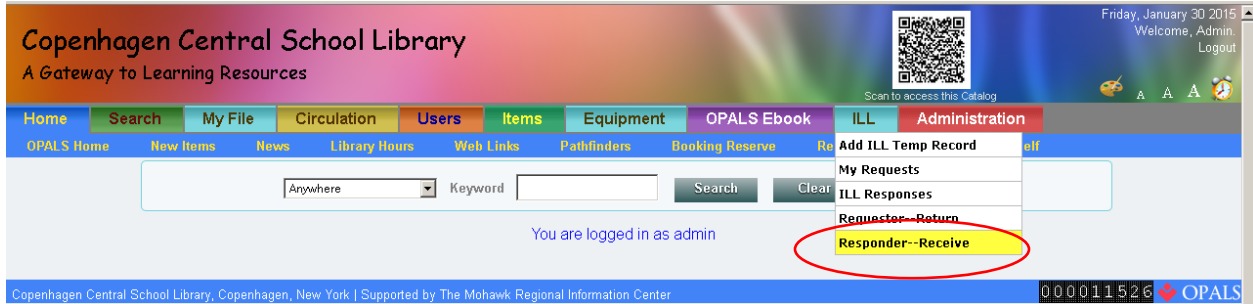


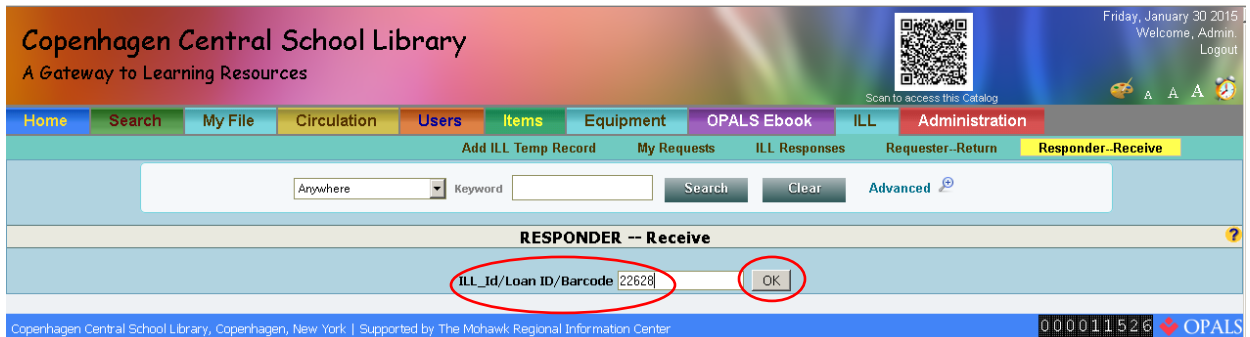
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OPALS ILL – Receiving a Returned ILL item

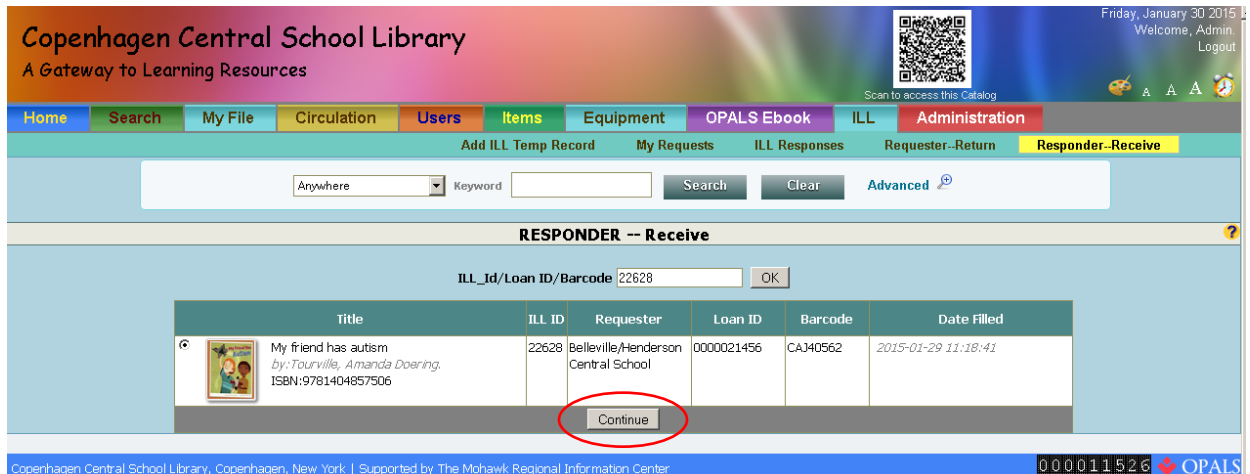
1. Click on the **ILL** Tab.
2. Click on **Responder - Receive**



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**.



