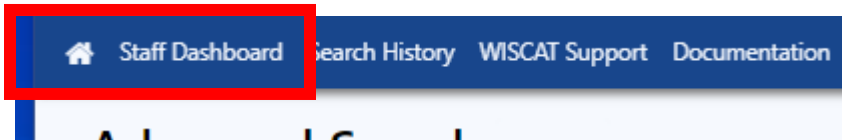


Login in WISCAT

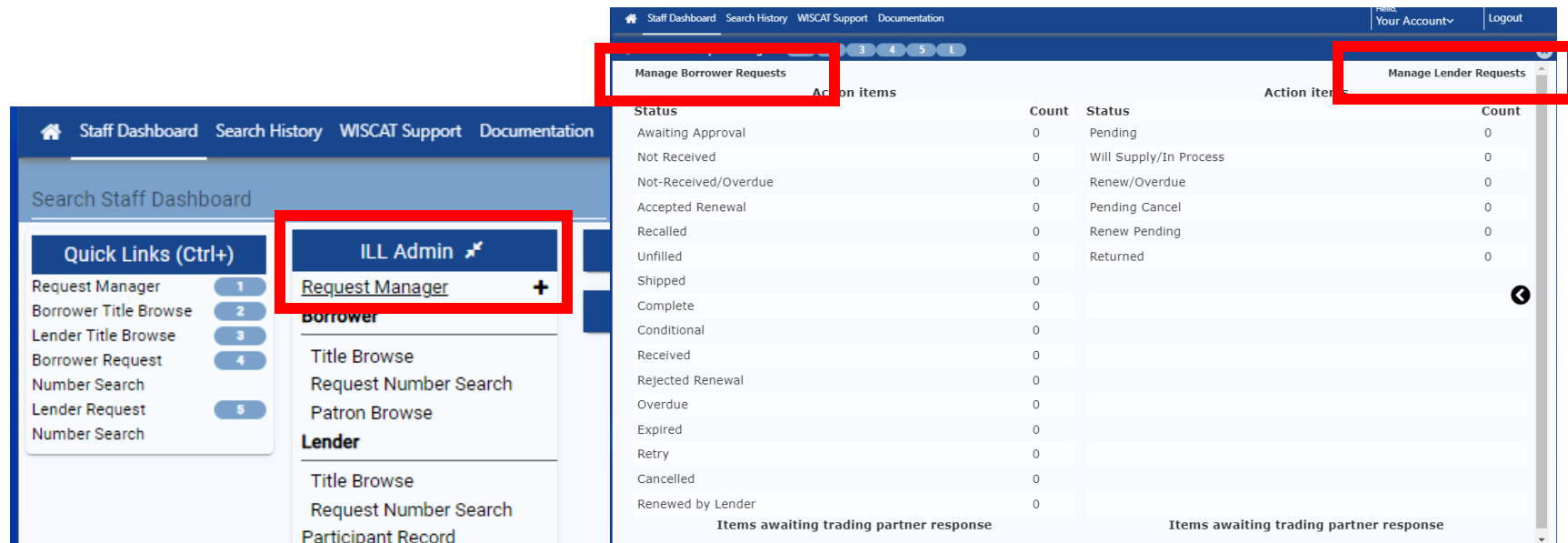
Staff links to WISCAT are posted at <https://www.infosoup.info/apl-booklists/wiscat-staff>. Staff can choose their library from the list.

Patron “guest” links are posted at <https://infosoup.info/wiscat/>. Patrons can choose their library from the list and does not require a login.

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



The Staff Dashboard will open to the **ILL Amin** menu and click on **Request Manager**. The left-hand column is for items you are borrowing. The right-hand column is for items you are lending. See <https://www.owlsweb.org/sites/default/files/owls/ILL%20-%20Request%20Manager2022.pdf> for definitions of Request Manager statuses.

A screenshot of the WISCAT Request Manager interface. The interface is divided into several sections. At the top, there is a navigation bar with 'Staff Dashboard', 'Search History', 'WISCAT Support', and 'Documentation'. Below this is a 'Search Staff Dashboard' section. On the left, there is a 'Quick Links (Ctrl+)' section with numbered buttons for 'Request Manager', 'Borrower Title Browse', 'Lender Title Browse', 'Borrower Request', 'Number Search', 'Lender Request', and 'Number Search'. In the center, there is an 'ILL Admin' menu with a sub-menu 'Request Manager' highlighted by a red box. Below this, there are sections for 'Borrower' and 'Lender', each with 'Title Browse', 'Request Number Search', and 'Participant Record' options. On the right, there is a 'Manage Borrower Requests' and 'Manage Lender Requests' section, both highlighted with red boxes. Below these are two tables. The first table, 'Manage Borrower Requests', has columns for 'Status', 'Count', and 'Action items'. The second table, 'Manage Lender Requests', has columns for 'Status', 'Count', and 'Action items'. Both tables list various request statuses and their counts. At the bottom of each table, it says 'Items awaiting trading partner response'.

Starting an ILL Request

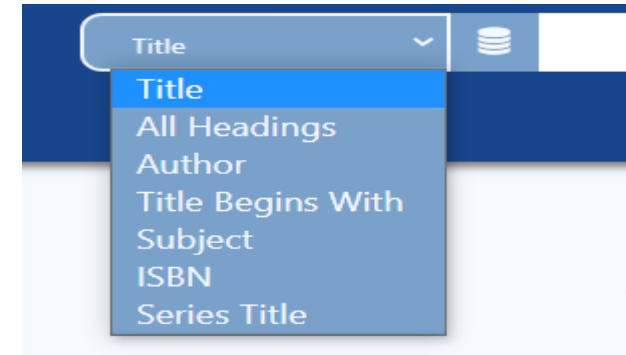
Search WISCAT for the item you want. Both staff and patrons can request items directly from WISCAT.

