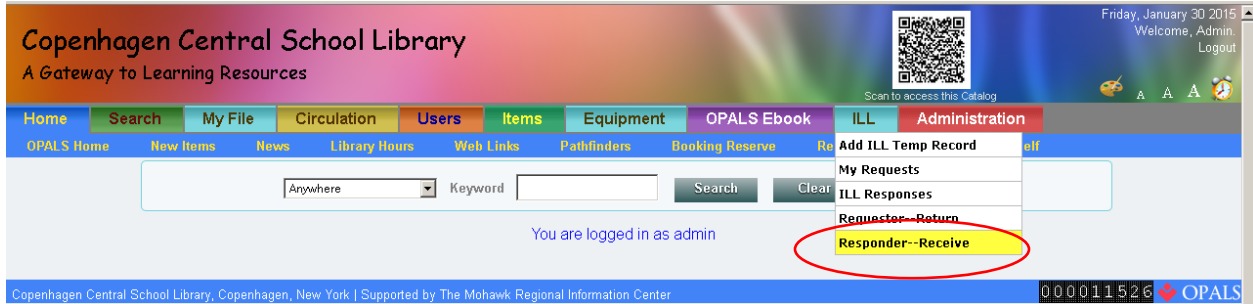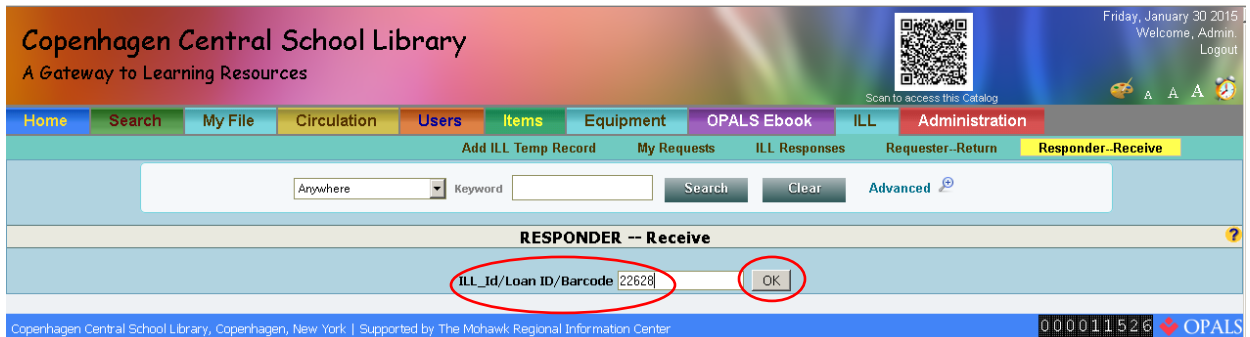# Mohawk Regional Information Center – Library Automation Service

OPALS ILL – Receiving a Returned ILL item
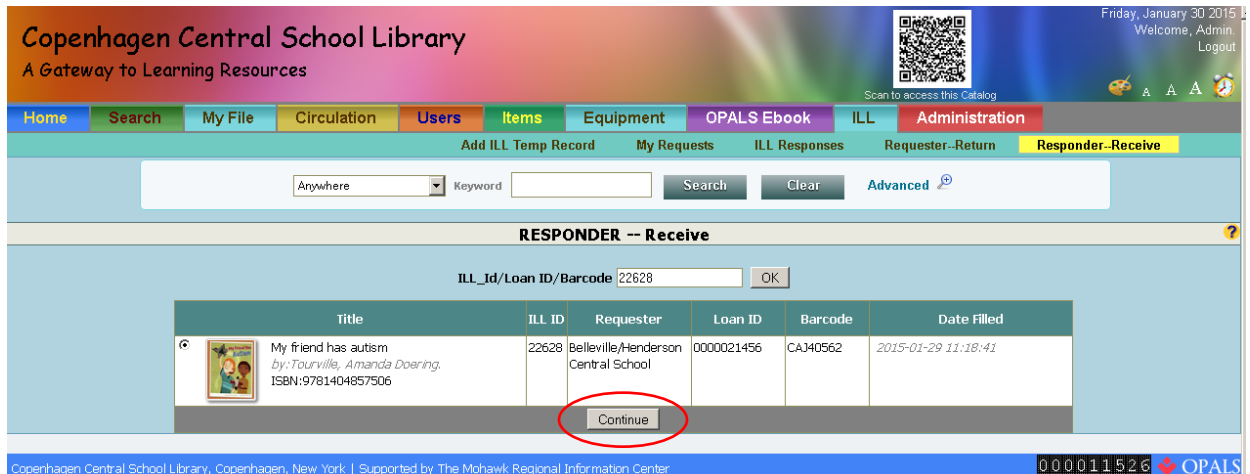
1. Click on the **ILL** Tab.

2. Click on **Responder - Receive**

3. **Scan** (or Type) the **ILL ID barcode** at the **top center of the packing slip** and click **OK**.

4. The transaction information will appear on the screen, review it and click **Continue**.

5. The **CIDER** login screen will appear, type in your **CIDER username & password** and click **Login**.

6. The ILL Information will appear on your screen. Click on **Receive** at the bottom of the screen.

7. **Scan**(or type) the barcode of the item you are Receiving in the **Select Loan by Scanner** box, **Check the boxes next to Loan ID** then **Click OK.**

8. The screen will refresh and the **Status** in the lower right hand corner will now reflect **received**. You have successfully closed this ILL transaction and you may now shelve the item.

Updated 9-8-15