LENDING Open up the Iliad client
my user name is LColwell95
password l313527
You will be using many different tabs in the client, you have 3 tab ribbons.
To lend articles, click on the 1 lending ribbon tabs, 2 lending 3 blue bar awaiting lending request processing
The requests will open up. Double click on the first one
The lender selection box may pop up, if so check mark 1 the group box, click on the odyssey ip and email address 2 if you see one to populate the address below under address field 3.

Exempt unless group Ohio or MISC, then default since charged; see next page details.
Make sure if they are charged they are default, otherwise make them exempt. If you can’t figure this out, just write down the ILL TN number or the symbol— we are ONE

- Exempt= consortium, LVIS, OhioLink, Region 3
- Default=Ohio, Misc
Click on the 1 innovative search tab to see if the journal title is a 3 star one we can lend, if no, click the 2 red cancel request circle, enter the reason. If yes, click the google scholar tab to pull the pdf, you may have to pull it from the innovative search OhioLink link, for this example, we can’t lend it, so click cancel, drop down for the reason, then click cancel again.
When you can find your request, click on save disc, save it as the Illiad number
You can hover over the Illiad client icon to get the request number 1, then click save 2.
1= X out of the screen, on the remaining screen click detail 2 tab
Click on mark found scan now
Click on send via odyssey icon or send via article exchange icon, use whichever icon is not shadowed out, but most places prefer Odyssey
As the request sends, it updates
Start the process over until all are complete
If we have a book or journal in our collection that you can scan:
1 click on the innovative search tab
1 we have the volume in the stacks
1 click on finished searching
The request will vanish, go to your next request
When you are done sending all of the requests, go to the yellow tab, click on main, click on the two lending tabs
Click print stacks search items
3 this will open - click file - then print - don’t save - go pull from stacks
• Open ScandALLPro from the desktop by the scanner
• Click on the word scan
• Click scan settings, under file name, enter the request TN number click okay
• Click scan
• Proceed to turn the pages of the journal until you are done (you can now use the enter key instead of the mouse to click scan each time)
• When you are done, click close
• Your pdf has been saved to the desktop
• Continue steps until all scanning is done
• When you are done scanning all of the articles, drag each of them with the mouse into the Pending not used folder on the desktop, then place each icon/pdf in the recycling bin
• Go back to the Illiad computer
Click update stacks search
1 Type in the Illiad TN number located on the left side of your request form below.
Northeast Ohio Medical 2 click search.
Note: IF you get a payment pop-up-- if it shows they are a non-invoiced institution, click cancel payment, if it shows they are charged, click on the $11.00 and submit
Send via Odyssey— if a server IP address does not show or Odyssey icon is grayed out send via Article Exchange
How to Import Docline requests

Click import Docline requests
Click request awaiting receipt
Click import requests

ignore this box
1. Once you click the import requests, your lending request number will increase by the number of requests imported.

2. Click the Main tab.

3. Click refresh.
double click awaiting lending request processing
• Follow pages 7-27 until your lend queue is empty

• Decline requests do not update themselves automatically.
• To Update Decline Requests:
Click update Decline Requests
Click requests received awaiting completion
1. Click paste yes

2. Yes requests numbers will paste

3. In this box, then click update

4. Click update
2 click clear decline lending

1-- requests updated

This box will clear
To update Docline requests we can’t fill

Click 1 request received awaiting completion
1. Select rejected because then click the reason

2. Select a reason

3. Paste no, make sure cursor key is in the request # box below

4. The number will appear here

5. Click update
Click clear Decline Lending
Both boxes are now cleared