For Staff

Find information for staff about logging in, searching for requests, requesting library actions and supplying library actions.
When developing the staff web pages the [W3C Web Content Accessibility Guidelines (WCAG) 2.0](https://www.w3.org/WAI/standards-guidelines/wcss) are followed.

- **Bookbands**
  - No image available
  - Find information about printing and viewing a bookband.
    - Print bookbands
    - Reprint a bookband
    - View a bookband

- **Supplying library**
  - No image available
  - Staff at the supplying library may update requests to Ship Loan, Complete Loan, or Unfilled.
    - Supply documents
    - Update as Complete Loan
    - Update as Ship Loan
    - Update as Unfilled

- **Requesting library**
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  - Staff at the supplying library may update requests to Loan, Return Loan, or Unfilled.
    - Update as Loan
    - Update as Return Loan
    - Update as Unfilled

- **Inactive library and locations**
  - No image available
  - Find steps to set a consortium member to inactive.
    - Inactive library and locations
• **Search for requests**

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  Find information for configuration options for Exact Query, Advanced Query, and the Side Menu.

  ◦ Overview
  ◦ Advanced Query options
  ◦ Exact Query options
  ◦ Side Menu

• **Query results**

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  Find information about single requests, the results grid, and request display.

  ◦ Overview
  ◦ Configure the query results and the grid
  ◦ Display of a request
  ◦ Results grid
  ◦ Single request retrieved

• **Messages to patrons**

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  If using Relais D2D or Relais ILL for request management at various times throughout the workflow messages can be sent to the patron. These messages are optional and configurable by each member library.

  ◦ Message types

• **My Account**

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  Find information about post logout and post expiry configuration.

• **Login**

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  Find steps for logging into the Relais D2D web portal to query and process requests using the Staff Login page.

  ◦ Login