Request details
Last updated: Tue, 20 Aug 2019 19:33:05 GMT

Brief record
After a search or clicking on a work queue category you are taken to a page of brief results. (Shown below)

Our Number / Their Number ** Borrower / Lender ** Item Barcode

[Image of brief record]

Full record
Click the Details button from request search results to view the entire request. (Shown below)
Request Details

Request ID

Our Number: 20661
Their Number: 20662
Item Format: Book

Status: Pending
Authorization Status: Processed

Service Details

Service 1

Service Type: Loan
Media Type: Printed

Service 2

Service Type: None
Media Type: None

Item Details (Monograph)

Title: The cat
Author: Richards, Dorothy Silkestone, Magill, Phil
Series Title & Numbering:
Sponsoring Body:
Publisher: Salamander Books
Place of Publication: London
Date: c.1993.
Edition: Rev. ed.
Any Edition:
Item Description: 192 p. : ill. (chiefly col.) ; 31 cm.
ISBN: 080101703X
Volume:
UPC:
Classification:
Call Number:
Additional Nos:
Ref. Source: St Paul PL/INNOPAC
From the Request Details Screen you can view the entire request in its current state, including the request’s rota and which Lending library is currently dealing with the request. The current lender is highlighted.
Request history section

Check the request’s progress and any problems in the History section. Any notes attached to the request can also be seen in the History section, underlined under the Action heading. Clicking on the underlined link will open the details of the note in a popup window.

Next action drop-down

Select the appropriate next Action for the request from the drop-down which appears at the top and bottom of the screen. Also each action will identify the staff member authorizing it.

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