Circulation Tech Tip - On Shelf items Wizard

The Onshelf Items wizard is used to display items from the in your library on which there are holds. Rather than viewing the output of the RHA report from the finished report list or emailing the output to individual users, you can view the output from a single wizard on the Circulation toolbar.

You can select an item in list and perform these next steps: trap a selected hold or mark a selected item missing. The Onshelf Hold Items list is updated in real-time as holds are placed, cancelled, or suspended/unsuspended manually throughout the day. The Onshelf Hold Items list on the screen will be static until you refresh it. Once you refresh the screen, you will see any updates.

You can optionally print all items in the list. Before you begin using this wizard you should update the properties to determine what fields display when you print the list of items. You must be logged in as Tech. Right click on On Shelf Items. Click on Behavior. Select the fields you want displayed (note SAILS does not have the Unfill Hold option activated) Click on OK

	X		
Startup 🧿 Never			
Allow Mark Item missing			
Allow Unfill Hold			
Display discharge date			
Display item IDDisplay location			
		Display user ID	Ξ
Display user notify via	-		
lling a hold			
	-		
	 Allow Mark Item missing Allow Unfill Hold Display discharge date Display item ID Display location Display user ID Display user notify via 		

To display the Onshelf Items list

- 1 In the Holds wizard group, click the **Onshelf Items** wizard.
- 2 In the **Onshelf Items** window, the wizard displays a table that lists onshelf items with holds that can be filled by the station login library. The **Onshelf** field above this table displays the number of hold items in this list.

Depending on the selections made in wizard properties, the following information may

display for each hold: call number, title, item ID, item type, current location, date/time discharged, and pickup library. You can click the column headers to sort the Onshelf Hold Items list.

For example, you can sort the list by the Notify Via field (if configured to display). This way, you can sort all of the users together that are notified by PHONE, making it much easier to call the users.

3 Depending on how wizard properties are set, you can perform the followings actions for a hold. Select the hold in the list, right-click and select an option from the right-click menu. Or, you can click a next step button.

