

Workflows Tip of the Week



Module: Circulation

Summary: **Owning library in Pending Transits**

Note: The weekly Items in Transit and the Transit Missing Items reports do not include the owning library. We have no control over the formatting and contents of these reports. However, if you use the Pending Transits wizard you can click on [the title](#) to see the owner.

Reminder: You can sort the columns by clicking on the column heading.

Instructions:

1. From the Circulation toolbar, in the In-Transit Items group of wizards, click the Pending Transits wizard.
2. Find the title you want and note the Item ID to the right.

List of items in transit

Call Number	Title	Item ID	Date Sent	From	Reason
BOOKKIT CASSETTE ...	The Outsiders [sound ...	32033001773313	4/17/2008,1:11	EDWATER-MO	For a hold
DVD SIM	The Simpsons movie ...	33570000862667	4/20/2008,1:15	NBED-MAIN	For a hold
PB SPARKS	True believer	32873000881765	4/20/2008,1:15	BCC	For a hold
CD JAZZ BLA	Art Blakey's Jazz Mes...	32040001448347	4/21/2008,1:15	SEEKONK-PL	For shelv
AC STEEL	Amazing grace [soun...	32032004776527	4/22/2008,1:15	FALLRIV-S	For a hold
JE CRO	Diary of a worm / by ...	32034002696400	4/22/2008,10:29	DART-SOUTH	For a hold

3. Click the title (which is underlined) and a glossary pops up.

Pending Transits : Glossary

----- Bibliographic Info -----

Personal Author: Steel, Danielle.
Title: Amazing grace [sound recording] / Danielle Steel.

----- Volume And Copy Info -----
(Displaying 2 of 2 volumes)

AC STEEL				Copies: 1	Library: ACUSHNET...
Copy: 1	ID: 32032004776527	CDBOOK [in transit]	Holds: 19		
CDBOOK STE				Copies: 1	Library: DART-SOUTH...
Copy: 1	ID: 32034003204980	CDBOOK (CHECKED OUT) can't circ	Holds: 18		

Close

4. The item will say [in transit] and the owning library will appear to the right.