

Effective August 1, 2010 each ILDS participant site will be able to create manifests for materials being sent each day (outgoing) and materials to be received that day (incoming) through the ILDS web-based label system. Your Lanter Delivery Systems driver will no longer bring a manifest of materials being delivered. This change simplifies the driver's preparations each day and allows you to print incoming manifests or not, depending on your workflow. Please note that it is a recommended best practice to print an incoming manifest each day and compare it to the bags actually delivered.

We have separated the production of manifests from the creation of the labels for each ILDS bag and created a new **Manifests** tab on the task bar at the top of the webpage (see below). You will now use this tab to create both incoming and outgoing manifests. When we refer to a manifest as "incoming", we mean that it will list the bag numbers, sending locations and other information for the bags that are being delivered to your location on the day you specify. When we refer to a manifest as "outgoing", we mean that it will include information about the bags you are shipping on any given day. The outgoing manifest contents and purpose has not changed and you should continue to give a copy of the outgoing manifest to the driver with the bags, as a part of your daily ILDS processing routine.

You will still use the **Labels** tab to create labels as you have in the past, however, beginning on August 1, 2010 generating and working with manifests will be done through the **Manifests** tab. When you click on the **Labels** tab after August 1, 2010 you will see the following.

The screenshot displays the ILDS web application interface. At the top left is the ILDS logo with the URL WWW.ILLINOISDELIVERS.NET. A navigation menu at the top includes Home, News, FAQ, Participants, Documentation, Schedule, Labels, Manifests, Statistics, and Contact Us. The main content area features a welcome message and a form for creating a manifest. The form includes a library selection dropdown (ADL - Adler School of Professional Psychology), a destination selection dropdown, an item count input field, and a checkbox for 'This bag contains only delivery bags'. Below the form, it states 'There are no labels currently defined.' and provides buttons for 'Add', 'Print', and 'Delete Bag'. The footer contains copyright information and a toll-free number.

ILDS
WWW.ILLINOISDELIVERS.NET

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Welcome to the ILDS label and manifest system.
For questions and comments please email support@carli.illinois.edu

Select your library: ADL - Adler School of Professional Psychology


Select the destination:

Enter the item count for this bag: This bag contains only delivery bags

There are no labels currently defined.

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Let's add a few sample labels, so we can walk through the rest of the process for creating a manifest for your outgoing bags.



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Welcome to the ILDS label and manifest system.
For questions and comments please email support@carli.illinois.edu

Select your library:

Select the destination:

Enter the item count for this bag: This bag contains only delivery bags

From	To	Count
ADL	CLC	4
ADL	HIC	2
ADL	KNX	6

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At this point, as long as all the bags appear in the list as they should, you would click on print to create, and print the labels as you have in the past. After you print your labels, you will now click on the Manifest tab in order to create your outgoing manifest for the day. When you click on the **Manifests** tab, you will see the following. Please note that the password remains unchanged.

Login to work with Manifests:

Select source institution:

Password:

[Forgot your password?](#)

Print Manifests:

Select outgoing manifest:

Select incoming manifest:

Approve Manifest:

Check the box and click Update to delete a bag.

Source | Destination | Item Count

ADL | CLC | 4

ADL | HIC | 2

ADL | KNX | 6

At the bottom of the screen, you will see the label list for the labels we created in the previous step. This is where you will approve the manifest. After approving the manifest, you will see the following.

Print Manifests:

Select **outgoing** manifest: 2010-07-20 - 1

Select **incoming** manifest: 2010-05-18

Approve Manifest:

There are no labels defined for the current manifest.

One you ensure that the date in the first dropdown box at the top of the page is correct; you will click on Create in order print the manifest for your outgoing bags.

As I mentioned above, the most significant change will be that a manifest for your incoming bags will not be provided by your Lanter Delivery Systems driver. Instead, you will use the **Manifests** tab to create your manifest for your incoming bags. The incoming manifest can be retrieved, and printed by locating the current date in the second dropdown box (see the screen above), and clicking on Create.