

Rejecting a Resource Request

Summary: This document details how to reject a request in the enhanced request management page.

Note : This documentation shows how to reject a resource request with the Enhanced Discovery feature enabled. Click [here](#) to access the legacy search documentation.

Overview

There may come a time when you want to reject a request for a resource to be added to a list. Some common reasons for rejections could be that the resource requested is an older edition or the request found to be in overuse of copyright. Please note that only requests with the status of Submitted, Processing, Active or Pending can be rejected.

1. In the Request management page, identify the request you plan to reject, then access the request actions via the ellipsis menu and click 'Review'. You can also click anywhere on the resource to open the review page.

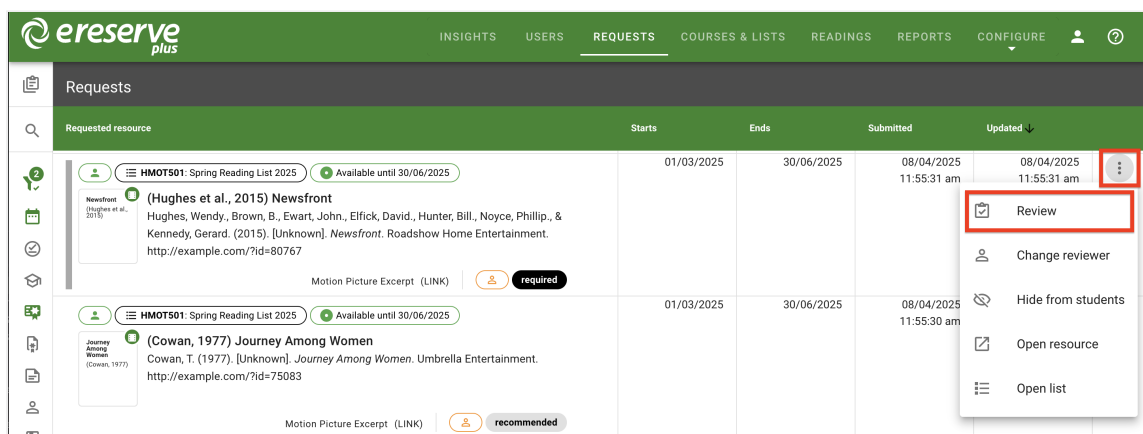


Figure 1 : The review option for a request

2. After reviewing the request detail, click on the 'Reject' button at the bottom of the page.

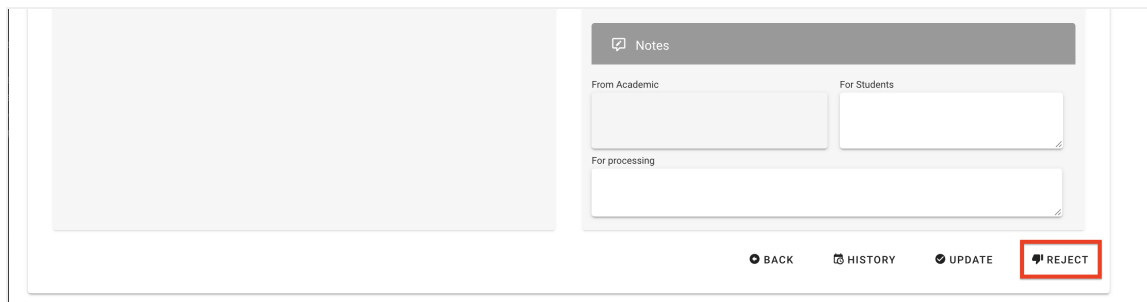


Figure 2 : The reject button on the request review page

3. A new pop-up window appears to confirm the rejection. Provide the reason for the rejection in the field.

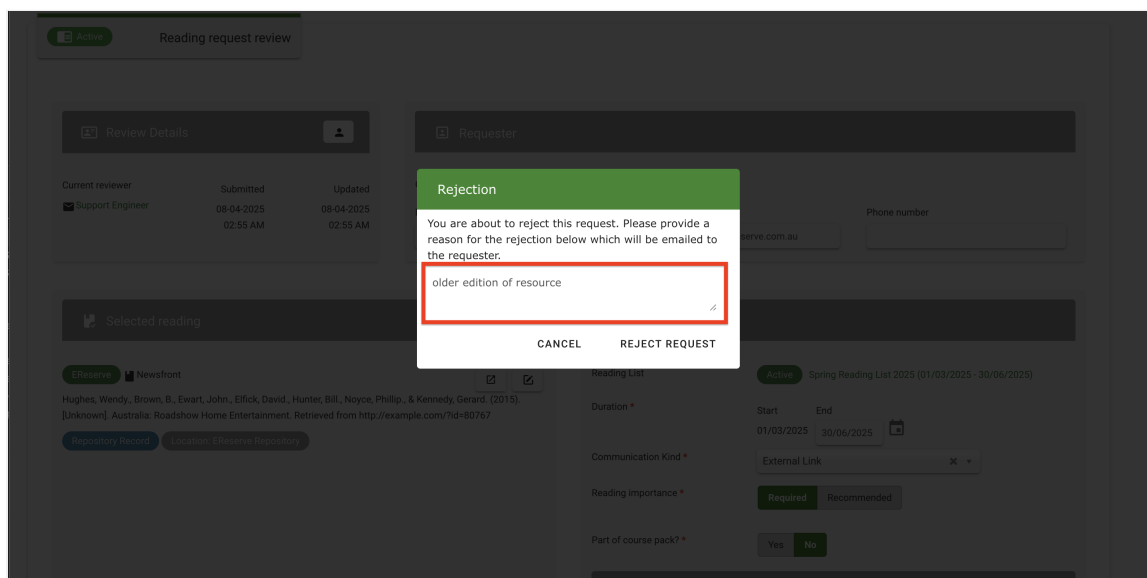


Figure 3 : The rejection window

4. Click on the 'Reject Request' button to confirm the rejection.

