

How to Save Your Interlibrary Loan Request History.

If you have any questions, please contact ILL staff 814-472-3160 or interlibraryloan@francis.edu

1. Log into your Interlibrary Loan account from the Library Home Page.

The screenshot shows the Library Home Page with a navigation menu on the left and a central login form. The navigation menu includes: Library, Workshop Registration, University Archives, Research Databases, Journal Finder, Research Guides, and Interlibrary Loan. The central banner reads "Interlibrary Loan" and includes links for Library, Library Catalog, Journal Finder, and Ask-A-Librarian. The login form is titled "Please Logon" and contains fields for Username (clsli1) and Password (masked with dots). Below the password field is a note: "*Use your University login information*". A red button labeled "Logon to ILLiad" is positioned below the form. At the bottom of the form, it says "Need help? Email: interlibraryloan@francis.edu".

2. Click on **ALL REQUESTS**

The screenshot shows the Interlibrary Loan account dashboard. At the top, it says "Interlibrary Loan" and "Choose an option from the choices below." On the left is a navigation menu with the following items: Logoff clsli1, Main Menu, New Request (with sub-items: Article, Book, Book Chapter, Thesis, Audio, Video, Etc., Other (Free Text)), and View (with sub-items: Outstanding Requests, Electronically Received Articles, Checked Out Items, Cancelled Requests, History Requests, All Requests, and Notifications). A red arrow points to the "All Requests" item in the View sub-menu. The main content area contains three tables: "Outstanding Requests" with one row (Transaction: 36655, Type: Book, Title: The Testing, Author: Charbonneau, Joelle); "Checked Out Items" with the text "No Items"; and "Electronically Received Articles" with a table header (Transaction, View, Size, Title, Author, Expiration).

Transaction	Type	Title	Author
36655	Book	The Testing	Charbonneau, Joelle

Transaction Number	Document Type	Title	Author	Due Date	Expiration
No Items					

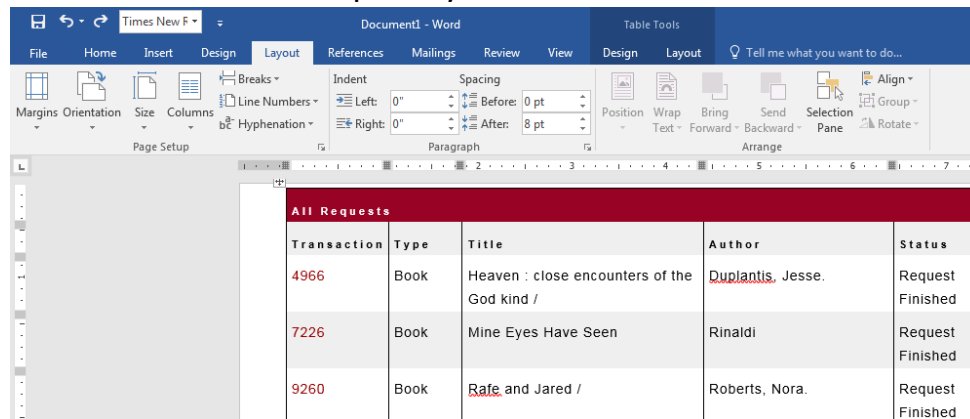
Transaction	View	Size	Title	Author	Expiration
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3. Highlight your list, then right click and copy

All Requests				
Transaction	Type	Title	Author	Status
4966	Book	Heaven : close encounters of the God kind /	Duplantis, Jesse.	Request Finished
7226	Book	Mine Eyes Have Seen	Rinaldi	Request Finished
9260	Book	Rafe and Jared /	Roberts, Nora.	Request Finished
13004	Book	The story of Alice Paul and the National Woman's Party /	Gillmore, Inez Haynes, 1873-1970.	Request Finished
13005	Book	Alice Paul	Raum, Elizabeth	Request Finished
15349	Book	Educational research : competencies for analysis and applications /	Gay, L. R.	Request Finished
15861	Book	Statistics for the behavioral sciences /	Gravetter, Frederick J. Wallnau, Larry B.	Cancelled by ILL Staff
18306	Book	Implementing Change		
19534	Book	Implementing change : patterns, princ		
19783	Book	The lost boy : a foster child's search fo		
19784	Book	A man named Dave : a story of triumph and forgiveness /	Pelzer, David J.	Request Finished

4. Open a Word document and paste your list.



5. Save the document.