Quick Start Guide for Selectives

1. Quick Start
   - Links to manual input (Needs & Offers)
   - Library account administrators can see the work needing their approval

2. My In-Progress Items
   - Displays matches and requests for offers you have listed or needs you have requested
   - Lists things needing your action
   - Click on SEE ALL OF MY IN PROGRESS ITEMS to see anything awaiting final action to close out the transaction

3. New Items in the Repository
   - Needs and offers your library has access to view and request at this time

4. Recent Messages
   - Most recently created or received messages from or for your library
LIBRARY ACCOUNT offers three options to manage your library's FDLP eXchange account(s)

1. **MY LIBRARY**
   - View the time periods set for your region and edit your ‘offer nationally’ review time period
   - Update library information
   - Add or deactivate User Accounts

2. **MY USER ACCOUNT**
   - View and edit information about your personal FDLP eXchange account.
   - Set notification preferences for what you see in the notification bar and receive via email
   - Change the password for your FDLP eXchange account

3. **APPROVE ITEMS FOR SUBMISSION**
   - ONLY available to library’s FDLP eXchange administrator
   - Administrator approves needs and offers created by your library staff for submission into the Repository

**Tip**—Your username is your full email address
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Tips

- Upon import you may review and correct matched columns
- You can use an Internal Note field to track your box or list numbers

Upload an Existing Need or Needs

- Lists should not exceed 150 items.
- Browse for and upload your list (should not exceed 150 rows)

Download Import Template and Examples

- Download Need Import Spreadsheet Template
- Download an example of a profiled spreadsheet (csv)
- Download an example of a profiled spreadsheet (xlsx)

Template Available

Tips

- Upon import you may review and correct matched columns
- You may review and fix import errors
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Content your library has requested or ‘claimed’

In Progress Items = action is needed by your library

Tip — Have a question about a listing? Message the library.

Tip — The boxes around listed material in My eXchange are color-coded:
Blue = active, but no review or no further action is needed
Green = action in progress
Yellow = awaiting administrative review
Gray = expired

Tip — A “+” sign expands the entry
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Queue of everything being offered that your library is eligible to review and request

Export Offers Queue based on your search or filtering criteria

Export Offers

Tip—Question about this offer? Message the library.
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FDLP eXchange

Dashboard Input My eXchange Needs & Offers Repository Advanced Search

Queue of everything needed by other libraries

Search Offers Repository

<table>
<thead>
<tr>
<th>Needs Repository</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by Keyword</td>
</tr>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

Only Show
- [ ] Disaster Recovery
- [ ] Digitization Project

<table>
<thead>
<tr>
<th>Title</th>
<th>Classification #</th>
<th>Published</th>
<th>Format</th>
<th>Posted</th>
<th>Needing Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsprint Study</td>
<td>Y 4 in 8/4 N 07/2/95</td>
<td>05/12/2017</td>
<td>Paper</td>
<td>05/12/2017</td>
<td>Maryland Selective 1</td>
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<tr>
<td>Amendments to the Nurses Training Act</td>
<td>Y 4 in 8/4 N 55/2</td>
<td>05/12/2017</td>
<td>Paper</td>
<td>05/12/2017</td>
<td>Oregon Regional 1X</td>
</tr>
<tr>
<td>Assistance to Nursing Education</td>
<td>Y 4 in 8/4 N 55/2</td>
<td>05/12/2017</td>
<td>Paper</td>
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<td>Oregon Regional 2</td>
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<tr>
<td>Adjusting Rates of Overtime Compensation</td>
<td>Y 4 in 8/4 Ov 2/2</td>
<td>05/12/2017</td>
<td>Paper</td>
<td>05/12/2017</td>
<td>Oregon Selective 1</td>
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<tr>
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<td>Y 4 in 8/4 Ov 2/2</td>
<td>05/12/2017</td>
<td>Paper</td>
<td>05/12/2017</td>
<td>Oregon Selective 2</td>
</tr>
<tr>
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<td>Y 4 in 8/4 H 34/13</td>
<td>05/12/2017</td>
<td>Paper</td>
<td>05/12/2017</td>
<td>GPQ Admin</td>
</tr>
</tbody>
</table>

Question about this need?
Message the library.

Tip—Keep an eye out for needs being requested due to disaster recovery or a digitization project.
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Tip — Looking for local publications?
Save a search performed for a keyword