

Rapido Sets

Rapido Sets

All borrowing and lending requests are accessed via the Rapido Sets.

| | |
|--|---|
| <p>The screenshot shows the 'Resource Sharing Requests' interface with the 'Borrowing' tab selected. The top navigation bar includes icons for home, location, user, messages, and a red box around the 'Ex' icon. Below the title, there are tabs for 'Borrowing' (selected) and 'Lending'. The main content area is titled 'All active borrowing requests' and contains three expandable sections: 'New' (with sub-items: Awaiting Copyright Clearance, Awaiting Patron Information, Awaiting Request Mediation (Generic)), 'In Process' (with sub-items: Article Requests - Bad Citation, Awaiting Pickup By Patron, RapidILL Article Requests Over 24 Hours, Unreceived Physical Requests), and 'Closed' (with sub-items: Canceled, Completed, Rejected / Expired Requests).</p> | <p>The screenshot shows the 'Resource Sharing Requests' interface with the 'Lending' tab selected. The top navigation bar is identical to the borrowing view, with a red box around the 'Ex' icon. Below the title, there are tabs for 'Borrowing' and 'Lending' (selected). The main content area is titled 'All active lending requests' and contains three expandable sections: 'New' (with sub-items: Today, Late for processing, locate failed), 'In Process' (with sub-items: My requests, not sent yet, Digital Requests, Being processed and created, Received by partner, and a 'Show less' link), and 'Closed'.</p> |
| <p>Borrowing Requests</p> | <p>Lending Requests</p> |

Facets

Use the facets to manage your daily workflow. Each facet offers a set of actions for managing each request according to the rules associated with each request type.

| | |
|------------------|----------------|
| Borrowing Facets | Lending Facets |
|------------------|----------------|

- Labels
- Status
- Lending Library
- Creation Date
 - Today
 - Yesterday
 - 4-7 days ago
 - 8-30 days ago
 - Older
- Update Date
 - Today
 - Yesterday
 - 4-7 days ago
 - 8-30 days ago
 - Older
- Requested Format
- Supplied Format
- Due Date
- Last Interest Date
- Need Patron Information
- General Messages
- Owning Library
- Notes From Partner
- Pickup Location
- Level of Service
- User Group
- Rapido Indicator
- Assignee

Labels ^

- consider-purchase (3)
- expensive (2)
- LABEL (1)
- [+ More \(17\)](#)

Activity Status ^

- Active (520)

Status ^

- Bad citation (3)
- Cancelled by sta... (22)
- Created borrowi... (18)
- [+ More \(14\)](#)

Lending Library ^

- being calculated (30)
- Bethel University ... (1)
- Bethel Universit... (10)
- [+ More \(26\)](#)

Creation Date ^

- 2-3 days ago (11)
- 4-7 days ago (4)
- 8-30 days ago (45)
- [+ More \(1\)](#)

Update Date ^

- Today (2)
- Yesterday (1)
- 2-3 days ago (24)
- [+ More \(3\)](#)

Requested Format ^

- Labels
- Rapido Indicator
- Borrowing Library
- Status
 - Creation Date
 - Today
 - Yesterday
 - 4-7 days ago
 - 8-30 days ago
 - Older
- Update Date
 - Creation Date
 - Today
 - Yesterday
 - 4-7 days ago
 - 8-30 days ago
 - Older
- Requested Format
- Supplied Format
- Due Date
- Last Interest Date
- Owning Library
- Level of Service
- Assignee

Rapido Indicator ^

- No (40)

Borrowing Library ^

- being calculated (3)
- LADD (4)
- Mail Partner (20)
- [+ More \(3\)](#)

Status ^

- (1)
- Being Processed (18)
- Cancelled (2)
- [+ More \(7\)](#)

Activity Status ^

- Active (39)
- Completed (21)

Creation Date ^

- 8-30 days ago (5)
- Older (56)

Update Date ^

- 8-30 days ago (13)
- Older (48)

Request Reported ^

- No (2)
- Yes (59)

Requested Format ^

- Digital (22)
- Physical (38)
- Physical non-retu... (1)

Creating Sets

Rapido includes out-of-the-box sets and enables you to create your own.

