

# Electronic Delivery Utility

Why you need this!

# What is it?

The **Electronic Delivery Utility** was formerly known as **Odyssey Helper**



At it's basic...

It can automatically send lending PDFs either **Odyssey** or **Article Exchange** and update the article requests on OCLC to the status **Item Shipped**.

It can also send PDFs for Doc Del, notify customers, and change the status to **Delivered to Web**.





# How does it help?

- Time saver!
  - Less clicking. Opening TN's fewer times.
- It KNOWS which way to send
- It can help when scanning and TN processing are done by different people
  - Or help facilitate scanning at a different time (ex: scanning done at night)



# Getting Started

- Where is it found?
  - Usually - C:\\ProgramFiles(x86)\\ILLiad\\Odyssey

Name	Date modified	Type	Size
 ElectronicDeliveryUtility	4/27/2016 8:36 AM	Application	10,003 KB
 logon	5/14/2014 11:20 AM	DBC File	1 KB

NOTE: A logon.dbc file should be located in the same folder as the application

# What do you need? Part 1

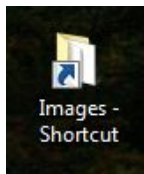
1. **Electronic Delivery Utility** shortcut on desktop



# What do you need? Part 2

## 2. Images folder on

- Whatever this is called, you need to direct your paths in ILLiad towards it
- This is where you will place ready-to-send PDFs

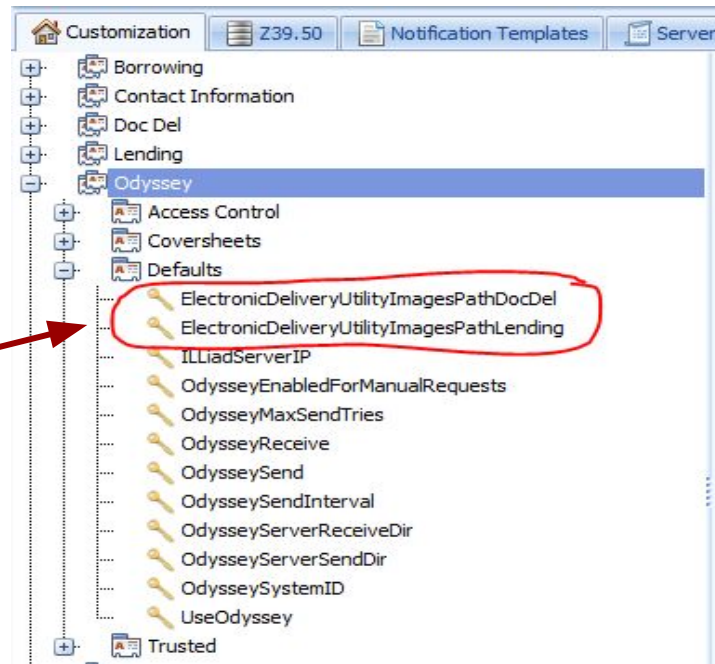


**ElectronicDeliveryUtilityImagesPathDocDel** ILL

**Settings**

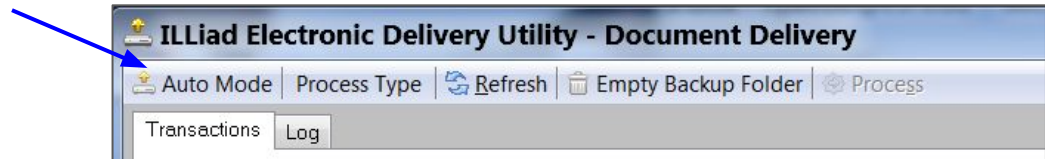
Key Value  
c:\Program Files (x86)\illiad\images\

Description  
The location on the local workstation or remote share of those Doc Del files to be processed by the Electronic Delivery Utility.

