Configure Lookup options (in Receive FTP)

Learn how to add more options for searching for requests in Relais ILL.
It is possible to add more options for searching for requests using various numbers as well as the Relais request number.

View Lookup - Exact Number search options

1. Login to Administer Settings.
2. Go to the Application Settings tab.
3. Open Applications -> Processing.
4. Highlight the top level of Login.

5. Click Edit Extended Settings.
6. Click Query Request.
7. In the upper left the Exact Search Fields to be displayed in the can be selected. By default Request Number displays.
Add an Exact Search option

Note: When adding the first option to the drop down, e.g., External Number, Request Number needs to be added again (if desired).

1. From the Field Name drop down box select the **option to add**, e.g., External Number.

2. Click **Add**.

3. Repeat this process until all options are added.

4. Once all options are added, click **OK**.
Modify description for the Exact Search option

1. From the list of options configured, highlight the entry for which the description is to be changed.
2. In the description box modify the text as desired.
3. Click **Update**.

### Exact Search Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCLC Number</td>
<td>OCLC Request Number</td>
</tr>
<tr>
<td>Request Number</td>
<td>Request Number</td>
</tr>
<tr>
<td>External Number</td>
<td>External Number</td>
</tr>
<tr>
<td>OCLC Number</td>
<td>OCLC Number</td>
</tr>
<tr>
<td>OCLC Record Number</td>
<td>OCLC Record Number</td>
</tr>
</tbody>
</table>

### Date Search Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Delivered</td>
<td>Date Delivered</td>
</tr>
</tbody>
</table>

### General Settings

- Default Selection: [ ] All Requests [ ] Open Requests
- Max. Search Result: 
- Hide Patron Search: [ ]
- Starting folder for Add Document: [Browse]
- File Storage Root for Add Document: [Browse]
- Use Transfer Service: [ ] Yes [ ] No [ ] Default
4. Once all changes are made, click **OK**.

### Change the order for the Exact Search options

1. From the list of options configured, highlight the entry to be moved up or down.
2. Click the **up or down arrow** as appropriate.
3. Click **Update**.

4. Once all changes are made, click **OK**.

Before re-opening Receive FTP, close Login, the new options now display when Lookup Request is used.