Automated Request Manager (formerly Direct Request)

Use this screen to configure Automations in Automated Request Manager (ARM) to automate ILL workflows. Automations are composed of match criteria you define along with actions you want the system to perform on matched requests.

Note: Previously configured Direct Request Profiles will appear in the Automated Request Manager as Automations.

Automations allow you to determine how patron-generated requests are processed. First, you can configure match criteria based on details in the request:

- Age of material requested
- Format of material
- Language of material
- Patron’s need by date
- Patron’s department
- Presence of a patron note
- Contents of a patron note (keywords or exact phrase matches)
- Patron’s status
- Patron’s maximum cost
- Request Source (ILL system or interface where the request was submitted)
- Request Type (Copy or Loan)

Once you have determined which requests you would like to automate, Automations can be configured with actions to:

- Apply your selected constant data record to new borrowing requests.
- Build a lender string (which adds the lender string to the request based on a Custom Holdings Path and moves it to review).
- Send request to lenders (based on a Custom Holdings Path).
- Route requests to the Review for Purchase queue.
- Route requests to Review.

You can also configure exceptions in Automation, which apply instead of the defined actions when they are true. Those include:

- Routing requests for items your library owns to review
- Routing duplicate requests to review
- Routing requests owned by libraries in a Custom Holdings Group you define to review
OCLC recommends creating at least one Automation for loans and one for copies. Keep the following in mind when you are configuring automations:

- Automations are applied based on the Automation Priority setting. A patron-generated request is compared against all automations. Of all the automations that match the request, the automation with the highest priority, or lowest assigned Automation Priority number, will be applied to the request.
  - Each automation must have a unique numerical value for Automation Priority.
  - Assign the highest Priority (lowest number) to your most specific automations.
- Each automation must have at least one Match, Action, or Exception (not one of each).
  - If you do not select any match criteria, your automation will apply to all requests.
  - If you select matches but not actions or exceptions, all requests matching that automation will be routed to review.

### Standard Actions

At the top of the screen is a list of the standard actions the system automatically performs on new borrowing requests.

- Bibliographic record matching
- WorldCat holdings check
- Knowledge base holdings check
- Custom Holdings Group check

### Configure Main Automations

**To add an automation:**

1. Click + **Add New**.
2. Enter a **Name** and assign a **Priority**. See [Main Automation fields](#) for more information.
3. Select any desired match criteria from the **Matches** drop-down menu. See [Automation Match criteria](#) for more information.
   - If you do not select a match criteria, the automation will apply to all requests.
   - Click the ➡️ **Add a match** button to configure additional match criteria.
4. Select any desired actions from the **Actions** drop-down menu. See [Automation Actions](#) for more information.
   - Click the ➡️ **Add an Action** button to configure additional match criteria.
5. Click the ➡️ **Add an Exception** option to select any Exceptions. See [Automation Exceptions](#) for more information.
   - If any exceptions are true on a matched automation, only the exception will apply and the rest of the selected actions will not apply.
6. Click **Save**.

**To edit an automation:**

1. From the Main Automations list, select the **Edit** button associated with the desired automation.
2. Edit information, as appropriate. Remove matches, actions, and exceptions with the remove button .
3. Click Save.

To delete an automation:

1. From the Main Automations list, select the Delete button next to the desired automation.
2. On the confirmation window, click Delete.

Main Automation fields

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Name* | The name of this automation (20-character limit, with no special characters) that indicates the scope of the group of requests to which the automation pertains. The name must be unique.  

**Note:** Names are not case sensitive, so, for example, TEST is the same as test.  

**Examples:**  
EARTICLTEST  
MAXCOPY  

Note: If you had included a Description on your previously configured Direct Request Profiles, the description will appear as read-only text on the Automation. |
| Priority* | Set a numeric priority to each automation.  

- When a patron initiated request is generated, it is compared to all configured automations. When requests match multiple automations, the automation with the highest priority, or lowest number, will be assigned to the request.  
  - Each automation must have a unique numerical value for Priority. |
Automation Match criteria
<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age of Material</strong></td>
<td>For Loans: Used to restrict the borrowing of items that are either very new or very old based on their publication date. <strong>Note:</strong> The number you type in Age of Material must be smaller than the number you type in but no older than. For Copies: Age of Material can be used to designate whether the copy request is CCG or CCL. The age is pulled from the Article Date field. Libraries can set a Copyright designation using Automations. A copy-based request that comes through Automation with an Article date field of 1994 could be matched to an Automation with CCL in the copyright Compliance field. Type a whole number from 0-1000 representing the age of the material in years.</td>
</tr>
<tr>
<td><strong>Formats</strong></td>
<td>• One or more bibliographic formats that a request must specify if it is to match the automation. • Select a format from the list provided.</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>One or more languages that a request must specify if it is to match the automation.</td>
</tr>
<tr>
<td><strong>Need at Earliest</strong></td>
<td>• Used to define a date range, if any, within which the patron must receive the material. • In a loan request, the patron’s date requirement is specified in the field named Need Before. For example, a Need Before value of 4 means that the patron must receive the material within four days of creating the request. To match the automation, the Need Before value in a request must fall within the range you specify in the automation by values you associate with Need At Earliest and but no later than. • For example, if the automation has a Need At Earliest value of 4 and a but no later than value of 7, an incoming request with a Need Before value of 5 will match the automation. However, if the patron specifies a Need Before value of 3 in the</td>
</tr>
</tbody>
</table>
request, the request will not match the automation.

