



## **Webpages on FDLP.gov**

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FEDERAL  
DEPOSITORY LIBRARY

**CONFERENCE**

#FDLConference

**2019**

OCTOBER 21-23  
ARLINGTON, VA



# FDLP eXchange Application Development

The purpose of this page is to inform users about the current phase of development concerning eXchange. Users can find information about upcoming plans for enhancements with an explanation of each. You also have access to the requirements backlog, the known issues log, and archived recordings of previous virtual discussions.

Here is an example of a few enhancements that are currently in position to be addressed for development:

## Tentative FDLP eXchange 1.1 Enhancements

- **Imitate / Emulate Function:** This function will allow user support staff to see what another users see in the system while logged into their own account. For example, if depository library staff contacts GPO's Outreach and Support staff regarding an issue encountered using the system, this function will allow the GPO staff member to see what the depository library staff member sees in order to better diagnose the issue.
- **Bulk Processing:** Currently the only functions that FDLP eXchange can perform in a bulk action are (1) uploading spreadsheets of offers or needs and (2) passing or requesting offers from a regional's selectives in the Regional Review queue. This enhancement will add bulk processing options for certain status changes (such as Mark Discarded) and for marking offers in search results and requesting them in bulk.
- **Visibility of Library Information:** This enhancement will display mailing addresses for libraries that requested offers or placed needs so that the other library in the exchange can ship the material without having to rely on the messaging tool to get an address. It will also provide clearer library information in the drop-down menus used to filter by libraries.
- **Expiration Dates:** Lists of offers will display expiration dates indicating when the offer expires from the current phase.
- **Do Not Need List:** This enhancement will allow regional depositories to add entries for materials they have determined that they do not need to a Do Not Need List in the system. If a selective in the region offers the material, the offer will "match" the entry on the Do Not Need List and advance automatically to phase 2 where it will be offered to other selectives in the region.



## FDLP eXchange Tips of the Week

Each week, GPO will bring FDLP eXchange users a new tip to help you navigate FDLP eXchange.

Tips of the week are provided in different categories based on relevance to a specific question or issue that may arise from eXchange users. In addition, tips are numerically ordered throughout each category. You can view each tip by clicking on the collapsible menus underneath each category. Here is an example of a few tips you will see on the tips of the week page:

### Administration of Your Account

[Tip 35: Creating Accounts](#)

[Tip 19: My Library and My User Account](#)

[Tip 12: More Info about Inactive Accounts](#)

[Tip 7: Inactive Accounts](#)

[Tip 4: Don't get locked out!](#)

[Tip 3: Usernames and Passwords](#)

[Tip 2: Administrative Review](#)



## FDLP eXchange Instructions Page

The instructions page provides the user with an overview of FDLP eXchange, the eXchange production and training sites, and supplying a list of training materials and templates.

As an example, below is the screenshot of the login page for the Training site.

FDLP eXchange TRAINING

[Log in](#) [Request new password](#)

**Username \***  
*Enter your GPO username.*

**Password \***  
*Enter the password that accompanies your username.*

[LOG IN](#)



The instructions page also provides a list of training materials and templates as seen below:

### Training Materials & Templates

- [Data Dictionary](#)
- [Spreadsheet Templates and Samples](#)
  - [Template for Needs Spreadsheet \(.csv, .xlsx\)](#)
  - [Template for Offers Spreadsheet \(.csv, .xlsx\)](#)
  - [Sample Needs Spreadsheet \(.csv, .xlsx\)](#)
  - [Sample Offers Spreadsheet \(.csv, .xlsx\)](#)
- [Tips of the Week](#)
- [FDLP eXchange QuickStart Guide](#)
  - [FDLP eXchange QuickStart Guide for Regionals](#)
  - [FDLP eXchange Quick Start Guide for Selectives](#)
- [Training Videos](#)
  - [Getting Started – Regionals \(5 minutes, 57 seconds\)](#)
  - [Getting Started – Selectives \(5 minutes, 17 seconds\)](#)
  - [My eXchange \(3 minutes\)](#)
  - [Advanced Search \(2 minutes\)](#)
  - [Need and Offers Repository \(2 minutes\)](#)
  - [Regional Dashboard \(2 minutes\)](#)
  - [Selective Dashboard \(1 minute\)](#)
  - [Entering a Need Using the Form \(3 minutes, 38 seconds\)](#)
  - [Creating a Needs Spreadsheet \(9 minutes\)](#)
  - [Uploading a Spreadsheet of Needs with Fewer than 250 Entries in FDLP eXchange](#)
  - [Uploading a Spreadsheet of Needs with More than 250 Entries in FDLP eXchange](#)
  - [Entering an Offer Using the Form \(6 minutes, 25 seconds\)](#)
  - [Creating an Offers Spreadsheet in FDLP eXchange \(13 minutes\)](#)
  - [Uploading a Spreadsheet of Offers with Fewer than 250 Entries in FDLP eXchange](#)
  - [Uploading a Spreadsheet of Offers with More than 250 Entries in FDLP eXchange](#)
  - [Reviewing Offers from Selectives \(4 minutes, 54 seconds\)](#)
  - [Approving Items for Submission \(3 minutes, 8 seconds\)](#)
- [Recorded Webinars](#)
  - [FDLP eXchange: The Live Site vs The Training Site: webinar, June 2018](#)
  - [FDLP eXchange Training for Regionals: webinar, August 2018](#)
  - [FDLP eXchange Training for Selectives: webinar, August 2018](#)
  - [FDLP eXchange Training: Creating Spreadsheets: webinar, August 2018](#)
- [Guidance on Weeding a Depository Collection](#)