

## Trove Partners Resource Sharing

# **Module Three**





	Workflow Step Two: Action
Overview	This module covers the second step in the standard request life cycle from the perspective of the supplying Trove partner. The process is managed through the TPRS Dashboard, where the partner decides whether to supply the resource.
Reviewing New Requests for Supply	<ul> <li>Trove Partners will receive an email notification when a new Request for Supply is awaiting your response. Follow these steps to review the requests:</li> <li>1. Check your system notifcation email address: Look for notifications indicating new Requests for Supply.</li> <li>2. Login: Log in to your institution's TPRS Dashboard.</li> <li>3. Navigate to ILL supply: Select the ILL Supply app in the top right-hand corner. This app is used for all incoming requests to supply.</li> </ul>
Managing Incoming Requests	<ol> <li>View Requests: Use the search and filters on the left-hand side to find requests by state or Request ID. Completed requests are hidden by default.</li> <li>Notification Badges: Coloured badges are displayed to the left of Request IDs on the request list:         <ul> <li>Blue Badge: Indicates you have an unread chat message from a requester.</li> <li>Red Badge: Alerts you to an outstanding issue requiring your attention such as the requester cancelling the request, which requires my acceptance.</li> </ul> </li> <li>Select Request: Click on a new request (state: New) to see more details</li> </ol>



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