
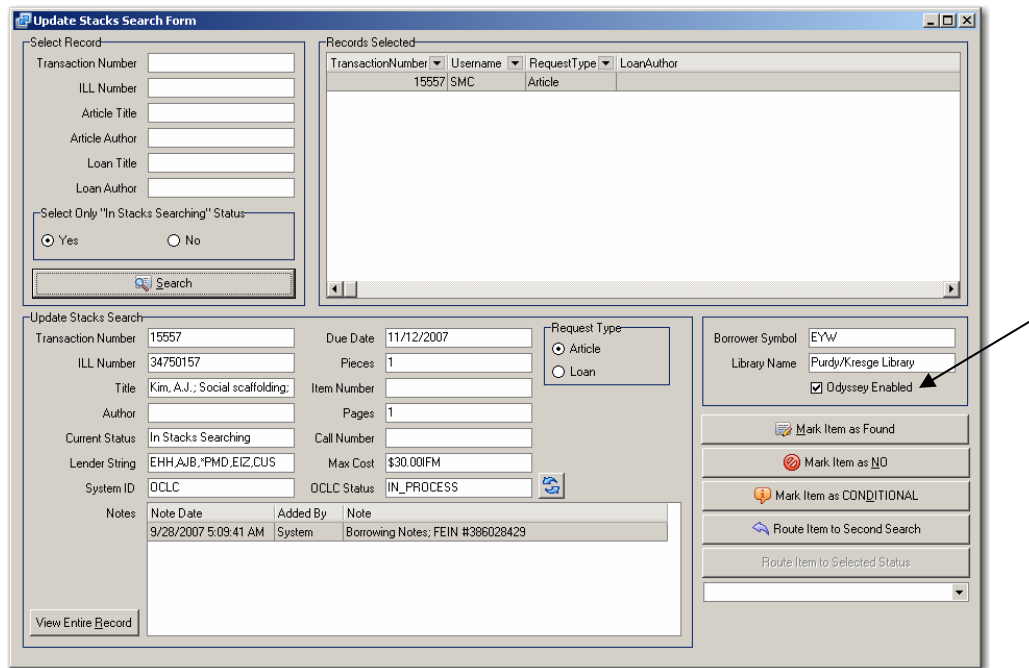


## ODYSSEY - LENDING

Lending requests come into ILLiad Lending with a status of Awaiting Lending Request Processing.

- Open the request and search as usual. Click Finished Searching on the menu bar.
- Click the Refresh Status Information button  to change the status to Awaiting Stacks Searching.
- Print Search slips and Search Stacks as usual.
- At status In Stacks Searching, click Search Stacks/Update Stacks Search Results on the menu bar. Bring up the article request as usual.

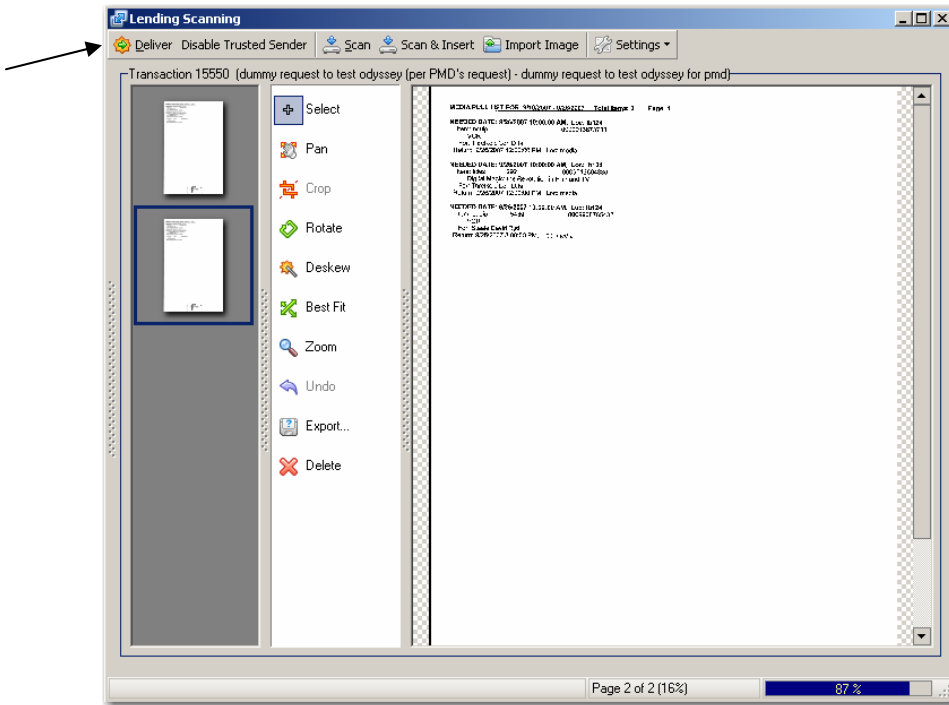


TransactionNumber	Username	RequestType	LoanAuthor
15557	SMC	Article	

Note Date	Added By	Note
9/28/2007 5:09:41 AM	System	Borrowing Notes: FEIN #386028429

- For Odyssey requests, the Odyssey Enabled checkbox is checked.  
**For colleges that do not have scanners, uncheck the box and process as usual.** If not checked, process as usual.  
Click the **Mark Item as Found (Scan Now)** button.  
*Note:* You could select the **Mark Item as Found** button and scan later. The status changes to Awaiting Odyssey Scanning.
- The Lending Scanning window opens with the Transaction information pre-populated.
- On the menu bar, select Settings/DPI and select 300 (or higher). If the scan is blurred, you may need to increase the DPI number (see your scanner specifications).

- Click the Scan button  on the menu bar. Repeat until all pages are scanned.



- Click the **Deliver** button when scan is complete. The article is sent.
- You are returned to the Update Stacks Search Form and can continue with the next transaction or close the window to return to the Main Menu.
- At the Main Menu, click the Refresh button. The transaction is complete.

## ODYSSEY – LOCAL REQUEST LENDING

Local Lending requests come into ILLiad Lending with a status of Awaiting Local Request Processing.

- Open the request and search as usual.
- Select Change Status To/Awaiting Stacks Searching from the menu bar.
- Save changes and close the window.
- At the Main Menu, click the Refresh button. The status has changed to Awaiting Stacks Searching.
- Continue to process as above.