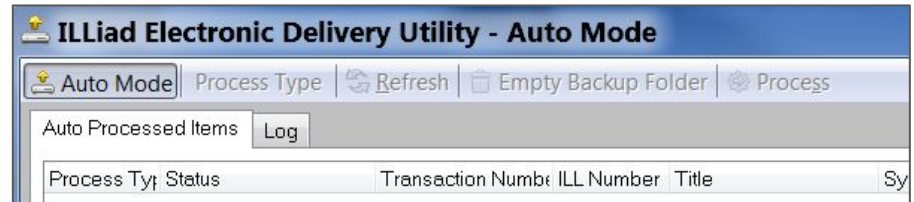


# Processing: Option 1 - Full Automagic

- 1) Open the **EDU**
- 2) Click **Auto Mode** to set Automatic Processing

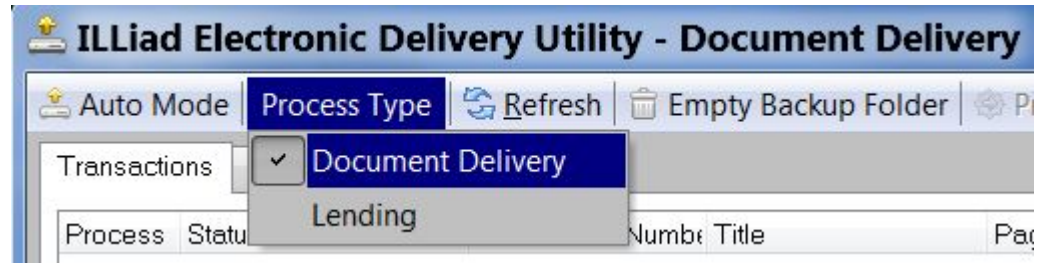


- 3) Find article
- 4) Save PDF into Images
- 5) Forget about it!



# Processing: Option 2 - Guided Automagic

1. Find articles
2. Save PDFs to **Images**
3. Open the **EDU**
4. Select **Process Type**
  - a. Doc Del
    - i. Click **Process**
  - b. Lending (no Charge)
    - i. Click **Process**

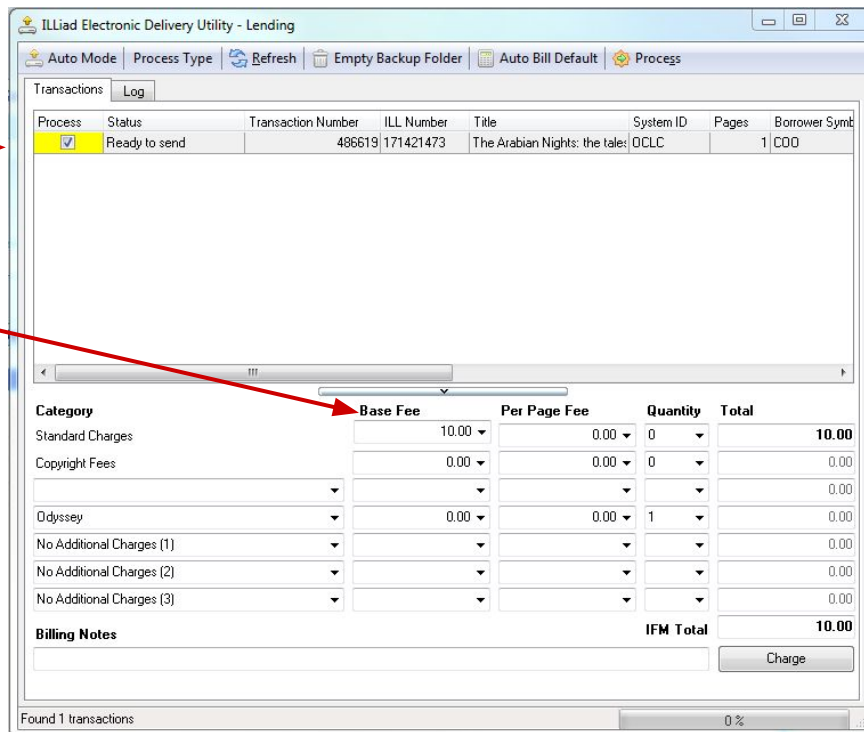




# Processing: Option 2 - Guided Automagic (w/Charge)

## a. Lending

- i. Libraries you charge will be shaded yellow
- ii. Fees should reflect the settings in your **Customization Manager**
- iii. Select **Auto Bill Default** to automatically apply this information to all TNs
  1. Or ~ Select each yellow item, confirm amount, Click **Charge**
- iv. Click **Process**



