finished

