

NN/ LM

ESSENTIAL DOCLINE: A REVIEW

STATUS/CANCEL

- [Status/Cancel](#) allows you to cancel a request you have made or check the status of any requests you still have access to.
- If information is needed for only one particular request, type the request number in the box under Enter request number and click on Go.

- If a list of requests is needed, you can search for them by the type of request – DOCLINE or LD, and Borrow, Lend or Transfer.

- Requests are available for up to 40 days after the last action.
- They can be views in Ascending or Descending order.

- If the request is still outstanding (has not been filled or cancelled), it can be cancelled here by checking the box next to it in the Cancel column. Then click on the Cancel Checked Items.

Status / Cancel						
Enter request number		or Set search limits				
<input type="text"/>	<input type="button" value="Go"/>	<input type="text" value="DOCLINE"/>	<input type="text" value="Borrow"/>	<input type="text" value="All"/>	Begin <input type="text" value="0"/>	End <input type="text" value="3"/>
				Sort <input type="text" value="Asc"/>	<input type="button" value="Go"/>	
Cancel	Request #	Request Date	Action	Action Date	Institution	
<input checked="" type="checkbox"/>	5752998	Jan 31, 2002	New	Jan 31, 2002	TXUHRL : National Network of Libraries of Medicine / Houston	
<input type="checkbox"/>	5753122	Jan 31, 2002	New	Jan 31, 2002	CAUXXG : University Hospital (Test Record) / Van Nuys	
<input type="checkbox"/>	5753252	Jan 31, 2002	New	Jan 31, 2002	AKUXXK : University Hospital (Test Record) / Anytown	

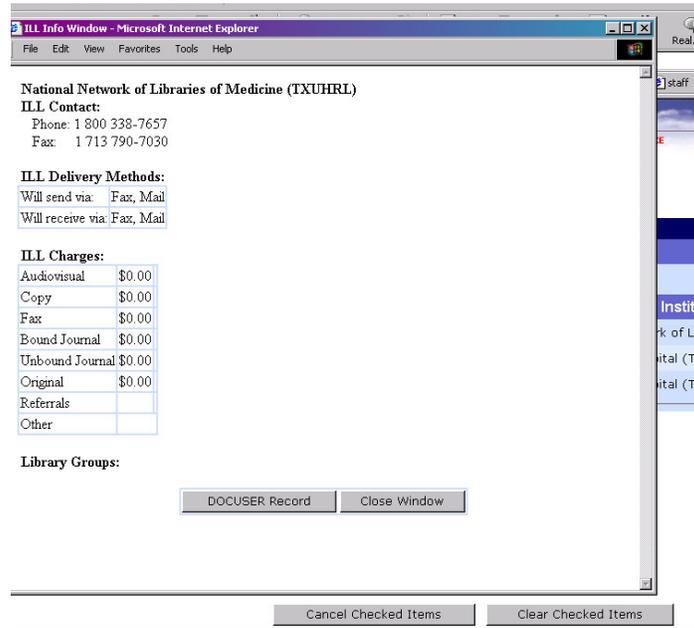
- A system message will tell you the item was cancelled.

DOCLINE Requests Updated - Jan 31, 2002		
Request Number	Action	
5753122	Canceled	

- Clicking on the term in the Action column, gives you the history of the request.
- The Reason column explains why the request was routed to each library.
- Routing Reasons – This is when the request is routed based on your action or preferences. For example, if you prefix a request to a library or you choose to have the request routed to the Resource Libraries before routing to NLM.
- Removal Reasons - This is when the potential lending library did not act on the request within the allotted time.
- Update Reasons – This is the action that the potential lending library takes on the request in either filling or rejecting it.

History of request # 5752998			
Date	Action	Reason	Institution
Jan 31, 2002	Requested by	.	TXUXXE : University Hospital (Test Record) /Austin
Jan 31, 2002	Routed to	Prefixed	TXUHRL : National Network of Libraries of Medicine /Houston

- Clicking on the LIBID of the library who has received the request, takes you to the library's ILL information in DOCUSER.



- As a lender you only have Status information on requests to your final action.

Status / Cancel					
Enter request number or		Set search limits			
<input type="text"/>	Go	DOCLINE	Lend	Filled	Begin 0 End 2 Sort Asc Go
Borrower	Request #	Request Date	Action	Action Date	ReRoute In
TXUHRL : National Network of Libraries of Medicine / Houston	5753446	Jan 31, 2002	Filled	Jan 31, 2002	
TXUHRL : National Network of Libraries of Medicine / Houston	5753448	Jan 31, 2002	Filled	Jan 31, 2002	

RESUBMIT A REQUEST

- [Resubmit](#) allows you to re-request a request that was stopped for some reason without having to reenter the entire information again.
- To Resubmit, click on the system message saying request were retired unfilled.

Messages for TXUXXE University Hospital (Test Record)	
2	DOCLINE requests were retired unfilled
1	DOCLINE requests received awaiting completion

- You are automatically taken to the Status/Cancel screen with Retired Borrows showing.
- Click on the red arrow next to the request number in the Resubmit column.

Status / Cancel					
Enter request number or			Set search limits		
<input type="text"/>	<input type="button" value="Go"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Resubmit	Request #	Request Date	Action	Action Date	Patron
 5752998	5752998	Jan 31, 2002	Canceled	Jan 31, 2002	
 5753122	5753122	Jan 31, 2002	Canceled	Jan 31, 2002	

- You are taken to a Routing Instruction page
- It is similar to other instruction pages with the addition of the buttons at the top "Request", "History" and "Help".
- Be sure to make needed changes in your instructions or to select a Prefix LIBID before resubmitting.

Resubmit 5752998: Canceled		Request	History	Help
Routing Instructions		Requestor's LIBID: TXUXXE		
Form	<input type="text" value="Copy"/> Copyright Compliance <input type="text" value="Guidelines"/> Maximum Cost \$ <input type="text" value="FREE"/> , 00			
Comments	<input type="text" value="test - do not fill"/>			
Authorized By	<input type="text" value="R. Leiderman"/> Referral Reason <input type="text"/>			
Network Delivery	<input type="text" value="Mail"/> NLN Delivery <input type="text" value="Never route to NLN"/>			
Patron Name	<input type="text"/> Need By Date <input type="text"/> (MMDDYYYY)			
Phone	<input type="text" value="1.713.555-1223"/>			
Fax	<input type="text" value="1.713.555-1222"/>			
Email	<input type="text" value="jllret@mail.nlm.nih.gov"/>			
Ariel	<input type="text"/>			
Prefix LIBID	<input type="text" value="TXUHRL"/> Route Cells <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/>			
	Refer to Resource Libraries <input type="checkbox"/> Refer on after NLN <input type="checkbox"/> <input type="button" value="Deselect All"/>			
<input type="button" value="Reset"/>				

- Notice that the request number for the resubmitted request has changed.

DOCLINE Request - Feb 04, 2002	
Result:	5789416 was routed to National Network of Libraries of Medicine (TXUHRL) as Prefixed (Not Held)
Part Author:	[Author not Available]
Part Title:	Asthma intervention put to the test with inner-city
Citation:	<i>Dis Manag Advis</i> 2001,7(11):161-5
PMID:	11759310
NLM UNIQUE ID:	100961635 ISSN: 1531-5681
<input type="button" value="Return"/>	