ILLiad Electronic Delivery Utility - Lending

Auto Mode | Process Type | Refresh | Empty Backup Folder | Auto Bill Default | Process

Transactions | Log

Process	Status	Transaction Number	ILL Number	Title	System ID	Pages	Borrower Symp
<input checked="" type="checkbox"/>	Ready to send	486619	171421473	The Arabian Nights: the tales	OCLC	1	COO

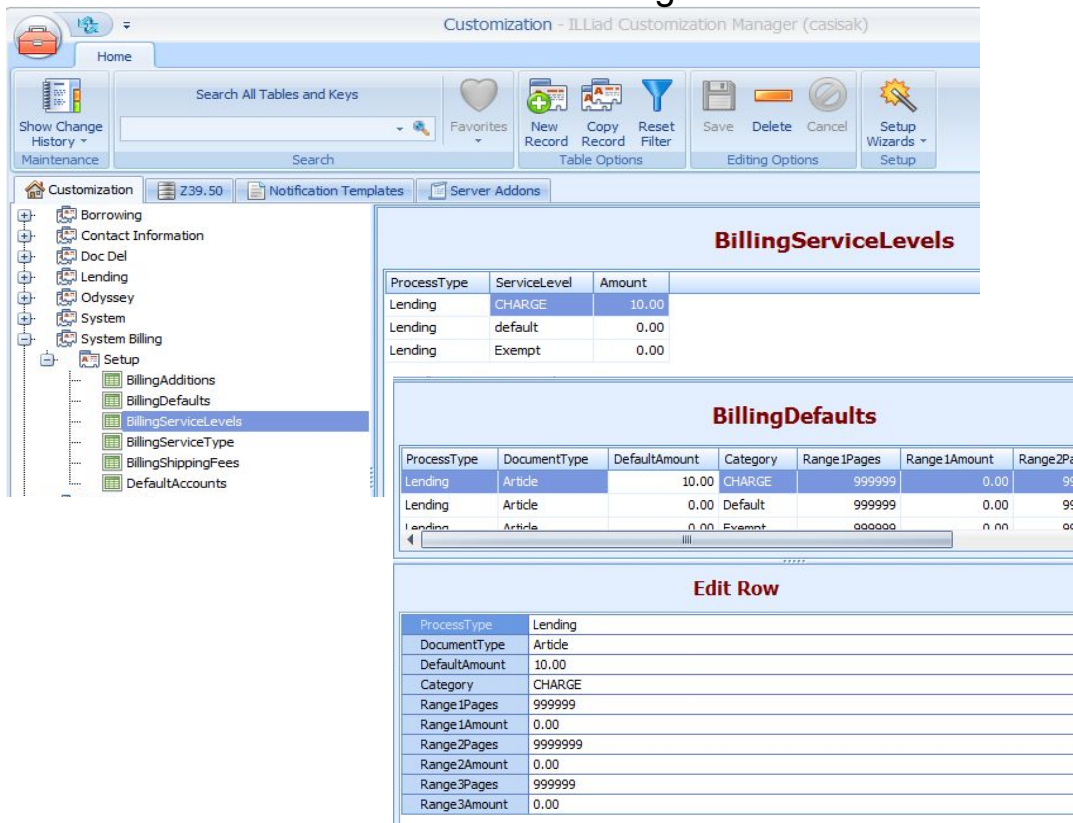
  

Category	Base Fee	Per Page Fee	Quantity	Total
Standard Charges	10.00	0.00	0	10.00
Copyright Fees	0.00	0.00	0	0.00
Odyssey	0.00	0.00	1	0.00
No Additional Charges (1)				0.00
No Additional Charges (2)				0.00
No Additional Charges (3)				0.00
<b>Billing Notes</b>			<b>IFM Total</b>	<b>10.00</b>

