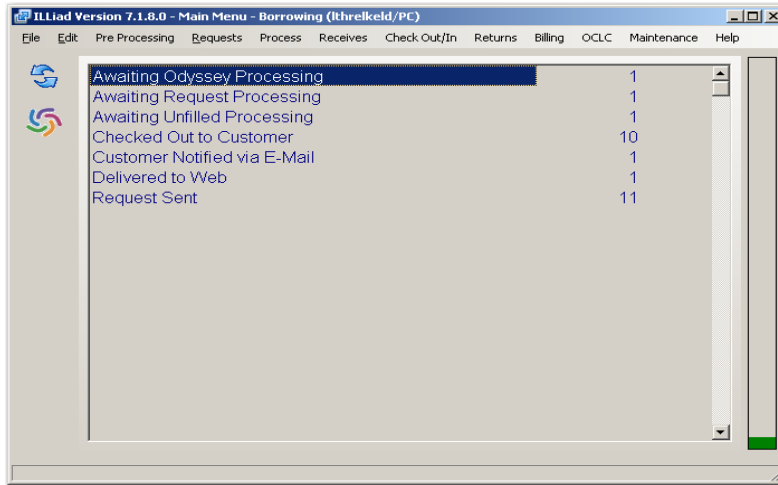


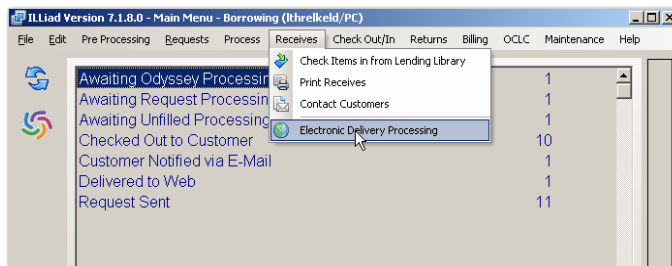
ODYSSEY - BORROWING

Borrowing requests are entered as usual (all MCCD requests are sent Odyssey Enabled). When the request is filled, it comes into ILLiad Borrowing in status Awaiting Odyssey Processing.

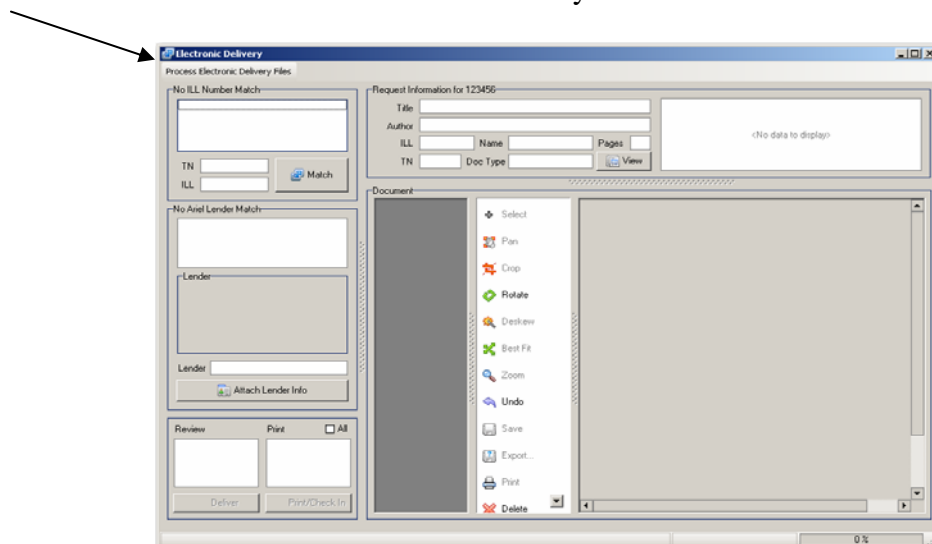
- Select Awaiting Odyssey Processing at the Main Menu.



