• UnityUK user guides

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Find user's manuals for UnityUK.

◦ Get started
◦ Search UnityUK
◦ Request an item
◦ Request items from non-users of UnityUK
◦ Manage and review requests
◦ Manage requests as a borrower
◦ Manage requests as a lender
◦ Bulk action
◦ Bulk action as a lender
◦ User data
◦ Location data
◦ Reports
◦ Table of actions and statuses

• Contributing data

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Learn about contributing data to UnityUK.

◦ Data contributions
◦ How to contribute data to UnityUK
◦ UnityUK data upload
◦ Who to contact to contribute data to UnityUK

• Interlibrary Loan Fee Management (IFM)

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Learn about using IFM with UnityUK.

◦ IFM Frequently asked questions
◦ IFM Participants’ pricing grid
IFM Participants list with payment groups
  ◦ Non-IFM participants list with payment groups

• Music, playset and language requests
  
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  Learn best practices for managing music playset, and language requests in UnityUK.
  
  ◦ Music requests
  ◦ Drama requests
  ◦ Languages requests

• Regional offices and help desk
  
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  Find information about the help desk and regional offices for UnityUK.
  
  ◦ All regional offices
  ◦ East Midlands
  ◦ East of England
  ◦ Greater London
  ◦ North East
  ◦ North West
  ◦ Scotland
  ◦ South East
  ◦ South West
  ◦ Wales
  ◦ West Midlands
  ◦ Yorkshire and Humberside

• Statistics
  
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  Find statistics from UnityUK usage.

• Mailing list
  
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  Find information about how to sign up for, send and use commands in the UnityUK listserv.
  
  ◦ Commands
  ◦ Send messages
\* Troubleshooting

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Find frequently asked questions (FAQ) and troubleshooting steps (Troubleshooting).

\* An email responder has marked an item as shipped by accident
\* An ILL responder has marked an item as shipped but the user no longer requires the item
\* Can I have multiple delivery addresses to choose from when requesting items from the British Library on UnityUK?
\* Can I include a world wide search in a UnityUK request?
\* Can my holdings be removed from Unity UK?
\* How can I find out my UnityUK password?
\* How do I change my library’s music, play set and language requests details in the UnityUK Help Pages?
\* How do I change my region’s contact details on the UnityUK Help Pages?
\* How do I update my Local Holidays?
\* How do I update my UnityUK mailing list details?
\* How do receive an an item when the request status is not supplied?
\* I get an error when trying to retrieve my IFM Report
\* I have a query about my invoice. Who do I contact?
\* My message to the UnityUK mailing list cannot be sent as it ‘exceeds the maximum message size of 16,000 lines’. How do I fix this?
\* Our finance department cannot process UnityUK invoices with both credit and debit lines. Could these be separated into 2 documents?
\* Our local IP address has changed, will this affect our access for UnityUK?
\* We are moving to new premises, how do we change our address and when?
\* What is our UnityUK symbol?
\* When we receive a request on UnityUK, has that request gone out to other possible suppliers as well, or just us?
\* When will requests entered by my library users appear in UnityUK?
\* Which version of UnityUK are we currently using?
\* Why are some locations listed in the catalogue as ‘Not an ILL participant’?
\* Why has OCLC sent me a copy of a BLDSS AREmail Replies Intray?

\* UnityUK media repository

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