

ILLiad Web Circulation

The Web Circ module is a new module that allows access to ILLiad circulation functions (checkout, checkin, renew) from a machine that does not have the ILLiad client installed. Functions performed through Web Circ update the status of the request in the ILLiad client.

- Go to <http://libill.dist.maricopa.edu/illiad/WebCirc/Default.aspx>



- Log in using your ILLiad Client username and password.

The only functions performed in Web Circ are checkout, checkin, renew, mark in transit.

Checkout - an item must be in status 'Customer Notified Via ...'. Status changes to 'Checked Out to Customer.'

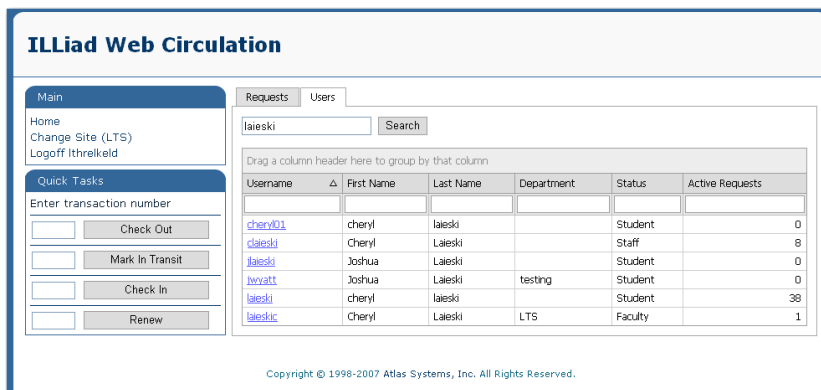
Checkin - an item must be in status 'Checked Out to Customer' or 'In Transit.' Status changes to 'Awaiting Return Label Printing.' OCLC request updated to Returned.

Mark in Transit – an item must be in status 'Checked out to Customer', 'Renewal Requested' or 'Renewed by customer to ...'. Status changes to 'In Transit.' OCLC request not updated.

Renew - an item must be in status 'Checked out to Customer.' If AutomaticRenewals is set to No, status changed to 'Renewal Requested.' If AutomaticRenewals is set to Yes, status changed to 'Renewed by Customer to ...'

- At the Users tab, search by user name, and click **Search**. (If multiple names match the search, a list of users will display).

At the Requests tab, search by ILLiad transaction number, ISSN, ISBN, journal, title or author.



| Username | First Name | Last Name | Department | Status | Active Requests |
|--------------------------|------------|-----------|------------|---------|-----------------|
| cheryl01 | cheryl | laieski | | Student | 0 |
| claleski | Cheryl | Laleski | | Staff | 8 |
| jlaieski | Joshua | Laleski | | Student | 0 |
| jwvatt | Joshua | Laleski | testing | Student | 0 |
| laieski | cheryl | laieski | | Student | 38 |
| laieski | Cheryl | Laleski | LTS | Faculty | 1 |

- Click on a Username to see requests. Only Active requests in an appropriate status will display.

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Quick Tasks
 Enter transaction number

User Information
 Username: claeski
 Cheryl Laieski
 Library ID:
 Status: Staff
 Email: cheryl.laieski@domail.maricopa.edu
 Department:
 Expiration: 6/19/2006 10:53:37 PM

Active Requests
 Drag a column header here to group by that column

| Transaction Δ | Type | Title | Author | Status |
|-----------------------|------|-----------------------------------|-----------|------------------------------|
| 24631 | Book | This is a test of the new version | Threlkeld | Customer Notified via E-Mail |

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- Click on the correct Transaction number to view the request.

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Transaction Tasks
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[Mark In Transit](#)
[Check In](#)
[Renew](#)

General Information
Transaction 24631
 Customer Notified via E-Mail
 Loan / Book
 Due:
 Renewals Allowed: No
 Library Use Only: No
 Allow Photocopies: No

Bibliographic Information
This is a test of the new version
 Threlkeld

Cheryl Laieski (**claeski**)
 Library ID:
 Staff

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- Click the appropriate Transaction task. Only tasks that can be performed on the item will be highlighted for selection. A confirmation screen is displayed.

ILLiad Web Circulation

Transaction 24631 was successfully checked out.

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Quick Tasks
 Enter transaction number

User Information
 Username: claeski
 Cheryl Laieski
 Library ID:
 Status: Staff
 Email: cheryl.laieski@domail.maricopa.edu
 Department:
 Expiration: 6/19/2006 10:53:37 PM

Active Requests
 Drag a column header here to group by that column

| Transaction Δ | Type | Title | Author | Status |
|-----------------------|------|-----------------------------------|-----------|-------------------------|
| 24631 | Book | This is a test of the new version | Threlkeld | Checked Out to Customer |

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- Click Home to return to the main Search page, or click Logoff to log out.