Find information about the side menu display and how to options for configuration.
Staff can use the side menu:

- To retrieve and display requests.
- To look at current workloads, e.g., how many requests in Relais queues such as Print Request.

The side menu has two main sections:

1. **Requesting** - for requests from your patron
2. **Supplying** - for requests for which your library is the current supplier

Each section has three sub-sections

1. **Queues** - for requests in Relais queues, e.g., Print Request, Email Request and Process Request
2. **Loans** - for requests currently on loan
3. **Pre-defined queries** - a list of pre-defined queries to help staff identify specific requests, e.g., requests that have printed but have not been updated for 3 days.

For each section, subsection and entry in the side-menu the number of requests display.

If there are no requests to retrieve, e.g., in a Print Request queue, then no entry displays in the side menu.

Staff can expand and collapse each section and sub-section using the up and down carets.

Staff can refresh any sections or entries by clicking the refresh icon.

After clicking on an entry, the corresponding request or requests display.

**Configuration options for the Side Menu**

The following can be configured in the side menu:

- Hide entries that are not helpful or useful for staff
- Change the name of any sections, subsections or entries, e.g., rename Requesting to Borrowing.
- Add pre-defined queries. For example follow:
  - **Supplying**: Requests > 2 days old
  - **Requesting**: Requests > 3 days old