How do I update my Article Coversheet when I am an ILLiad Hosted site?

Symptom

• You need to update your ILLiad Article Coversheet on the Hosted Site

Applies to

• ILLiad

Resolution

Here are the steps to update your Coversheet:

1. Contact OCLC Support by emailing the cover sheets you need to have updated.
2. If you have one cover sheet, then you can say you want the document for both Borrowing and Document Delivery (Doc Del).
3. If you have two cover sheets, then specify which coversheet is for Borrowing and which is for Doc Del.
4. We will update the files on the Web Server. Once the files are replaced, they will be active immediately.