Getting to Know Alma
**Requests**

|  |
| --- |
| **Request a Physical Item** |
| This document includes one exercise that reviews what you have learned in the Fulfillment Requests session, including how to place a request on a physical item.A screenshot of Alma location menu For this exercise you will need to be logged into Alma and have Fulfillment privileges and set your location as the **Main Library – Circulation** desk.In this exercise you will be requesting a physical item. To complete this exercise, you will need:* An active patron account.
	+ To find a patron account, on the left-hand menu go to **Admin** > **Manage Users**. Click the **Public** tab and select a patron that has an account that is not expired. Write down their first and last name.
 |
| 1. In the persistent search bar at the top of the page change the search type to **All titles** and index to **Keywords**. Leave the search scope as **Institution**, then enter a keyword or title for the collection you want to activate.
2. Click the magnifying glass to search.
 |  |

|  |  |
| --- | --- |
| 1. Use the **Facets** to narrow your search, if needed.
 | **A screenshot of a computer  Description automatically generated** |
| 1. In the item row click the **Physical** tab to see the current holdings.
 | A screenshot of a computer  Description automatically generated |

|  |  |
| --- | --- |
| 1. Click the row action tool  and select **Request**.
 | A screenshot of a computer  Description automatically generated |
| 1. Open the **Request Type** drop-down. This is for a physical item, so you’ll choose **Patron physical item request**.
 | A screenshot of a computer  Description automatically generated |
| 1. Search for the patron by either typing in their name or clicking the **Select from a list**  button.
2. You can change the pickup location if needed
3. Click **Submit** when you’re done entering information.
 | A screenshot of a computer  Description automatically generated |
| The item has been requested! More information can be found in the [documentation](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_%28English%29/030Fulfillment/020Resource_Requests/015Creating_a_Request_from_the_Institution#Creating_a_Request). |  |