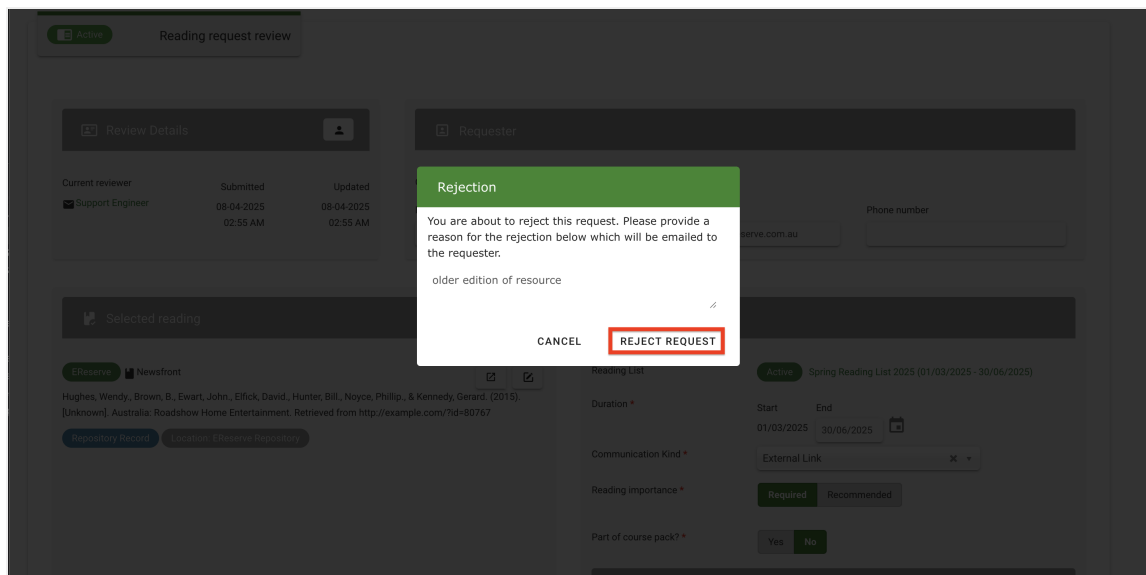


Figure 4 : The reject request button

Once confirmed, the request status will change to Rejected. If the reading was already Active, the status will change to Removed and will be immediately withdrawn from the Student View. An email will also be sent to the requestor, informing them of the request rejection and includes the rejection reason provided.

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INSIGHTS

USERS

REQUESTS

COURSES & LISTS

READINGS

REPORTS

CONFIGURE

Requests

Requested resource

Starts

Ends

Submitted

Updated

HMOTS01: Spring Reading List 2025

Removed

Newsfront

Hughes et al., 2015

(Hughes et al., 2015) Newsfront

Hughes, Wendy, Brown, B., Ewart, John., Elfick, David., Hunter, Bill., Noyce, Phillip., & Kennedy, Gerard. (2015). [Unknown]. Newsfront. Roadshow Home Entertainment.

http://example.com/?id=80767

Motion Picture Excerpt (LINK)

required

01/03/2025

17/06/2025

08/04/2025
11:55:31 am

17/06/2025
04:54:55 pm

Figure 5 : The resource status has been changed to removed

The faculty will also see the request status updated to Rejected or Removed in their list view and can review the Rejection reason on the resource.

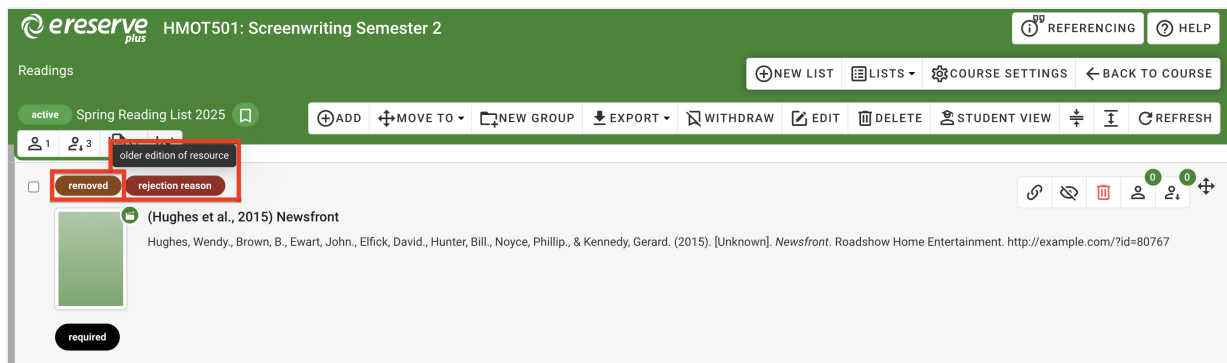


Figure 6 : The removed resource in the faculty list view

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