Found 1 transactions

# A Quick look at Billing

## Customization Manager



The screenshot shows the Customization Manager interface for 'ILiad Customization Manager (casisak)'. The left sidebar lists various system components, with 'BillingServiceLevels' selected. The main area displays three tables:

**BillingServiceLevels**

ProcessType	ServiceLevel	Amount
Lending	CHARGE	10.00
Lending	default	0.00
Lending	Exempt	0.00

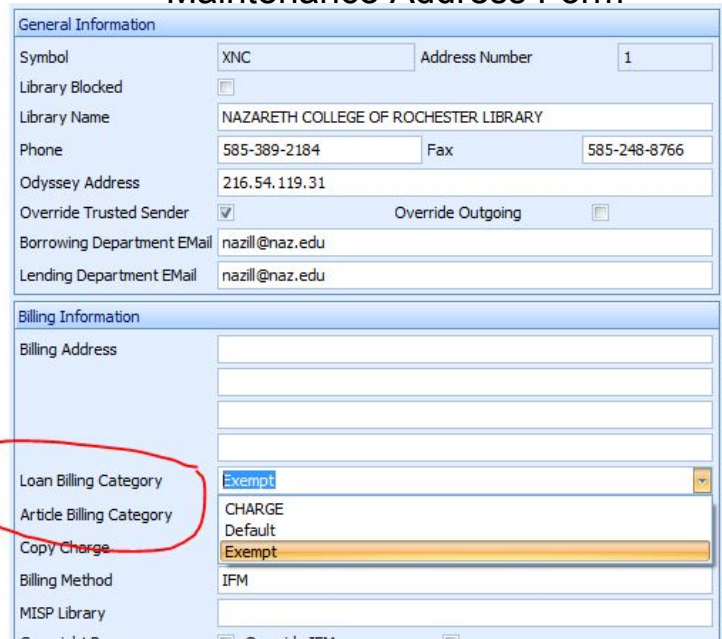
**BillingDefaults**

ProcessType	DocumentType	DefaultAmount	Category	Range1Pages	Range1Amount	Range2Pa
Lending	Article	10.00	CHARGE	999999	0.00	99
Lending	Article	0.00	Default	999999	0.00	99
Lending	Article	0.00	Exempt	999999	0.00	99

**Edit Row**

ProcessType	Lending
DocumentType	Article
DefaultAmount	10.00
Category	CHARGE
Range1Pages	999999
Range1Amount	0.00
Range2Pages	9999999
Range2Amount	0.00
Range3Pages	999999
Range3Amount	0.00

## Maintenance Address Form



The screenshot shows the Maintenance Address Form for 'NAZARETH COLLEGE OF ROCHESTER LIBRARY'. The 'Billing Information' section is highlighted with a red circle, showing the 'Loan Billing Category' dropdown menu.

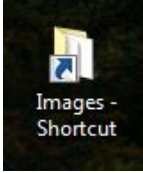
**General Information**

Symbol: XNC Address Number: 1  
 Library Blocked:   
 Library Name: NAZARETH COLLEGE OF ROCHESTER LIBRARY  
 Phone: 585-389-2184 Fax: 585-248-8766  
 Odyssey Address: 216.54.119.31  
 Override Trusted Sender:  Override Outgoing:   
 Borrowing Department EMail: nazill@naz.edu  
 Lending Department EMail: nazill@naz.edu

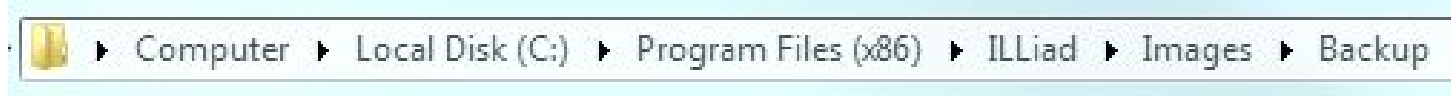
**Billing Information**

Billing Address: [Empty fields]  
 Loan Billing Category: **Exempt** (highlighted)  
 Article Billing Category: CHARGE, Default  
 Copy Charge: **Exempt** (highlighted)  
 Billing Method: IFM  
 MISP Library: [Empty field]

# The Backup Folder



After a file has been sent, a copy is stored in the Backup folder located inside your Images folder. Default folder is usually (c: \illiad\images\Backup).

