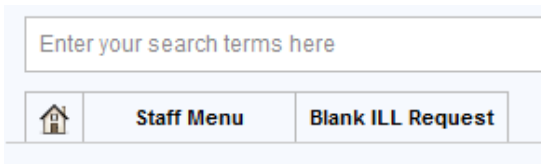


Login to WISCAT

Staff links to WISCAT are posted at <http://e.infosoup.org/wiscat-staff>. These links will automatically open the pop-up login window for your library.

Patron “guest” links are posted at <http://e.infosoup.org/wiscat>. These links connect the patron into the selected library, but do not require a login.

Enter your Username and Password and then click on *Staff Menu*. Toggle between the home icon to search WISCAT and the Staff Menu to manage requests.



The Staff Menu will open to the **ILL Admin** Tab and display the **Request Manager**. The left hand column is for items you are borrowing. The right hand column is for items you are lending. See <http://owlsweb.org/sites/default/files/owls/RequestManager.pdf> for definitions of Request Manager statuses.

Show Options

Home	ILL Admin	User Admin	Statistics	Pac Admin	UX Admin	Cat Admin	Blank ILL Request
------	------------------	------------	------------	-----------	----------	-----------	-------------------

Request Manager

- ▼ Borrower
 - Title Browse
 - Request Number Search
 - Statistics
 - Record Counts
 - Days to Receive Report
 - Patron Browse
- ▼ Lender
 - Title Browse
 - Request Number Search
 - Statistics
 - Record Counts
 - Days to Supply Report
- Maintain Participant Record
- Blank Request Form
- Maintain Shipping Labels
- Maintain Bookstraps
- Configure Pick List
- Configure Loan Form

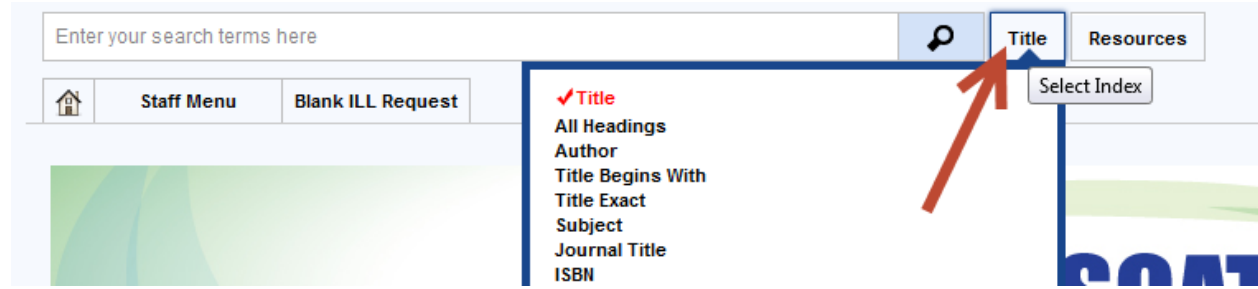
Manage Borrower Requests		Manage Lender Requests	
	Action items		Action items
Status	Count	Status	Count
Awaiting Approval	0	Pending	0
Not Received	2	Will Supply/In Process	0
Not-Received/Overdue	0	Renew/Overdue	0
Accepted Renewal	0	Pending Cancel	0
Recalled	0	Renew Pending	0
Unfilled	0	Returned	1
Shipped	3	Lost	0
Complete	1		
Conditional	0		
Received	3		
Rejected Renewal	0		
Overdue	0		
Expired	0		
Retry	0		
Cancelled	2		
Cancel Shipped Request	0		
Items awaiting trading partner response		Items awaiting trading partner response	
Pending	2	Received	1

Starting an ILL Request

Search WISCAT for the item you want. Both staff and patrons can request items directly in WISCAT.

Searching Tips:


The default search is *Title* (keyword). You can change the search Index by placing your mouse over *Title*. Be aware that *the All Headings* search may not work with some catalogs.



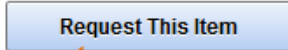
By default, not all WISCAT libraries are searched. If you don't find what you want, you can search additional U.W. Libraries and Minitex libraries by clicking on the *Resources* Tab to expand the number of libraries searched. Talk with your system staff if you want to change any of the defaults. If an item cannot be found in WISCAT, you can submit a **Blank ILL Request**. Staff at RL3 will search for the item on OCLC.

