### Review: Respond Yes to a copy request

1. Locate the request by clicking **Can You Supply?** link.
   - A. From the list of requests, click the request **ID** or **title** to display the request.
2. Review and confirm the information in the **Request Details** section.
3. Review and confirm the information in the **Borrowing Information**.
4. Check the availability of the item.
   - Note: Currently, the system does not include detailed availability information. You will need to search your catalog to see if the item is available.
5. If you determine you can lend the item:
   - A. Click the **Print** button to place the request in the print queue.
   - B. Add constant data (CD) by selecting a CD record from the **Apply constant data** list.
6. To use the OCLC Article Exchange, first make a digital copy of the article.
   - A. Click the **OCLC Article Exchange** link and log on.
   - B. Enter the path of the digital copy in the **Select a file** to drop box, and then click the **Drop file** button.
   - C. Copy the link and password Article Exchange created, and then paste them in the **Alert box of the request**.
7. Click the **Yes** button.