

Trove Partners Resource Sharing

Module Four



Module Four



Workflow Step Three: Receive	
Overview	This module covers the third step in the standard request life cycle from the perspective of the requesting Trove partner. For Loan requests, this is the third of four steps, while for Copy requests, it is the final step.
	Receive shipped resource or URL Mark received Mark returned by patron Mark returned shipped Mark returned by patron Mark returned shipped
Receiving the Resource: Copy Requests	TPRS will send you an email containing a link to the digital file. You can also access the link from the request's detailed display.
	Your TPRS document for vcarm-20 is now available
	 View Completed Requests: Untick the Hide completed filter and optionally filter the list to requests with the status Document delivered. Access Digital Copy: Select the appropriate request ID and view the Pickup URL in the Request information section.



TROVE Partners

Module Four



Receiving the Resource: Loan Requests Attest the request of the intermediate of the int		
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TROVE Partners

Module Four



Workflow Step Four: Complete		
Overview	This module covers the fourth and final step in the Loan request life cycle from the perspective of the supplying Trove partner. The process is managed through the TPRS Dashboard.	
	Receive shipped resource	
Completing the Request	 Receive Returned Item: Once the returned item is received, go to the ILL Supply app and open the request's detailed display. Scan Request ID: Scan the request ID to move the status of the request to <i>Complete</i> and close out the request. 	
	 ^ Actions Scan request ID to complete request Vearm-39 ▲ Add note More options >> Complete request Add note 	
Monitoring Request Status	1. Requester's view: The requester can see that the request status is now Complete.	
	vcarm-39: Food during the Viking occupation of York / Beatrice Hines.	
	Complete Updated: 04/05/2025 (view audit trail) Requester Supplier ISIL:AU-VCARM ISIL:AU-VU Due date Volumes needed 05/05/2025, 16:26 Loan Service Level Core	
	^ Actions resource sharing workflow is now complete.	