

Rapido Sets – Script

Hello,

Rapido Sets enable you to access your Borrowing and Lending requests.

In order to make your work efficient, you can create sets that will search and browse your requests according to different criteria. Creating your predefined own Rapido sets to access your borrowing requests with one click will make your job much more efficient. For example: you can see here sets that were already created, like "Today" – which will enable you to see requests that are active and were created today. In this session we will show how to create, manage and use the Rapido Sets.

Rapido always allows you to access all active requests – either all Active Borrowing requests, or all active Lending requests. From here you can use the facets pane to view requests differently by narrowing or changing the selection criteria. Let's see how to create a set for Borrowing requests.

When viewing your requests, in the facets pane, select the criteria your interested in. Here, you can see the criteria of the current set. So now we're viewing all active requests. Let's create a set for all active digital requests. Click on the digital facet. Or you can add more conditions if needed, by checking the facets boxes. And apply.

we're now viewing all requests that are digital and active. Now Let's save it as a new set by clicking the Save as a new set button.

Enter the set's name, Description if you need, choose the group to which the Set should belong, and whether its private – meaning only you will be able to see this set or not – than all users who enter the system will see it. And Save. Note that public sets can only be created and managed if you have fulfillment administrator and/or manager roles.

Next time you access the Rapido Borrowing Requests, you will see the new set, and when using it – you will view only active digital requests. Options for sets can vary as much as you need, for example, you can create sets based on labels added via the borrowing mediation rules mechanism.

In order to manage the Rapido Sets, click on the manage sets wheel. Here you can see a list of all the borrowing and Lending Sets. And this is the set that we've created. You can change the order of the sets – this will be the order of the sets appearance in the group on the Rapido sets window, or deactivate a set– meaning you won't see it when accessing the Rapido Sets.

A click on the row action tool allows you to Delete a set, or edit it – change the name, description, move to another group or make it public or private.

And this was an overview of creating and managing Rapido Sets.

Thank you for joining!