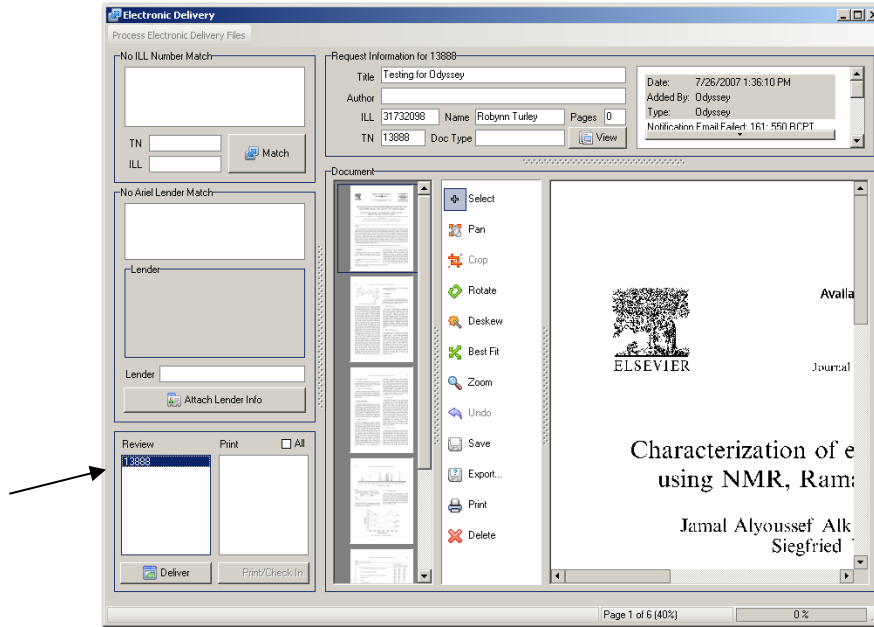
- Select Receives/Electronic Delivery Processing from the menu bar. The Electronic Delivery window opens.



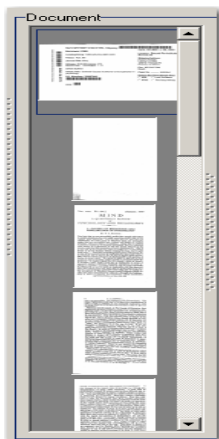
- Click the Process Electronic Delivery Files button.



- The file(s) are imported and displayed in the Review section in the lower left corner. Click the item to display the article.
 *** If the Electronic Delivery field within the Borrower's record has not been updated to Yes, the item displays in the Print section rather than the Review panel. See page 3 for how to process.



- Review the Article. View additional pages by clicking on them in the Document column. (If you choose, you can print from this window using the Print button in the Document section).

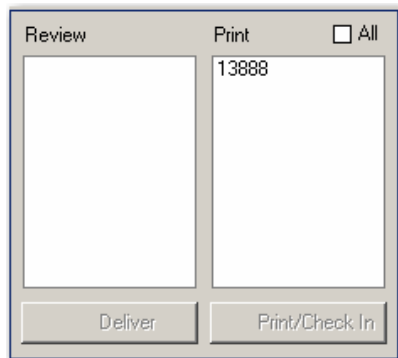


- If the article appears OK, click the **Deliver** button in the lower left corner to deliver to the Web. The article is delivered to the ILLiad server and the screen is cleared.
- Click the **Close** button to return to the Main Menu.
- Click the Refresh button and the status is changed to Delivered to Web.
- Notify the patron that the article is available online through their ILL account.
- The Request remains in ILLiad with a status of Delivered to Web until it is removed by the system.

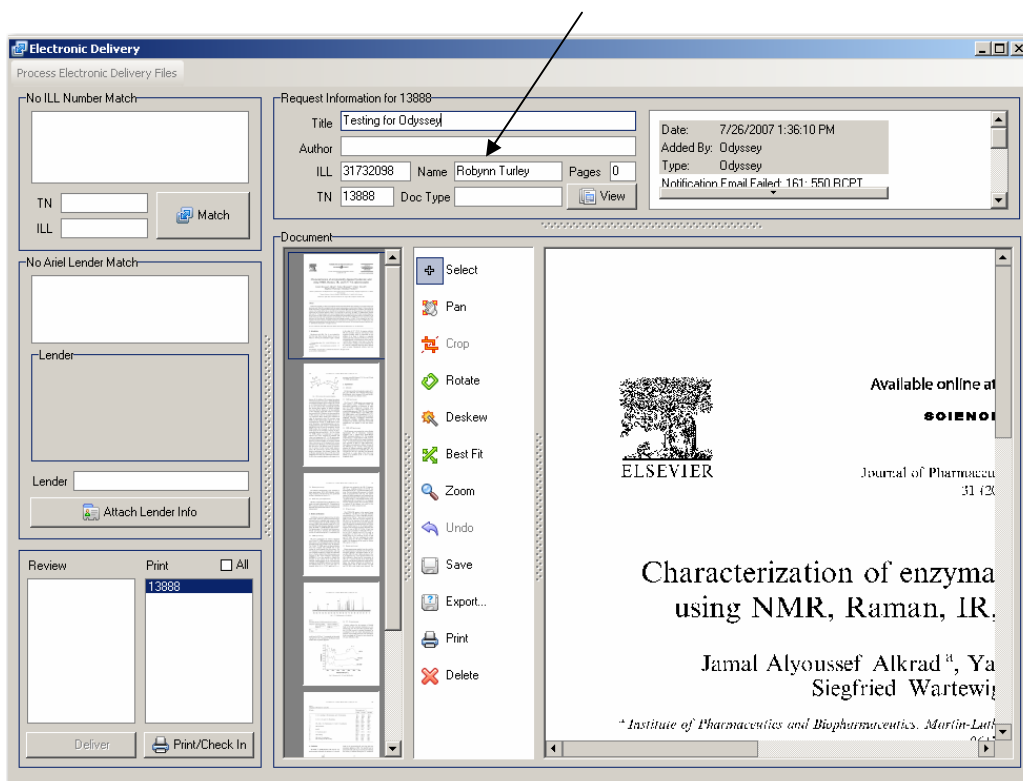
If the article comes in to the Print Section rather than the Review Section, there are 2 options for processing the Request:

