

## Daily Digest

Summary: This will outline the new feature Daily Digest which provides Library staff with a daily summary email of new and updated requests in eReserve Plus.

The Daily Digest feature has been designed to provide Library staff with a daily summary email of all new and updated requests that are requiring review.

We recognise that Librarians are busy and don't always have time to log-on to eReserve Plus every day and check for new and updated requests by the Faculty to be processed.

To assist, we've created the Daily Digest summary email. It is sent at 06.00 local time each weekday to Document Managers and Copyright Officers when there are requests from the previous day requiring action.

## Overview

The Daily Digest will contain the following information for each request:

- Course/Course Code
- Requests Status
- Button directly to the request
- Button directly to the resource list
- Citation of the request
- Resource list name
- Dates of availability
- Date of submission
- Staff who submitted the request

Below is a screenshot of new requests that have been submitted requiring review.

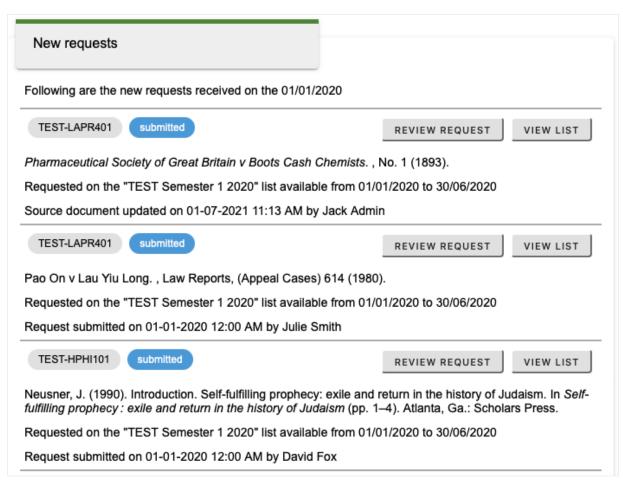


Figure 1: New requests requiring review

Below is a screenshot of updated requests that have started the review process.

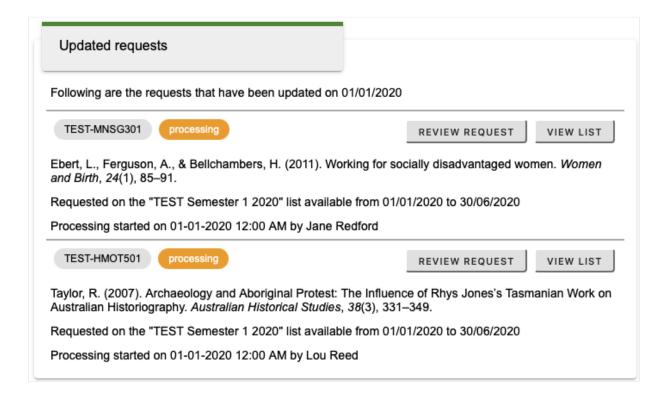


Figure 2: Updated requests that have started the review process

If you have any questions or would like this feature enabled, please don't hesitate to contact our support team

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