- Type a whole number from 0-1000.

- Patron department or departments, if any, to which the automation applies, up to 65 alpha-numeric characters long.

- Patron department is not case sensitive, so CompSci is the same as compsci. Spelling is important, however, so CompSci is not the same as CSCI.

**Patron Departments**

- If the automation applies to more than one department, type each department separated by comma.

**Examples:**
CompSci
Chemistry
Biology

- Patron status or statuses, if any, to which the automation applies, up to 65 alpha-numeric characters long.

- Patron status is not case sensitive, so Grad is the same as grad. Spelling is important, however, so Grad is not the same as Graduate.

**Patron Statuses**

- If the automation applies to more than one status, type each status separated by comma.

**Examples:**
Grad

- Patron department or departments, if any, to which the automation applies, up to 65 alpha-numeric characters long.

- Patron department is not case sensitive, so CompSci is the same as compsci. Spelling is important, however, so CompSci is not the same as CSCI.

**Patron Departments**

- If the automation applies to more than one department, type each department separated by comma.

**Examples:**
CompSci
Chemistry
Biology

- Patron status or statuses, if any, to which the automation applies, up to 65 alpha-numeric characters long.

- Patron status is not case sensitive, so Grad is the same as grad. Spelling is important, however, so Grad is not the same as Graduate.

**Patron Statuses**

- If the automation applies to more than one status, type each status separated by comma.

**Examples:**
Grad

- Patron department or departments, if any, to which the automation applies, up to 65 alpha-numeric characters long.

- Patron department is not case sensitive, so CompSci is the same as compsci. Spelling is important, however, so CompSci is not the same as CSCI.

**Patron Departments**

- If the automation applies to more than one department, type each department separated by comma.

**Examples:**
CompSci
Chemistry
Biology

- Patron status or statuses, if any, to which the automation applies, up to 65 alpha-numeric characters long.

- Patron status is not case sensitive, so Grad is the same as grad. Spelling is important, however, so Grad is not the same as Graduate.

**Patron Statuses**

- If the automation applies to more than one status, type each status separated by comma.

**Examples:**
Grad
• The amount (in US dollars), if any, the patron will pay for the requested material.

• For a request to match an automation, the amount specified in the request must be equal to or greater than the amount specified in the automation. For example, if the request specifies 7 ($7.00), and the automation specifies 5 ($5.00), the request matches the automation--- a patron willing to pay $7 is also willing to pay $5. On the other hand, if the automation specifies 10, then the automation does not match, because a patron willing to pay $7 is not willing to pay $10.

• Type a number. Do not type the dollar ($) symbol. A value of 0 means that the patron is not willing to pay anything for the material being requested.

Examples:
6
6.00
6.10

• Indicates if the source of a request is relevant to the automation, and if so, the source name or names.

• If you want the automation to apply to requests from particular sources, type the names of the sources in the box provided, separated by comma. Source names can be up to eight alpha-numeric characters. The values must be valid values in your ILL requests.

• Source names are not case sensitive, so FSILL is the same as fsill. Spelling is important, however, so FSlink is not acceptable as the valid value FSILL.

Examples:
FSILL
FSlink

• Loan - Only requests for loans will match the
Automation Actions

Note: Some Actions are mutually exclusive from others. Unavailable actions are automatically removed as you build the automation.