Change Borrower Record and Switch to Electronic Delivery

- If the Electronic Delivery field within the Borrower's record has not been updated to Yes, the item displays in the Print section rather than the Review section. Click the item to display the article.



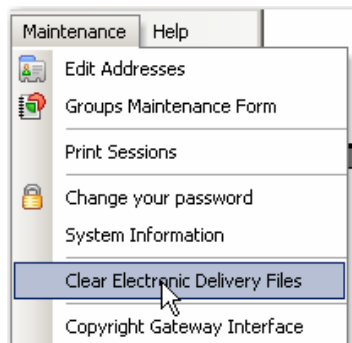
- The article displays and the Borrower Name appears in the Request Information section at the top of the form. You will need to edit the Borrower record to enable Electronic Delivery.



- Close the Electronic Delivery window to return to the Main Menu.
- From the menu bar, select Edit/Edit Customer and bring up the Borrower record.

- In the Customer Information section, enter **Yes** in the Electronic Delivery field. Save the change and close the window.

- Select Maintenance/Clear Electronic Delivery Files from the menu bar.



- Click the Refresh button. The status changes to In Electronic Delivery Processing.
- Double-click to open the General Update Form.
- Select Change Status to/Awaiting Odyssey Processing. Save and Close the window.
- Click the Refresh button. The status changes to Awaiting Odyssey Processing.
- Select Receives/Electronic Delivery Processing from the menu bar.
- Click the Process Electronic Delivery Files button in the Electronic Delivery window.
- The file(s) are imported and displayed in the Review section in the lower left corner. Click the item to display.
- If the article appears OK, click the **Deliver** button to deliver to the Web. The article is delivered to the ILLiad server and the screen is cleared.
- Click the **Close** button to return to the Main menu.
- Click the Refresh button and the status is changed to Delivered to Web.
- Notify the patron that their article is available online through their ILLiad account.
- The Request will remain in ILLiad with a status of Delivered to Web until it is removed by the system.

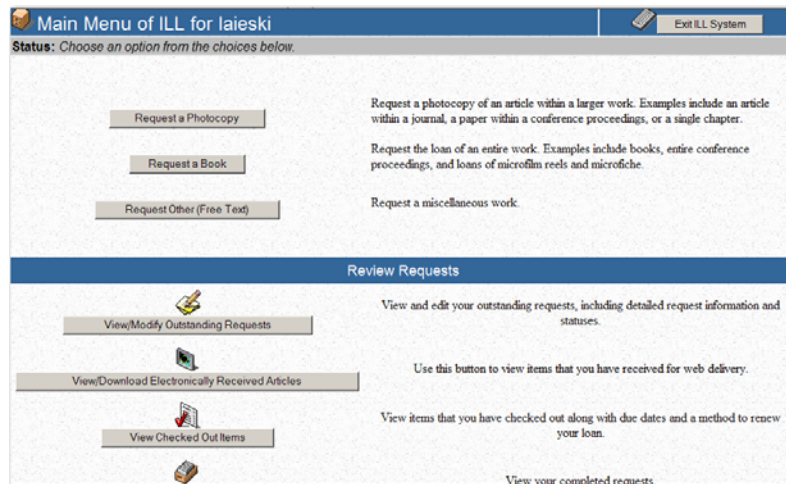
Print Article – Unable to Deliver to Web

- The item displays in the Print Section rather than the Review section. Click the item to display the article.
- If the article appears OK, click the **Print/Check in** button.
- The article prints and the screen clears. Close the window to return to the Main Menu.
- Click the Refresh button, the status changes to Awaiting Post Receipt Processing.
- Contact customer and process as usual.

Retrieve Article Delivered to the Web

The patron receives notification from the library staff or from a system-generated email that their requested article has been delivered to the web.

- Logon to the web ILL account.
- In the Review Requests section, click the **View/Download Electronically Received Articles** button.



- Click on the Transaction # link to open the article.



- The article opens in a browser window where it can be viewed, printed, saved, etc.
- Click the **Delete** button to remove the article, or the system will purge after 30 days.