Manage requests as a lender

Learn how to manage requests as a lender in UnityUK.

• Lender Work Queue
  
  Learn how to view which of your requests as a lender may require action to progress using the Borrower Work Queue in UnityUK.

• Lender Work Queue statuses
  
  Find the statuses available in the Lender Work Queue in UnityUK.

• Lender request management - Workflow tasks
  
  Find the workflows needed to manage borrowing library requests in UnityUK.
  
  ◦ New requests
  ◦ Ship an item
  ◦ Unship an item
  ◦ Inform the borrowing library an item will be supplied
  ◦ Inform the borrowing library an item will not be supplied
  ◦ Respond to a request with the Answer Retry action
  ◦ Respond to a renewal request
  ◦ Respond to a cancel request
  ◦ Checked In action
  ◦ Send a note

• Overdues
  
  Find the lender workflow for overdue items in UnityUK.