

Update Rota Template Members

After the refresh, the Rota Template has the full compliment of partners for Consortium Book Borrowing (CLS-Physical) template. Members that do not have an IZ Sandbox need to be removed for the Rota to work properly. Currently, the members should be AU, DC, and GW. Remove the others that do not have a PSB.

In the PSB Network Zone:

Fulfillment --> Resource Sharing --> Rota Templates --> Edit Consortium Book Borrowing (CLS-Physical)

- On the Member Tab, select and Remove the IZs that are not represented in the Sandbox.

The screenshot shows the 'Template Members' page for the 'CLS-Physical' template. At the top right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a green circle. Below the template name, there are tabs for 'General Information', 'Template Members', and 'Notes'. The 'Template Members' tab is active. In the top right corner of the table area, there are '+ Add Partners', a share icon, and a settings icon. The table has four columns: 'Name', 'Code', 'Profile Type', and 'Status'. It contains four rows of data. The fourth row, 'Shared Collection Facility' with code 'SCF', is highlighted in blue. A 'More actions' tooltip is visible over the third row, and a 'Remove' button is highlighted with a green circle at the bottom right of the table.

	Name	Code	Profile Type	Status	
1	American University	AU	Fulfillment Network	Active	...
2	University of DC	DC	Fulfillment Network	Active	...
3	George Washington University	GW	Fulfillment Network	Active	More actions
4	Shared Collection Facility	SCF	Fulfillment Network	Active	Remove

- Don't forget to Save.

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