Searching Tips:

The default search is *Title* (keyword). You can change the Search Index by clicking on the down arrow and choosing from the drop-down menu. Be aware that the *All Headings* search may not work with all 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 *Select Resources* icon (to right of drop-down menu). This will allow you 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 in OCLC.

When you find an item you want, just click **Request this item** underneath the title image 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.

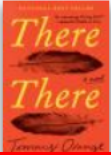


Orange, Tommy.

There there

Format: Book

Found In: MN - Carver...



[Request this Item](#)

[Add to Your List](#)

[Email this Item](#)

[Print This Item](#)

[Details](#) [Where To Find It](#) [MARC Display](#) [More About This Title](#)

Details

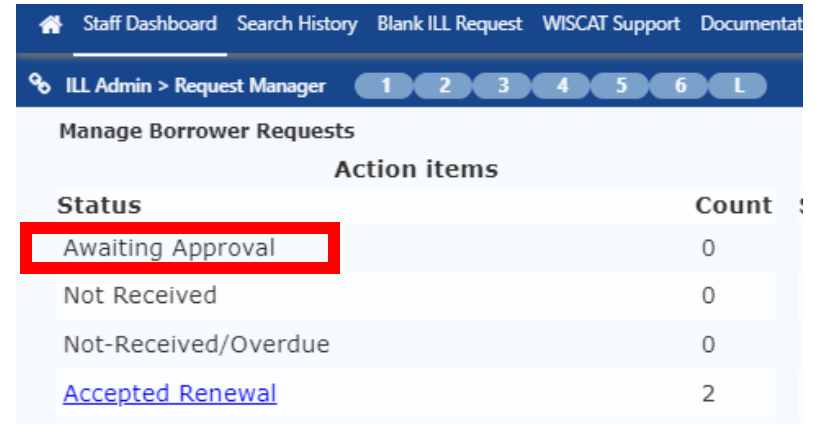
LCCN: 2017038125
ISBN: 9780525520375
ISBN: 0525520376 :
Author: [Orange, Tommy, 1982- author.](#)
Title: [There there / Tommy Orange.](#)
Edition: First edition.
Publisher: Alfred A. Knopf,
Description: 294 pages ; 22 cm.
Notes: Booklist, May 01, 2018.
Notes: Publishers Weekly, April 02, 2018.
Notes: Kirkus Reviews, April 01, 2018.
Notes: Library Journal, April 01, 2018.
Notes: "Not since Sherman Alexie's *The Lone Ranger and Tonto Fistfight in Heaven* and Louise Erdrich's *Love Medicine* has such a powerful and urgent Native American voice exploded onto the landscape of contemporary fiction. Tommy Orange's *There There* introduces a

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 got into Awaiting Approval.

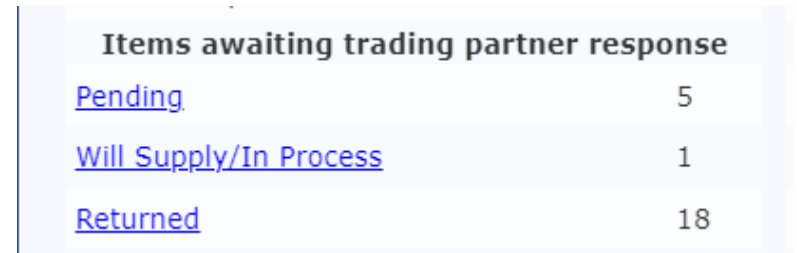
When items are awaiting approval, the text will be a link and you will see a number under the *Count* column. Click on *Awaiting Approval* to view titles. In the Status column next to the title, change the status to **Approved – Send**.



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

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.



Status	Count
Pending	5
Will Supply/In Process	1
Returned	18

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*.)



Status	Action items	Count
Awaiting Approval		0
Not Received		0
Not-Received/Overdue		0
Accepted Renewal		1
Recalled		0
Unfilled		3
Shipped		13
Complete		66
Conditional		0
Received		28

Changing status from Shipped to Received

CAUTION: This will update ALL requests with this status. Not just the requests on this page.

Shipped

Title	Req. No.	Patron Name	Status
Beyond the basics : gourd art	2909488	[REDACTED]	Shipped
Crafting with gourds : building, painting, and embellishing birdhouses, flowerpots, wind chimes, and more	2909490	[REDACTED]	Shipped
Gourds in motion : simple techniques to make gourd projects move	2909491	[REDACTED]	Shipped

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*.

CAUTION: This will update ALL requests with this status. Not just the requests on this page.

Received

Title	Req. No.	Patron Name	Status
Early edition. Season 3	2902616	[REDACTED]	Received
Early edition. The complete fourth season	2902618	[REDACTED]	Received
Earth abides [trade paperback]	2905679	[REDACTED]	Received
The Eddy Duchin story (DVD) [videorecording]	2904151	[REDACTED]	Received
The fires of paradise	2903256	[REDACTED]	Received

Received
Returned
Renewal
Lost

The item will now go back to the **Items awaiting trading partner** response table under *Received*. **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.