When you find an item you want, just click **Request This Item** and fill out the form. Make sure that **OWLSnet (InfoSoup)** is not listed as one of the locations. Patrons and staff will **not** be able to submit the request form if the item is owned by an InfoSoup library.

Sort by: Relevance Records per page: 10 Actions:



ISBN	1861265603
System Nbr	(OCoLC)ocm51068428
System Nbr	(Sirsi) i9781861265609
Author	Bridgewood, Les
Title	Hydroponics :soilless gardening explained /Les Bridgewood
Publisher	Crowood
Date	2003
Physical Description	144 p. :ill. (chiefly col.) ;25 cm



★★★★☆ total review(s)

Make sure OWLSnet(InfoSoup) is not listed

Location Information - BOOK

CAFE (Waukesha Co.)	7 copies currently available.
WISCAT Union Catalog	1 owning library.
Winnefox Library System	2 copies currently available.

Managing the Borrowing Request

Awaiting Approval

After the *Request This Item* form is submitted, the item will go into the Request Manager under **Awaiting Approval**. ILL staff can have permissions set to automatically send the request. We recommend that staff begin by having all requests go into Awaiting Approval.

When items are awaiting approval, the text will be a link and you will see a number under the *Count* column. Click on *Awaiting Approval* to view titles. In the Status column next to the title, change the status to **Approved – Send**.

Action items	
Status	Count
Awaiting Approval	0
Not Received	2
Not-Received/Overdue	0
Accepted Renewal	0

Pending Response from Lender

WISCAT will send the request off and the item will move from your **Action Items** table to the **Items awaiting trading partner response** table just below. The item will be listed under **Pending**. With the exception of cancelling a pending request, you should not need to update any statuses in this table.

Items awaiting trading partner response

Pending	5
Will Supply/In Process	3
Pending Cancel	1

Item Shipped and Received

When the item is filled by another library, the status will move from *Pending* to *Shipped* in your Action items table. When an item arrives, click on *Shipped* to view titles. Find the title and change the status to *Received*.

(If the item is not available, it will eventually go to *Unfilled*.)

Action items	
Status	Count
Awaiting Approval	1
Not Received	1
Not-Received/Overdue	0
Accepted Renewal	0
Recalled	0
Unfilled	0
Shipped	15
Complete	5
Conditional	1
Received	43

Changing status from Shipped to Received

BORROWER'S SHIPPED LIST

Print All:

Sort this Status by:

Apply this status to **All Requests** on this page:

Title	Req. No.	Lender	Patron Name	Status
The clans of the Scottish Highlands : the costumes of the clans	1401150	WK25 (Tomah Public Library)	[Redacted]	Shipped
Emotional survival for law enforcement : a guide for officers and their families	1401492	WJ27 (Southwest Wisconsin Technical College Library)	[Redacted]	Shipped
Work small, learn big! : sketching with pen & watercolor.	1399171	WIWA (Marathon County Public Library)	[Redacted]	Shipped

Note: The status dropdown for the third row is open, showing options: Shipped, Received, Lost, Cancel Shipped Request.

Returning the item to the lender

Click on the *Received* link in the Borrower's Action items table. Find the title to return, and change the status from *Received* to *Returned*.

BORROWER'S RECEIVED LIST

Print All:

Sort this Status by:

Apply this status to **All Requests** on this page:

Title	Req. No.	Lender	Patron Name	Status
Challenging the Law Enforcement Organization: provocative leadership strategies	1401147	AGEXTERNAL:OCLPT0 (NORTH E MULTI-REGIONAL TRAINING)	[Redacted]	Received
The dowry of Miss Lydia Clark	1397776	ESZA (Grafton Public Library)	[Redacted]	Received
Prisoner of the rising sun	1397744	05AX (Spooner Public Library)	[Redacted]	Received

Note: The status dropdown for the third row is open, showing options: Received, Returned, Renewal, Lost.

The Item will now go back to the **Items awaiting trading partner response** table under *Returned*. **Do not** update requests in the *Returned* category. The lender will update them to *Check In* when received. Requests will automatically go to *Complete* at that time.