

# STATUS BROWSE

To access the **Status Browse** in the WISCAT (AGent) ILL Administration module, click on the Staff Menu at the top of the Keyword, Browse, or Advanced Search screen, and then on the ILL Admin tab. Select the Status Browse option on the ILL Admin menu.



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Wisconsin II Library
STATUS BROWSE
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Borrower Requests (Status Browse)		Lender Requests (Status Browse)	
Status	Count	Status	Count
Awaiting Approval	0	<a href="#">Pending (By Title)</a>	1
Not Received	0	<a href="#">Pending (By Call Number)</a>	1
Accepted Renewal	0	Will Supply/In Process	0
Recalled	0	Not-Received/Overdue	0
<a href="#">Unfilled</a>	2	Renew/Overdue	0
Shipped	0	Pending Cancel	0
<a href="#">Complete</a>	18	<a href="#">Renew Pending</a>	1
Conditional	0	<a href="#">Returned</a>	3
Received	0	Lost	0
Rejected Renewal	0		
Overdue	0		
<a href="#">Expired</a>	1		
<a href="#">Retry</a>	24		
<a href="#">Cancelled</a>	2		
Items awaiting trading partner response		Items awaiting trading partner response	
<a href="#">Pending</a>	26	<a href="#">Recalled</a>	1
<a href="#">Will Supply/In Process</a>	1	<a href="#">Shipped</a>	1
<a href="#">Pending Cancel</a>	1	<a href="#">Complete</a>	12
<a href="#">Renew Pending</a>	3	<a href="#">Conditional</a>	1
<a href="#">Returned</a>	8		
<a href="#">Lost</a>	2		

To display a list of requests in a category, click on the status label.

A category will be highlighted in the Status Browse if your library has requests in that category. For instance, if you do not have any requests in the Lost status, Lost will not be highlighted.

Any requests in your Status Browse with the following statuses may be cleaned out by updating to Delete status (the request is marked as and will be deleted overnight): **CAUTION this Delete eliminates a request and cannot be undone.**

- Unfilled (after notifying patron of the reason for the request not being supplied)
- Lost (after resolving with reimbursement or replacement with the borrower or lender)
- Cancelled
- Awaiting Approval (if the request is not going to be approved)

Do NOT update requests in the Returned category. The lender will update them to Check In at some point and the requests will automatically go to Complete at that time.

On the Status Browse the **Items awaiting trading partner response** on the Borrower side provides information related to requests that your library has submitted as a *borrower* that are awaiting response from the lenders to whom they were submitted. On the Lender side of your Status Browse are requests you have received as a *lender* that are awaiting response from the borrowers from whom they were received. In some cases an action may be taken by you as the Borrower such as cancelling a request in Pending status; or as a Lender you may update a request in Received status to Check In if the borrowing library forgot to update it to Returned.

**BORROWER** status categories for ILL requests displayed in the **Status Browse** are listed below. The status of an ILL request changes *only* as a result of specific action by either the borrower or lender.

<a href="#"><u>Accepted Renewal</u></a>	Lender allows borrower to renew loan.
<a href="#"><u>Awaiting Approval</u></a>	Request is awaiting approval before being sent to participant lenders. <i>Automatic Approval may be set by System Administration.</i>
<a href="#"><u>Cancelled</u></a>	Request has been cancelled by borrower.
<a href="#"><u>Complete</u></a>	Lender has received material returned by borrower (ILL transaction is complete. Requests in Complete status will automatically delete in 90 days.
<a href="#"><u>Conditional</u></a>	Lender can supply the requested material subject to specified conditions.
<a href="#"><u>Expired</u></a>	Need by date for the request has expired.
<a href="#"><u>Not Received</u></a>	Borrower has not received requested title from lender.
<a href="#"><u>Overdue</u></a>	Borrower has not returned title to lender, and due date has expired.
<a href="#"><u>Recalled</u></a>	Lender needs title returned before due date.
<a href="#"><u>Received</u></a>	Borrower has received title from lender.
<a href="#"><u>Rejected Renewal</u></a>	Lender denies renewal of loan.
<a href="#"><u>Retry</u></a>	Lender asks that borrower resubmit ILL request at a later date.
<a href="#"><u>Shipped</u></a>	Lender has shipped requested title to borrower.
<a href="#"><u>Unfilled</u></a>	Borrower's request has not/will not be filled by any participant lender.

**LENDER** status categories for ILL requests displayed in the **Status Browse** are listed below. The status of an ILL request changes *only* as a result of specific action by either the borrower or lender.

<a href="#"><u>Lost</u></a>	Requested/borrowed item has been declared lost either by borrower or lender.
<a href="#"><u>Not Received/Overdue</u></a>	Lender has sent an overdue notification to borrower for an item that has not yet been received.
<a href="#"><u>Pending</u></a>	Request has been received by lender, but has not yet been acknowledged.
<a href="#"><u>Pending Cancel</u></a>	Request is ready to be cancelled by borrower.
<a href="#"><u>Renew/Overdue</u></a>	Borrower request loan renewal for title from lender <i>and</i> due date for the item has expired.
<a href="#"><u>Renewal</u></a>	Borrower requests loan renewal for title from lender.
<a href="#"><u>Returned</u></a>	Borrower has shipped title back to lender.
<a href="#"><u>Will Supply/ In Process</u></a>	Request has been accepted by lender, but has not been filled.

Libraries with questions about the ILL Admin STATUS BROWSE should contact their library system's ILL clearinghouse staff, as they have been given information to help them assist you. If you do not belong to a library system or need further assistance, please email Terry Wilcox or Vickie Long, ([firstname.lastname@dpi.state.wi.us](mailto:firstname.lastname@dpi.state.wi.us)) or call 888-542-5543.