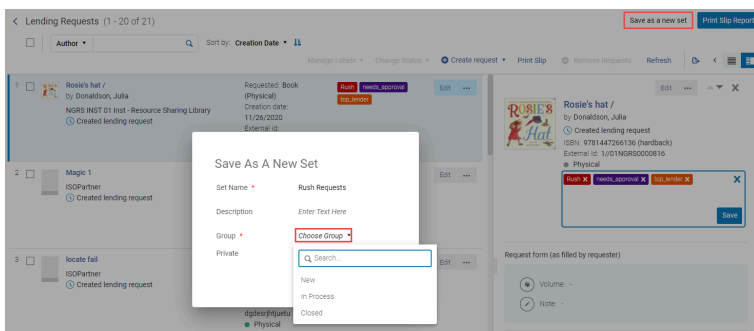
Note

To enable out-of-the-box sets, see [Managing Sets](#).

Rapido sets are created based on the Rapido facets. Rapido facets enable you to filter the Rapido task list according to the different rules applied to each request.

To create a new set:

1. Select the relevant facet and click **Save as a new set**.
2. Enter the **Set Name**.
3. Select the **Group** under which the set should be included (**New**, **In Process**, or **Closed**).
4. Private sets are only viewable by the user who created the set. Public sets are viewable by all users.



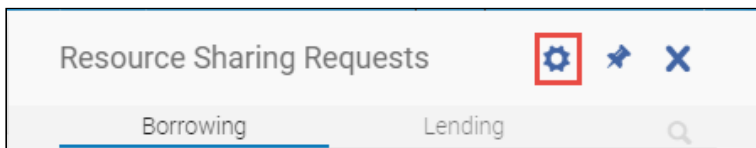
New Sets

Managing Sets

Select



to manage **Borrowing** and **Lending** Rapido sets



Manage Sets

Use the **Manage Sets** window to enable/disable, delete, and group your sets.

Activate any Sets to include/exclude them from the **New**, **In Process**, or **Closed** groups.

Use the ... to edit the **Name**, **Description**, **Group**, or **Private** settings.

Manage Sets

Borrowing Lending

New

| | Active | Name | Description | Is Private | |
|---|-------------------------------------|--------------------------------------|-------------|------------|-----|
| 1 | <input checked="" type="checkbox"/> | Awaiting Copyright Clearance | - | No | ... |
| 2 | <input checked="" type="checkbox"/> | Awaiting Patron Information | - | No | ... |
| 3 | <input checked="" type="checkbox"/> | Awaiting Request Mediation (Generic) | - | No | ... |
| 4 | <input type="checkbox"/> | Awaiting Request Mediation | - | No | ... |

In Process

| | Active | Name | Description | Is Private | |
|---|-------------------------------------|--|-------------|------------|-----|
| 1 | <input checked="" type="checkbox"/> | Article Requests - Bad Citation | - | No | ... |
| 2 | <input checked="" type="checkbox"/> | Awaiting Pickup By Patron | - | No | ... |
| 3 | <input checked="" type="checkbox"/> | RapidLL Article Requests Over 24 Hours | - | No | ... |
| 4 | <input checked="" type="checkbox"/> | Unreceived Physical Requests | - | No | ... |
| 5 | <input type="checkbox"/> | Physical Requests Not Yet Received | - | No | ... |
| 6 | <input type="checkbox"/> | RapidLL Requests Over 24 Hours | - | No | ... |

Closed

| | Active | Name | Description | Is Private | |
|---|-------------------------------------|-----------|-------------|------------|-----|
| 1 | <input checked="" type="checkbox"/> | Completed | - | No | ... |

Set Rules