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| Apply Constant Data | Select the Constant Data record, if any, that you want to apply to the requests matching this automation. Once you select this action, you will see a dropdown list of all current Constant Data records for your institution.  
  - The Constant Data record, if any, that applies to the group of requests you are automating. The list contains all current Constant Data records for your institution.  
  - Select a Constant Data record from the list provided. Do not select from the list if no current Constant Data record applies to the group of requests you are automating.  
  **Note:** If you want to define a Constant Data record for this group, create the Constant Data record before creating the automation. |
<p>| Build Lender String | Select this option if you want to build a lender string on the request without sending the request automatically out to lenders. Once you select this option, you will be asked to select a <strong>Custom Holdings Path</strong> from the full list of Custom Holdings Paths currently configured for your institution. The matching requests will have lender |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| Route Request to Review      | Automation will move matching requests to your Review queue. If you do not select an action that routes a request elsewhere (to lenders, purchase, or Document Delivery), this action will apply by default. Available additional Actions  
  • Apply Constant Data  
  • Build Lender String |
| Route Request to Review for Purchase | Requests will be sent to your **Purchasing Requests > Review for Purchase** queue.  
  • No available additional Actions.                                                                                                                                                                  |
| Send Request to Lenders      | • Select this option if you want to route the request automatically to lenders.  
  ◦ Once you select this option, you will be asked to select a Custom Holdings Path from the full list of Custom Holdings Paths currently configured for your institution. Matching requests will be routed to lenders in the Custom Holdings Path you select who hold the requested item.  
  ◦ You will also be asked to select the minimum number of lenders in your selected Custom Holdings Path who hold the requested item. You can select from 1-5.  
  ◦ This is not the overall number of libraries who have WorldCat holdings on the requested item. This is the minimum number of lenders in your designated Custom Holdings Path who should hold the item before the request is sent |
Automations allow you to determine how patron-generated requests are processed. Once a patron request has been submitted, with an automation, you can select whether the request, if matching the automation, should be produced (sent) to lenders or forwarded to your New for Review queue.
Keep the following in mind when you are creating your automations:

- Automations are applied based on the **Priority** setting. A patron-generated request is compared against all automations. Of all the automations that match the request, the automation with the highest priority, or lowest assigned Priority number, will be applied to the request.
  - Each automation must have a unique numerical value for **Priority**.
- OCLC recommends creating an Automation for loans and an Automation for copies.

## Basic automations

A recommended set of automations would **Route Request to Review** if the request is a duplicate or **Route Request to Review** if the item is held. If this automation is not configured, the system applies constant data and moves the request to review.

### Examples

<table>
<thead>
<tr>
<th>Name</th>
<th>Matches</th>
<th>Actions</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOANS</td>
<td>Request Type: Loan</td>
<td>If Held By Your Institution, Route to Review. (or) If Duplicate Request, Route to Review. (else) Route Request to Review. Build Lender String if at least 1 lender(s) from Custom Holdings Path TEST123 hold(s) the item. Apply Constant Data: LOANS.</td>
<td>10</td>
</tr>
<tr>
<td>COPIES</td>
<td>Request Type: Copy</td>
<td>If Held By Your Institution, Route to Review. (or) If Duplicate Request, Route to Review. (else) Route Request to Review. Build Lender String if at least 1 lender(s) from Custom Holdings Path TEST123 hold(s) the item. Apply Constant Data: COPIES.</td>
<td>20</td>
</tr>
</tbody>
</table>

1. **LOANS:**

   If the request is not a duplicate and is not held by your institution, the system will apply the Constant Data record and build a lender string based on the holding libraries in the Custom Holdings Path and route the request to Review.

   1. Under **Matches**, select **Request Type > Loan**.
   2. Click the ✚ **Add an Exception** option and select **If Duplicate Request, Route to Review**.
   3. Click the ✚ **Add an Exception** option and select **If Held By My Institution, Route to Review**.
   4. Under **Actions**, select **Build Lender String** and select the Custom Holdings Path to use.
   5. Click the ✚ **Add an Action** option and select **Apply Constant Data** and select the Constant Data record to use.

2. **COPIES:**
If the request is not a duplicate and is not held by your institution, the system will apply the Constant Data record and build a lender string based on the holding libraries in the Custom Holdings Path and route the request to Review.

1. Under **Matches**, select **Request Type > Copy**.
2. Click the **Add an Exception** option and select **If Duplicate Request, Route to Review**.
3. Click the **Add an Exception** option and select **If Held By My Institution, Route to Review**.
4. Under **Actions**, select **Build Lender String** and select the Custom Holdings Path to use.
5. Click the **Add an Action** option and select **Apply Constant Data** and select the Constant Data record to use.

**Advanced automations**

The following are examples of how to expand your automations.

**Examples**

<table>
<thead>
<tr>
<th>Name</th>
<th>Matches</th>
<th>Actions</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATRONNOTE</td>
<td>If any patron note exists</td>
<td>Route Request to Review</td>
<td>10</td>
</tr>
<tr>
<td>PURCHASE</td>
<td>Format(s): Book Language(s): Spanish</td>
<td>Route Request to Review for Purchase</td>
<td>20</td>
</tr>
</tbody>
</table>

1. **PATRONNOTE**

Any requests that have a patron note will not be sent to lenders, allowing for staff to read the patron's note and fill the request accordingly.

1. Under **Matches**, select **Patron Note**. Select the **Any words** checkbox to retrieve requests that have any patron note.
2. Under **Actions**, select **Route Request to Review**.

2. **PURCHASE**

Spanish Book requests will be routed to review for purchase.

1. Under **Matches**, select **Formats > Book**.
2. Select **Add a match** and select **Language > Spanish**.
3. Under **Actions**, select **Route Request to Review for Purchase**.