Workflows Tip of the Week



Module: Circulation

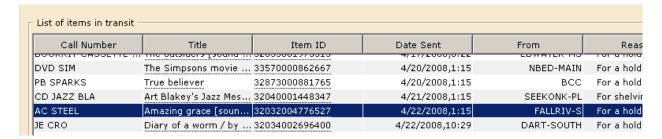
Summary: Owning library in Pending Transits

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.

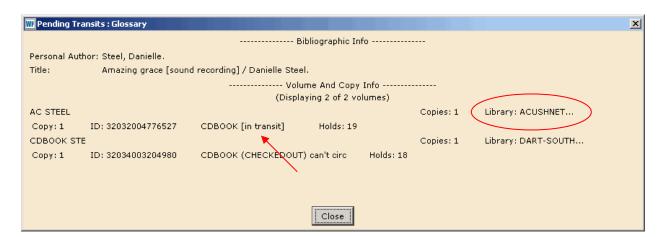
Reminder: You can sort the columns by clicking on the column heading.

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.



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



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