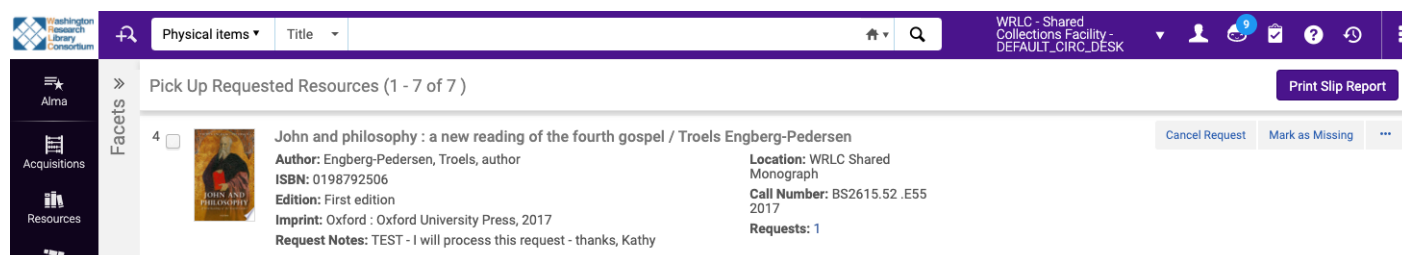



Simplified Digitization Workflow

Simplified Digitization Workflow

Request comes in: Fulfillment → Resource Requests → Pick from Shelf



The screenshot shows the Alma library system interface. The top navigation bar is purple and contains the Alma logo, a search bar with 'Physical items' and 'Title' filters, and a user profile icon. The main content area is titled 'Pick Up Requested Resources (1 - 7 of 7)' and features a 'Print Slip Report' button. A single resource is listed with the following details:

Item	Title	Author	ISBN	Edition	Imprint	Request Notes	Location	Monograph	Call Number	Requests	Actions
4		John and philosophy : a new reading of the fourth gospel / Troels Engberg-Pedersen	0198792506	First edition	Oxford : Oxford University Press, 2017	TEST - I will process this request - thanks, Kathy	WRLC Shared	Monograph	BS2615.52 .E55 2017	1	Cancel Request Mark as Missing ...

Pull the item. Scan the requested pages.

Select “Deliver Digital Documents” from Fulfillment → Resource Requests



Alma



Acquisitions



Resources



Discovery



Fulfillment



Admin



Analytics

Checkout/Checkin

Manage Patron Services

Return Items

Resource Requests

Pick From Shelf

Scan In Items

Expired Hold Shelf

Active Hold Shelf

Manage In Process Items

★ Deliver Digital Documents

Approval Requests List

Monitor Requests & Item Processes

Course Reserves

Courses

Reading Lists

Citations

Resource Sharing

Lending Requests

Borrowing Requests

Receiving Items

Shipping Items

Partners

Rota Templates

Advanced Tools

Fulfillment Configuration Utility

Create Fulfillment Sets

Bulk Change Due Dates

View Restore Request Jobs

View Overdue and Lost Loan Jobs

Offline Circulation

Items Requiring Action

Transfer Requests

Create Fines And Fees Report

Process and Enrich Citations

Resend Printouts/Emails

Citation Alternate Suggestions

Loans Overdue Notification Status

Update

Bulk Citation Copyright Recalculate

Enter the Request ID on the Document Delivery screen.



Physical Items ▾

Title ▾



Document Delivery

Exit

Scan request ID to
upload files

6409603640004617

OK

Browse for the scanned document or just drop it in the area provided.

Physical items ▾
Title ▾

WRLC - Shared Collections Facility - DEFAULT_CIRC_DESK

Alma
Acquisitions
Resources
Discovery
Fulfillment
Admin
Analytics

Document Delivery
Exit Done

John and philosophy : a new reading of the fourth gospel / Troels Engberg-Pedersen

Scan request ID to upload files
6409603640004617
OK

Files
External file URL (optional)
Drop files here, or [browse](#).
Start Over

File Name	Label	Size	Status
RoastedLambBreast.pdf	RoastedLambBreast	380.7 KB	Uploaded

Delete

Select Done.

Physical items ▾
Title ▾

WRLC - Shared Collections Facility - DEFAULT_CIRC_DESK

Alma
Acquisitions
Resources
Discovery

Document Delivery
Exit

Scan request ID to upload files
OK

Document delivery handled successfully.
Collapse by default

The item has been successfully uploaded and sent to the requestor.

Tammy:

To get Request ID:

RequestsAll32882014162971X

XQ


Return Items | Scan In Items | Design Analytics

Facets>>

Resource Request Monitoring (1 - 1 of 1)32882014162971X

▼ Activity Status : Active ▼ Include Pending Resource Sharing Requests : Yes ▼ Clear all

1



Advances in experimental social psychology.

Request Type: Patron digitization request

ID: 10789413890004617

Creator: Ex Libris API

MMS ID: 99185870878904617

Requester: Gelman ILL Staff

Pickup Location: Digitization Department For Institution

Barcode: 32882014162971X

Place in Queue: 0

Call Number: HM251 .A35

Description: v.16 (1983)

Item Call Number: R27M18S05T08 BC

Request Date: 11/12/2024

Note: Request note:ILLiad TN: 535946; The inventory for this request should come from 01WRLC_GWA. Patron: Gelman ILL Staff, GELMANILL_ill@gwu.edu, null. Chapter article title:Social Cognition: Some Historical and Theoretical Perspectives; Chapter article author:Landman, Janet; Start page:49; End page:123.

Material Type: Issue

Workflow Step: Transit Item

Process Status: In Process

Managed By Library: WRLC - Shared Collections Facility

Managed By Desk: DEFAULT_CIRC_DESK

Process Date: 11/20/2024

Expiration Date: 11/20/2024

Revision #2
Created 7 March 2024 17:10:30 by Tammy Hennig
Updated 20 November 2024 15:35:48 by Tammy Hennig