

Requests - Edit Readings

Admin staff processing reading requests may notice that the reading has got inaccurate or missing metadata. You have two approaches you could take in order to complete this task depending whether the reading has been communicated.

Communicated readings: To fix the metadata you should go into the reading by clicking on the "Edit" button and enter in relevant information

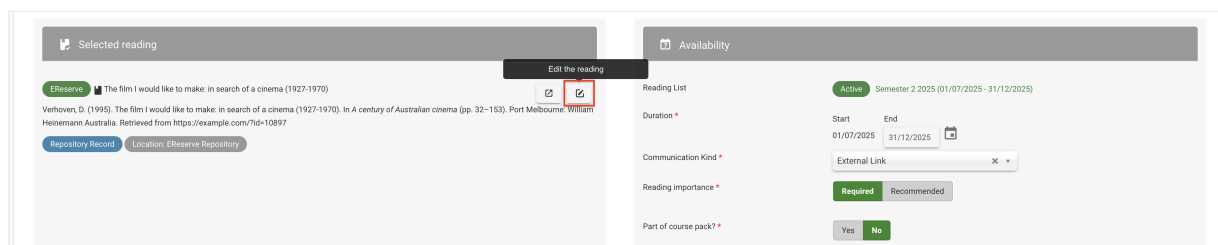


Figure 1 : The Edit button for a communicated resource

Un-communicated readings: You can swap out the existing request by selecting the "Change" button and searching for a new source of readings in either eReserve Plus or in a connected repository (e.g. Catalogue, Discovery, Subscription Database).

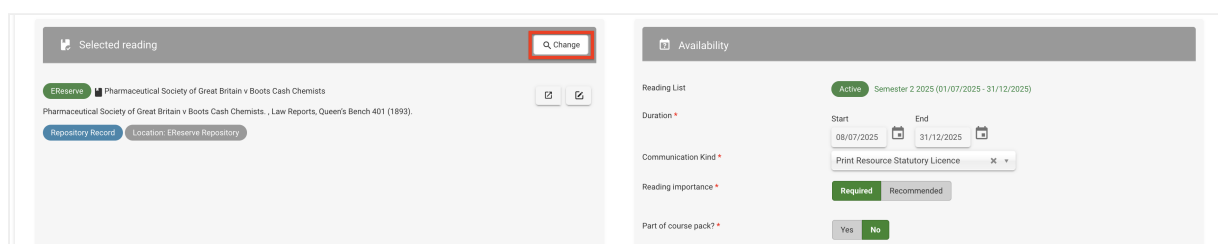


Figure 2 : The Change button for an uncommunicated resource