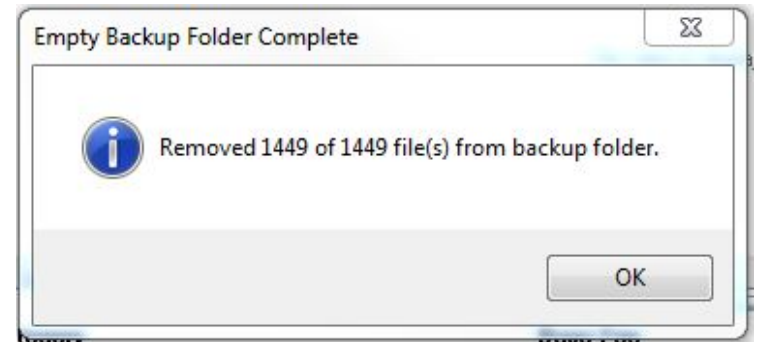
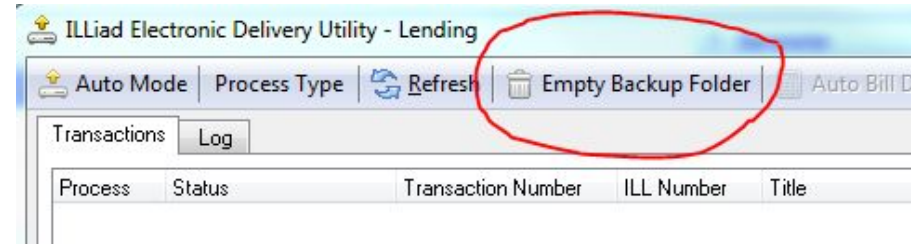


NOTE: ILLiad creates the BackUp folder in Images upon sending the first document

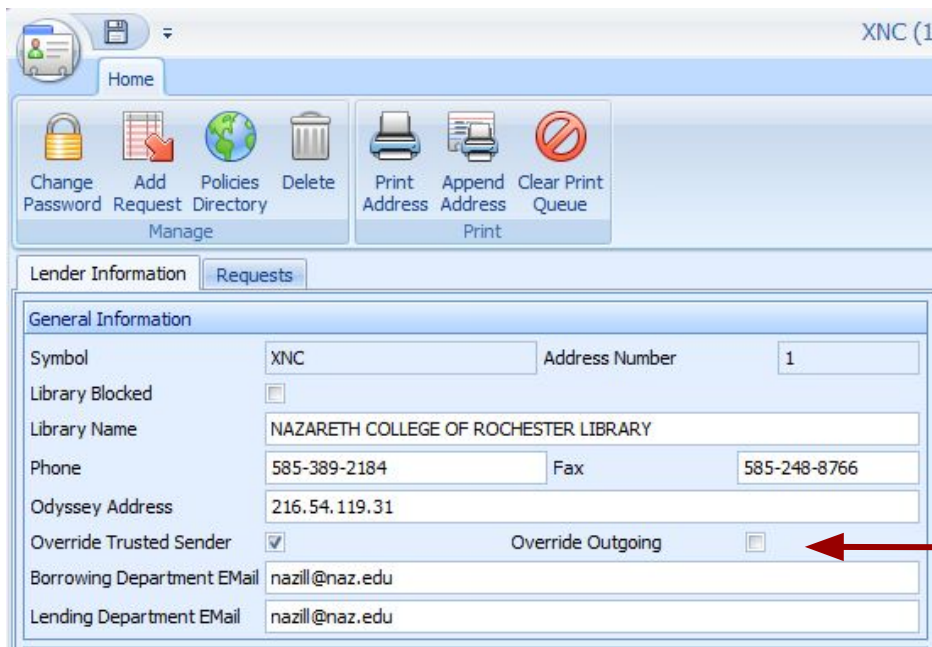
# Backup Folder Clean-up!

