ILLiad-Caiasoft Processing (in ILLiad)

**Please be aware that books that are now in Caiasoft may still have a Storage number in Alma. Brian's team is manually changing this note to say Caiasoft, but I'm not sure how often they are doing this. If you/a student goes to Storage and find that the item is in a completed Caiasoft area, continue with the steps below.**

1. Print requests in **Awaiting STORAGE Request Printing** queue
2. Look up the Storage location in Alma

If there is no Storage number and the Fulfillment note says **CAIASOFT** *(or if the book is in a completed Caiasoft area but the Fulfillment note hasn't been updated), you will need to send the ILLiad request information to Caiasoft.*

1. Look up the item's barcode number in Alma and copy it into the **Barcode** field of the ILLiad request *(if you are not seeing a Barcode field, please let me know!)*
   a. If it is an article or part of a multivolume set, please make sure to copy the barcode for the correct volume
   b. If it is a loan request for multiple pieces, update the number of pieces and add all barcodes separated by a space
   c. If there are citation issues making it hard to determine the correct volume/barcode, please route to the "Problem Review" queue
2. Route the ILLiad request to the **Send to Caiasoft** queue
3. After a few minutes, refresh ILLiad
   a. If successful, the request will have moved back to the **In DD Stacks Searching** queue (Doc Del) or **In Stacks Searching** queue (Lending)
   b. If unsuccessful, the request will move to the **Error Processing Caiasoft Request** queue with a note (e.g., CaiasoftError: Item Barcode Missing)
      i. Let me know if you run into issues you can't resolve
4. Perform the necessary steps in Caiasoft to locate and print the job
5. Pull the item from Storage and update the job in Caiasoft
6. Process the request as usual in ILLiad
7. If it's an article/chapter request and the item is going back to Storage:
   a. Return the item in Alma at the Science Library Circulation Desk
   b. Place the transfer to Storage slip in the item and leave on preshelving area outside Storage

Caiasoft Instructions

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