

# Simplified Digitization Workflow

## Simplified Digitization Workflow

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

The screenshot displays the WRLC interface. The top navigation bar is purple and includes the WRLC logo, a search bar with 'Physical items' and 'Title' filters, and a search icon. The right side of the bar shows 'WRLC - Shared Collections Facility - DEFAULT\_CIRC\_DESK' and several utility icons. A left sidebar contains 'Alma', 'Acquisitions', and 'Resources' links. The main content area is titled 'Pick Up Requested Resources (1 - 7 of 7)' and features a 'Print Slip Report' button. A list of resources is shown, with the first item being 'John and philosophy : a new reading of the fourth gospel / Troels Engberg-Pedersen'. The item details include: Author: Engberg-Pedersen, Troels, author; ISBN: 0198792506; Edition: First edition; Imprint: Oxford : Oxford University Press, 2017; Request Notes: TEST - I will process this request - thanks, Kathy; Location: WRLC Shared Monograph; Call Number: BS2615.52 .E55 2017; and Requests: 1. Action buttons 'Cancel Request' and 'Mark as Missing' are visible for this item.

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

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 ▾



WRLC - Shared  
Collections Facility -  
DEFAULT\_CIRC\_DESK



Document Delivery

Exit

Scan request ID to  
upload files

6409603640004617

OK

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

Washington Research Library Consortium

Physical items ▾Title ▾

WRMC - Shared Collections Facility - DEFAULT\_CIRC\_DESK

Alma

Acquisitions

Resources

Discovery

Fulfillment

Admin

Analytics

Document Delivery

ExitDone

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

Scan request ID to upload files6409603640004617OK

Files

External file URL (optional)

Drop files here, or [browse](#).

Start Over

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

Select Done.

Washington Research Library Consortium

Physical items ▾Title ▾

WRMC - Shared Collections Facility - DEFAULT\_CIRC\_DESK

Alma

Acquisitions

Resources

Discovery

Document Delivery

Exit

Scan request ID to upload files

Document delivery handled successfully.  
☐ Collapse by default

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

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