Libras Catalogung Circ	Ltd Circulation Configuration	Offline Oureach Reports Requ	ests Rusaves Selection Re	Inal Connol Linux				
Fine Free Discharge	Field Kenus	Zanatali Inferiate nel Romanani Birtua		and the second se				
	64							
Renew User	125 -							
Renew tem	On shelf: 51							
Billing a User								
100	Onshelf Hold Items: ABORO-	MAIN						
Paying Bills	Call Number *	Title	Author	Item ID	Item type	Current location	Pickup Library	
tem Search and Disp	364,1323 CHA 2016	Thieves of state : why corruption		31654004450380	BOOK	NONFICTION	WESTPORT	
Check tem Status	621.4021 POT	Schaum's outline of theory and	Potter, Merle C.	31654003546899	BOOK	NONFICTION	FALLRIV-M	-
STREET, 1000000000000000000000000000000000000	634 11 MOR	The new book of apples	Morgan, Joan, 1940-	31654003344394	BOOK	NONFICTION	MANSFIELD	
Help	646.47 KHA	Bridal couture : fine sewing tech.		31654003389613	BOOK	NONFICTION	ABORO-MAIN	
Print	811.6 SHO	The new black	Shockley, Evie, 1965-	31654003999908	BOOK	NONFICTION	WBWATER	
	910.2 SMI 2014	100 places you will never visit : L.		31654004361090	BOOK	NONFICTION	ABORO-MAIN	
	920 MARCIANO	Rocky Marciano : the rock of his	Sullivan, Russell.	31654003270649	BOOK	NONFICTION	DART-SOUTH	
	920 TAN	The opposite of fate : a book of	Tan, Amy.	31654003349575	BOOK	NONFICTION	ABORO-MAIN	
0	940.5459 AMB	The Pacific	Ambrose, Hugh	31654003925713	BOOK	NONFICTION	ABORO-MAIN	
	BB MY	My tamily	renordate, magne	31654004452808	BOOK	INTRANSIT	TAUNTON	
	BLUPROP	The prophet [videorecording]	Allers, Roger,	31654004406622	BLURAY	DVD-BLU	WESTPORT	
	BLU WOOD	Woodlawn (videorecording) : the		31654004405335	BLURAY	DVD-BLU	SEEKONK-PL	
Nace Hold	CD HOLIDAY CHRISTMAS	Christmas songs 4 kids (sound		31654003560619	COMPACTOSC	JCD	MIDBORO	12
Piece Blanket Hold	CD HOLIDAY MCBRIDE	The classic Christmas album [s.	McBride Martina	31654004018153	COMPACTOSC	DISPLAY1	FOXBORD	
	CD SPIRITUAL JENKINS	African American folk rhythms (s.		31654002837786	COMPACTOSC	CD	ABORO-MAIN	
Xisplay User Holds	DVD 741.65 SEPT	The September issue Mdeorec		31654004005754	DVD	DVDNF	ABORO-MAIN	
Audity Holds for User	DVD ANTH	Anthropoid	Ellis, Sean, 1970-	31654004574692	DVD	INPROCESS	ABORO-MAIN	
	DVD TANG	Tangerines [videorecording] = M		31654004401839	DVD	DVD	BWATER	
Remove User Hold	FIC GOLDSMITH.O	Bad boy	Goldsmith, OlMa	31654003004352	BOOK	FICTION	ABORO-MAIN	
Display Title Holds	139	The viper's nest	Lerangis, Peter	31654004259047	BOOK	JSERIES	ABORO-MAIN	
1201202020201D	139	Storm warning	Park, Linda Sue.	31654003938609	BOOK	JSERIES	ABORO-MAIN	
Risplay Bern Holds	J 39	The emperor's code	Korman, Gordon	31654003938591	BOOK	JSERIES	ABORO-MAIN	
Ackity Holds for Bem	J 551.6 FUR	Weather : facts, photos, and fun		31654004524028	BOOK	JNONFIC	CARVER	
	J 920 RAISMAN	Alv Raisman: Born to Tumble: G.,		31654004293285	BOOK	JNONFIC	SAILS	1
Remove Item Hold	J CD HOLIDAY UNITED	Through children's eyes (sound	Air Force Band of Mid-America (31654003550024	COMPACTOSC	JCD	HALIFAX	
Trap Holds	JCD FIC KOR	Masterminds [sound recording]	Korman, Gordon.	31654004288160	CDBOOK	JAUDIOBK	ABORO-MAIN	
	JPC 618 9285 TAY 2006	The survival guide for kids with	Taylor, John F., 1944-	31654003981781	BOOK	PARENTING	HANSON	
Dishelf Kems	LP LUDLUMR	Robert Ludium's The Cassandr	Ludium, Robert, 1927-2001.	31654003194336	BOOK	LARGETYPE	ABORO-MAIN	
Management (LP MOYES,J	Paris for one : and other stories	Moyes, Jojo, 1969-	31654004590805	BOOK	NEWLARGE	EBWATER	
Management (In consolve st	Ture buckers	Passis Blobates	14004004003000	nnov	In the second	10000 10181	
u ()			Trap Hold	for Mark Item opy Missing	Unfill Hold Print Close			

- Trap Hold for Selected Copy If you click this button, the Current Status of Item window opens. To confirm the proposed action, click Make Hold Available, and the selected item will be trapped for the hold. If you click Cancel, the hold is not trapped, and you are returned to the list.
- Mark Item Missing If you click this button, the selected item will be marked as MISSING. If configured in properties to display, a "Do you wish to continue with Mark Item Missing?" message displays. Click
 OK to mark the item MISSING, and the Onshelf Hold Items list is updated. If you click Cancel, the item is not marked MISSING, and you are returned to the list.
- **Print** If printing is configured for your workstation, when you click this button, the entire Onshelf Items list for the selected library(ies) prints. If you sort the list by home location you can insert a page break between locations if different staff members select items from different parts of the library.
- Close Click this button to exit the wizard.