Mohawk Regional Information Center – Library Automation Service
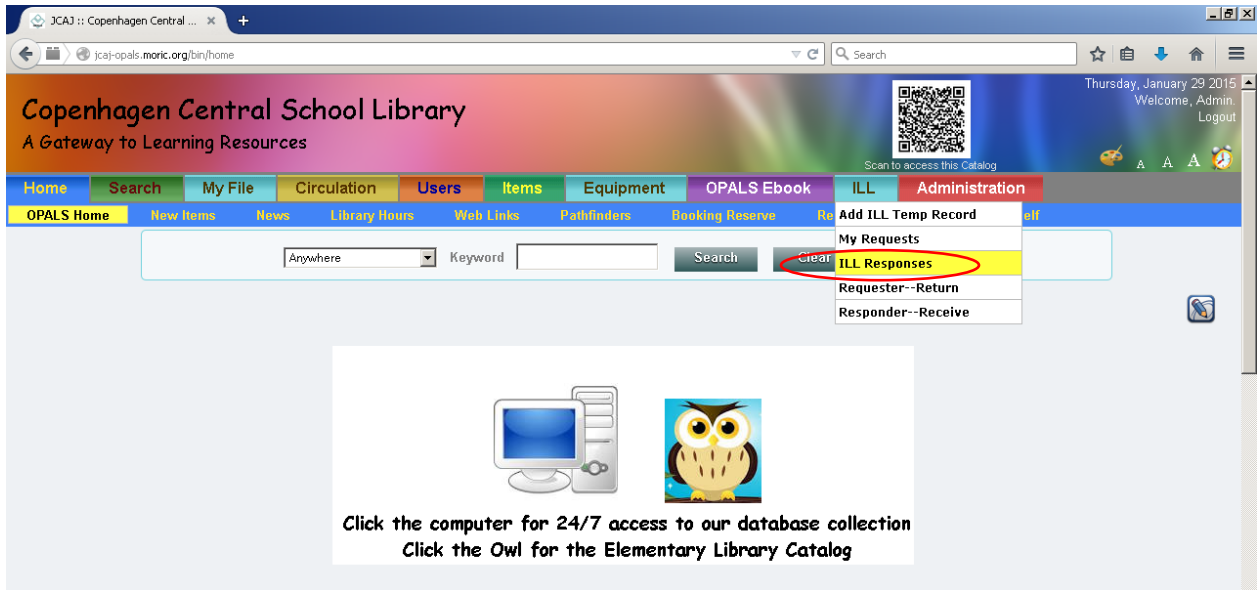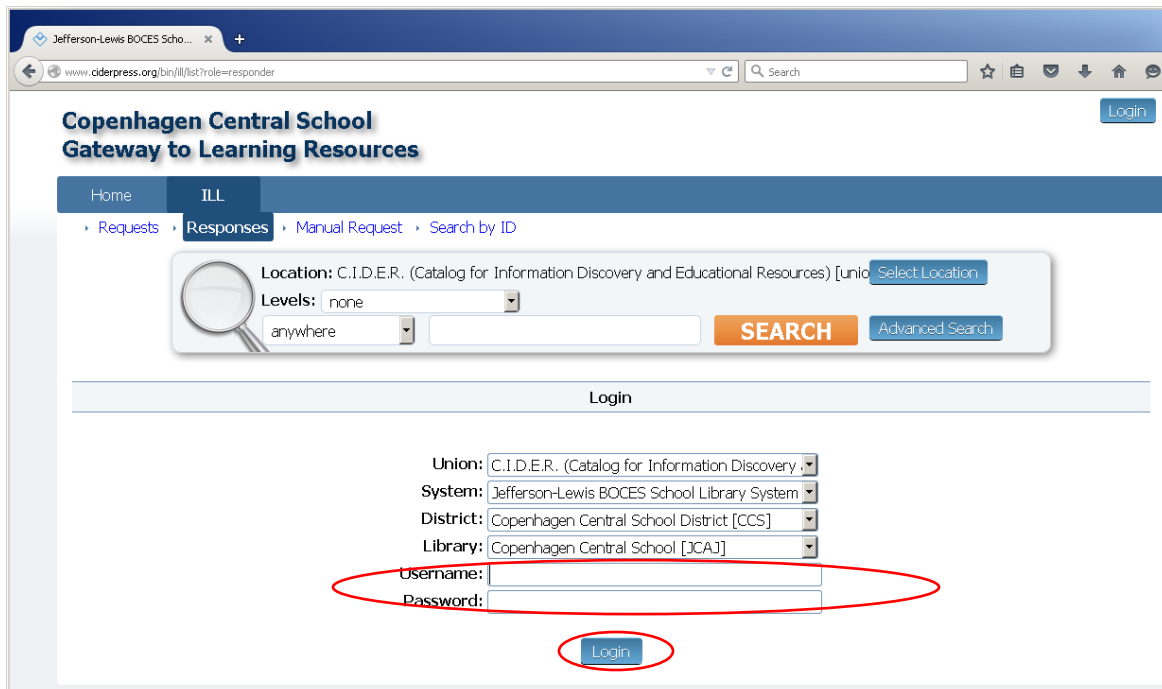
Filling an ILL Request using your OPALS ILL Tab-(Lending)

1. Click on the ILL Tab.

2. Click on **ILL Responses.**

3. CIDER will open, Login to CIDER using your CIDER Username and Password. Click on Login.

4. Check for **Open** in the **Status Column** on the right. When you have the item and want to fill the request. Click on the **ILL ID** in the first column.

5. The ILL Information screen will appear. Here you will click on **Fill.** If you are unable to fill this request you can also click on Reject.

6. The **FILL** pop up window will appear. Enter the **barcode of the item**, the **Due Date** and any **Public Note** or **Private Note**. Then Click **OK**.

7. The **Print Slip** pop up window will appear. Enter your "**Needed # of copies**" (default will be 1). To **Select Loan by Scanner** click in the box and scan the barcode of the item. In the **Loan List** make sure the boxes are checked. Then click on **OK**.

8. The **Print Slip** will appear on your screen, I suggest printing 2 copies, 1 copy to place in the book to send out and the other copy to keep in a folder at your library.

Mohawk Regional Information Center – Library Automation Service

After you have printed the **Print Slip.** The item is automatically checked out and a loan transaction is created.

Updated 9-8-15