How do I route the queue "In DD Stacks Searching" into a Borrowing Transaction Status?

Last updated: Mon, 30 Mar 2020 20:45:40 GMT

Symptom

• You need to route all the requests in the queue "In DD Stacks Searching" back to Borrowing.

Applies to

• ILLiad

Resolution

Here are the steps to route the In DD Stacks searching into a Borrowing Transaction Status.

1. Go to your Document Delivery section and right-click on the "In DD Stacks Searching" queue.
2. Choose "View Requests."
3. Once you see all the requests, you can highlight them all.
4. On the top, you will see Route to Borrowing and then select the Transaction Status you want to put them such as Awaiting Borrowing Processing.

Once you have done this, all the requests will be at the Transaction Status you chose.