To clear out the old PDF files you can:

- 1) Open the **Electronic Delivery Utility**
- 2) If you have **Auto Mode** 'on', you want to click it 'off'
- 3) Click **Empty Backup Folder**
- 4) Confirmation box asks you if you want to delete - click **Yes**
- 5) Pop up window will tell you how many files are deleting.



# Settings in the Maintenance Address Form



General Information			
Symbol	XNC	Address Number	1
Library Blocked	<input type="checkbox"/>		
Library Name	NAZARETH COLLEGE OF ROCHESTER LIBRARY		
Phone	585-389-2184	Fax	585-248-8766
Odyssey Address	216.54.119.31		
Override Trusted Sender	<input checked="" type="checkbox"/>	Override Outgoing	<input type="checkbox"/>
Borrowing Department Email	nazill@naz.edu		
Lending Department Email	nazill@naz.edu		

**Got Pesky Libraries with Odysseys that fail?**

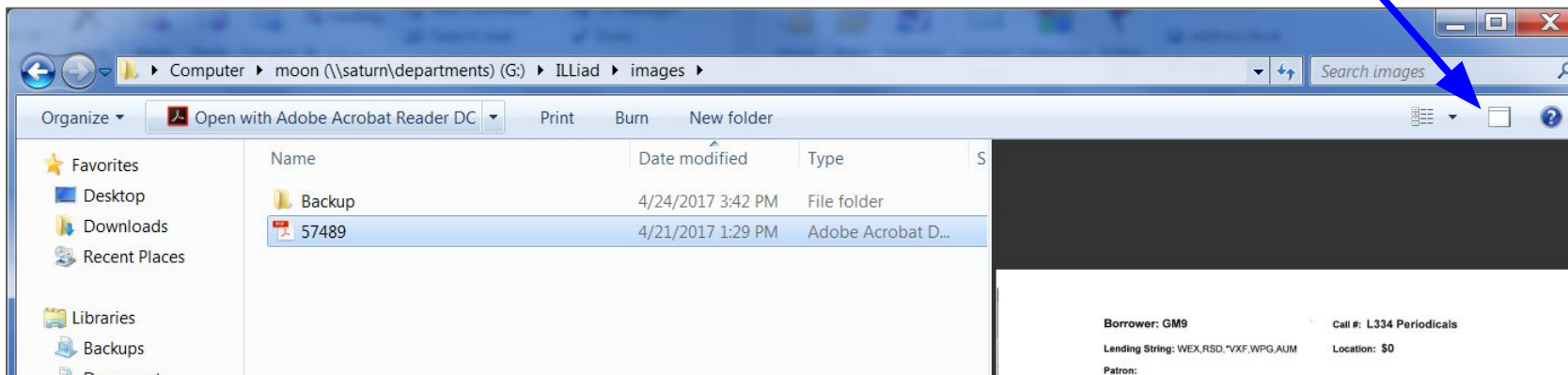
Use **Override Outgoing** and your EDU will send AE to this library every time !

**\*\* NOTE - Nazareth's Odyssey does work! :-)**

# Failed TN's: Other Possible Cause

PDF is open...even inadvertently

Preview pane = Open PDF



# Lessons Learned: SUNY ESF

- Use a shared network drive to allow multiple people on different computers to access the images folder
  - Example: G:\LLIad\images

# Barriers to implementation: The College of St. Rose

- St. Rose technology is ... quirky
  - No pre-installed scanning software works on newer computers
  - Must scan through ILLiad
  - As a result, EDU would only save one click
- Separate scanning software needed to get around this
  - Buy-in needed - literally
  - Too many updates with many products reviewed so far
- Retraining needed for long-time student workers and supervisors
  - Not really a barrier, but something we're keeping in mind
- Upcoming summer project
  - Suggestions happily accepted - [kibbyj@strose.edu](mailto:kibbyj@strose.edu)