Introduction to Tipasa®

Tipasa features related to ILL workflows

View an interactive chart.

Training, documentation, and Community Center

Links are available within the Tipasa staff interface or

• Training and documentation: [https://help.oclc.org/Resource_Sharing/Tipasa](https://help.oclc.org/Resource_Sharing/Tipasa)

• Community Center: [https://www.oclc.org/community](https://www.oclc.org/community)
Overview of Tipasa staff interface

1. Search WorldCat
2. Search patrons
3. Requests on which your library is borrower
4. Queues that may require action are hyperlinks, with number of requests in parentheses. Click the hyperlink to display a list of those requests.

5. Indicates batch processing is available for that queue.
6. Document Delivery (if your library configures this option): requests from your patrons for items in your collection
7. Requests on which your library is lender (or potential lender)
8. Indented queues are minor queues (sub-queues) of the queue under which they are indented. A request can be in more than one queue.
9. You can add tags to requests when you create them, or when you edit them (as borrower or lender). Tags are visible only to your library. Click a tag to display a list of requests containing that tag.
10. Requests from your priority borrowers (for example, consortium members or in-state libraries). Configure your priority borrowers in Service Configuration.
11. You can add shipping labels, requests, or book straps/stickers to a print queue for later printing. You can also select queues for which you want to print all requests. See training and documentation (page 1) for more information.
12. Using the listed indexes, search for requests on which your library is borrower, lender, or potential lender. By default, only active requests are searched. Click the button to search closed requests.