ILLiad Lending Workflow Loans

Task on **Request Form**

Task in **Client** from **Lending Ribbon**

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

Awaiting Lending Request Processing

OCLC update to **NO**

Cancel Request option available

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

Search for the Item in your Collection

Update Stacks Search Results

--Updated to **Awaiting Shipping Label Printing**
--OCLC updated to **Shipped**

Mark Found

--Updated to **Item Shipped**

Print Shipping Labels

Item Available in Print

Item in use by borrowing library

--Open from **Lending Ribbon**

Lending Returns

Use **Copy Info** button from z39.50 search

Save Call Number and Location Information

Copy Info

Enter transaction numbers

OR

Activate **Auto-Process** button to update immediately on entering transaction number

Auto Process

Updated to **Awaiting Stacks Searching**

Click **Finished Searching** Button on **Lending Processing** Ribbon

--OCLC updated to **Complete**

Scan all to create queue list and **Process Queue**

Process Queue

Request Finished

--Updated to **In Stacks Searching**
--Use pull slips to retrieve volumes for scanning

Print Stacks Search Items

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