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

Copenhagen Central School Login
Gateway to Learning Resources

Home ILL
Requests Responses Manual Request Search by ID

Location: C.I.D.E.R., (Catalog for Information Discovery and Educational Resources) [union] [Select Location](#)
Levels: none
anywhere **SEARCH** [Advanced Search](#)

Login

Union: C.I.D.E.R., (Catalog for Information Discovery)
System: Jefferson-Lewis BOCES School Library System
District: Copenhagen Central School District [CCS]
Library: Copenhagen Central School [JCA]

Username:
Password:

[Login](#)

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

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ILL ID: View Previous Next Show: all ILLs

ILL ID: 26390
 Status: returned by requester
 Copies Requested: 1
 Title/Description: My friend has autism
 Author: Tourville, Amanda Doering
 Call Number: J 618.92 TOU

Requester: System: Jefferson-Lewis BOCES School Library System (JL)
 District: Belleville Henderson Central School District (BHCD)
 Library: Belleville/Henderson Central School (JBHJ)
 Borrower: Lisa Addison (ID: LAS12345)
 Requested by: Patty Nortz
 Requested on: 2015-08-26 at 11:58:25
 Expiry date: 2015-09-01

Responder(s): System: Jefferson-Lewis BOCES School Library System (JL)
 District: Copenhagen Central School District (CCS)
 Library: Copenhagen Central School (JCAJ)

History: Requester: JLBHCDJBHJ
 Request made on 2015-08-26 at 11:58:25, by Patty Nortz
 Testing Only Public Note
 Responder: JUCCSJCAJ
 Request filled on 2015-08-26 at 12:17:02, by Kate Fazio
 TESTING ONLY PUBLIC NOTE FIELD
 TESTING ONLY PRIVATE NOTE FIELD
 Requester: JLBHCDJBHJ
 Loan returned on 2015-08-26 at 13:13:53, by Patty Nortz
 TESTING ONLY PUBLIC NOTE
 Loan ID: 0000025496.

Loan List:	Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
	0000025496	Kate Fazio at Copenhagen Central School	J 618.92 TOU	CAJ40562	2015-08-26	2015-09-01			returned (in transit)

Reject Fill Remind Renew **Receive** Cancel Loan Print Slip Note Report Lost Report Found

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**.

Receive

Select Loan by Scanner:

Loan List:

<input type="checkbox"/>	Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
<input checked="" type="checkbox"/>	0000025496	Kate Fazio at Copenhagen Central School	J 618.92 TOU	CAJ40562	2015-08-26	2015-09-01			returned (in transit)

Public Note:
 TESTING ONLY PUBLIC NOTE

Private Note:
 TESTING ONLY PUBLIC NOTE

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- 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.

www.ciderpress.org/bin/ill/view

ILL ID: View Previous Next Show: all ILLs

ILL ID: 26390
Status: received
Copies Requested: 1
Title/Description: My friend has autism
Author: Tourville, Amanda Doering
Call Number: J 618.92 TOU

Requester: System: Jefferson-Lewis BOCES School Library System (JL)
 District: Belleville Henderson Central School District (BHCD)
 Library: Belleville/Henderson Central School (JBHJ)
 Borrower: Lisa Addison (ID: LAS12345)
 Requested by: Patty Nortz
 Requested on: 2015-08-26 at 11:58:25
 Expiry date: 2015-09-01

Responder(s): System: Jefferson-Lewis BOCES School Library System (JL)
 District: Copenhagen Central School District (CCS)
 Library: Copenhagen Central School (JCAJ)

History:

Requester: JLBHCDJBHJ
 Request made on 2015-08-26 at 11:58:25, by Patty Nortz
 Testing Only Public Note

Responder: JLUCCSUCAJ
 Request filled on 2015-08-26 at 12:17:02, by Kate Fazio
 TESTING ONLY PUBLIC NOTE FIELD
 TESTING ONLY PRIVATE NOTE FIELD

Requester: JLBHCDJBHJ
 Loan returned on 2015-08-26 at 13:13:53, by Patty Nortz
 TESTING ONLY PUBLIC NOTE
 Loan ID: 0000025496.

Responder: JLUCCSUCAJ
 Item received on 2015-8-26, by Kate Fazio
 TESTING ONLY PUBLIC NOTE
 Loan ID: 0000025496.
 TESTING ONLY PUBLIC NOTE

Loan List:	Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
	0000025496	Kate Fazio at Copenhagen Central	J 618.92 TOU	CAJ40562	2015-08-26	2015-09-01	2015-08-26		received

Updated 9-8-15