Set up RapidILL as a service

To turn on RapidILL in your Tipasa interface:

1. Sign in to OCLC Service Configuration.
   a. Navigate to WorldShare ILL and select External System Settings.
   b. Click on the check box next to "Turn this feature on to enable RapidILL processing."
   c. Enter your institution's RapidILL information (provided by RapidILL), including:
      • User Name
      • Password
      • Rapid Branch
      • Rapid Code
   Note: If you need help determining any of this information, contact Rapid staff.
   d. Under Local Holdings Options, select where to route items held by your institution in RapidILL:
      • Route to ILL Review
      • Route to Document Delivery
   e. Click Save.

2. Configure your RapidILL account settings.
   a. Sign into your RapidILL account.
   b. Navigate to Rapid Tools > My Profile and select the branch you want to edit from Edit Associated Branches.
   c. Select your preferences:
      • E-delivery Borrowing (Receiving)
         ◦ Preferred Delivery Method set to Article Exchange
         ◦ Alternate Delivery Method set to RapidX
      • E-delivery Lending (Sending)
         ◦ Preferred Delivery Method set to Article Exchange
         ◦ Alternate Delivery Method set to RapidX
   Note: Odyssey and Ariel are not supported in the integration between RapidILL and Tipasa.
3. Set up automations to route patron requests directly to RapidILL. In OCLC Service Configuration:
   a. Create a new custom holdings group containing only the RAPID symbol.
   b. Add the custom holdings group to a custom holdings path. The custom holdings path can contain additional custom holdings groups, but RAPID must be the first holdings group in the path.
      a. Create or modify an automation that will trap copy requests and apply the RAPID custom holdings group. See Automated Request Manager for more information.

Note: When setting up an automation for RapidILL, consider the following:

   - If you have Copyright turned on for copies and an automation in place for copies, requests that are within your copyright timeframe (5 or 6 years) and have more than 5 uses in the current year will not be automatically produced.
   - Any existing automations may need to be updated. Review your existing automations to be sure that all desired requests are going through the RAPID automation.
   - RapidILL processing will not apply to loan requests. If an automation tries to assign RAPID to a loan request, RAPID will not be added to the lender string and the request will not be produced.

   c. (Optional) Add the RAPID symbol to the proven senders custom holdings group so that requests fulfilled with this service are automatically updated to Received status and routed to patrons.

4. Add a lending priorities group based on the RAPID custom holdings group to aggregate those requests in a separate queue that you can prioritize. We recommend including additional lender symbols in your lending priorities group, in the event that RapidILL is unable to fulfill your request.

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**Disable RapidILL**

To turn off RapidILL integration:

In OCLC Service Configuration > External Service Providers deselect the box “Turn this feature on to enable RapidILL processing.” Do not remove your institution's information from the credential fields.

Borrowing and lending requests that are pending with RapidILL will complete processing, however the RapidILL configuration data must remain in place in order to update the requests. New copy requests will not be routed to RapidILL.