


How to View Copy Request Using Article Exchange

Click on the Interlibrary Loan Home. Then click AE Alert

Interlibrary Loan Home 


Search for requests
Request ID


Quick Links


Borrowing:


[AE Alert \(1\)](#) 

After Clicking AE Alert. Choose the ID that you would like to view

SEO BORROWING MGT CTR (All Libraries)
Borrowing Requests: [AE Alert \(1\)](#) 

Results 1 - 1 of 1 


ID	Media Type
177260279	

Results 1 - 1 of 1 

There are 3 ways to view the AE Alert


1. Click on the AE Alert URL, copy the password and choose get my file

Password:


[Get my file](#) 

2. Preview
3. Email doc to patron and view later.

AE Alert url will view 4 times and will expire after 30 days

AE Alert: <http://oc.lc/nuS3Ao> 
Password: XcBGXXpZ

[Preview](#) 

[Email doc to patron](#) 

After viewing update AE Alert to Received

[Mark as received](#) 