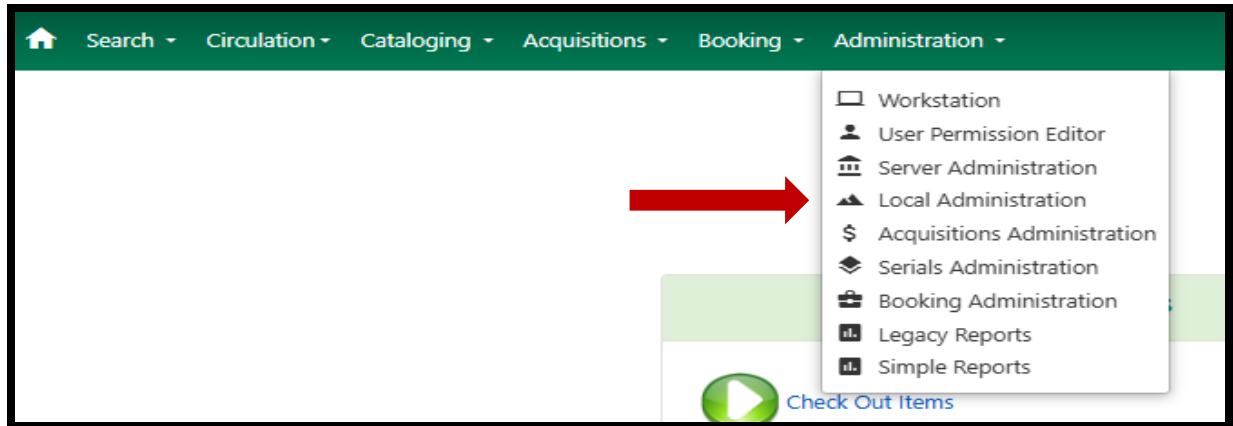


Checking the Transit List

The Transit List should be checked monthly, or more frequently if desired, to help identify items that have gone missing in the courier or been shelved without being checked in.

1. The Transit List is found in Administration > Local Administration > Transit List



The Transit List can be set to search for items in transit TO your library/branch and in transit FROM your library branch. It is recommended that your Start Date is the date of your migration and the End Date is four weeks before the date the report is run. The End Date may vary based on factors such as weather, holidays, number of courier days, etc.

Transit List

☒ Transits To ☐ Transits From

Library: CASS-NRC

Start Date: 08/27/2018 

End Date: 02/28/2025 

←

Add Items to Bucket Edit Item Attributes Cancel Transit Print Transits

#	☐	Barcode	Title	Call Number Label	Source Library	Destination Library	Send Date/Time	Hold Type	Request Date/Tir	Patron Barcode
1	☐	00022052248...	Mr. Lemoncell...	J GRA 2016	CASS-HA	CASS-NRC	1/14/2025 5:1...			
2	☐	00022058280...	The missing pi...	J ANS 2019	CASS-PH	CASS-NRC	1/17/2025 8:1...			

Verify that your branch is showing in the Library field, or choose it from the dropdown menu. By default, the list will be sorted by the date the transit began. To facilitate searching your library for the items, sort the search results by clicking your preferred column header (Barcode, Call number, etc.). Print by choosing Print Full Grid from the column picker.

2. Check your library to see if you can locate the items. Check in found items to trigger a status update. Contact other MEC libraries if necessary.
3. Items in route to your branch will be coming to either fill a hold or be reshelved. A replacement hold will need to be placed for patrons with items that were intended to fill a hold.
 - Items coming to fill a hold will display the requesting patron's barcode. Use the Column Picker to add this column if necessary.

Transit List

☒ Transits To ☐ Transits From

Library: CASS-NRC

Start Date: 08/27/2018 

End Date: 04/01/2025 

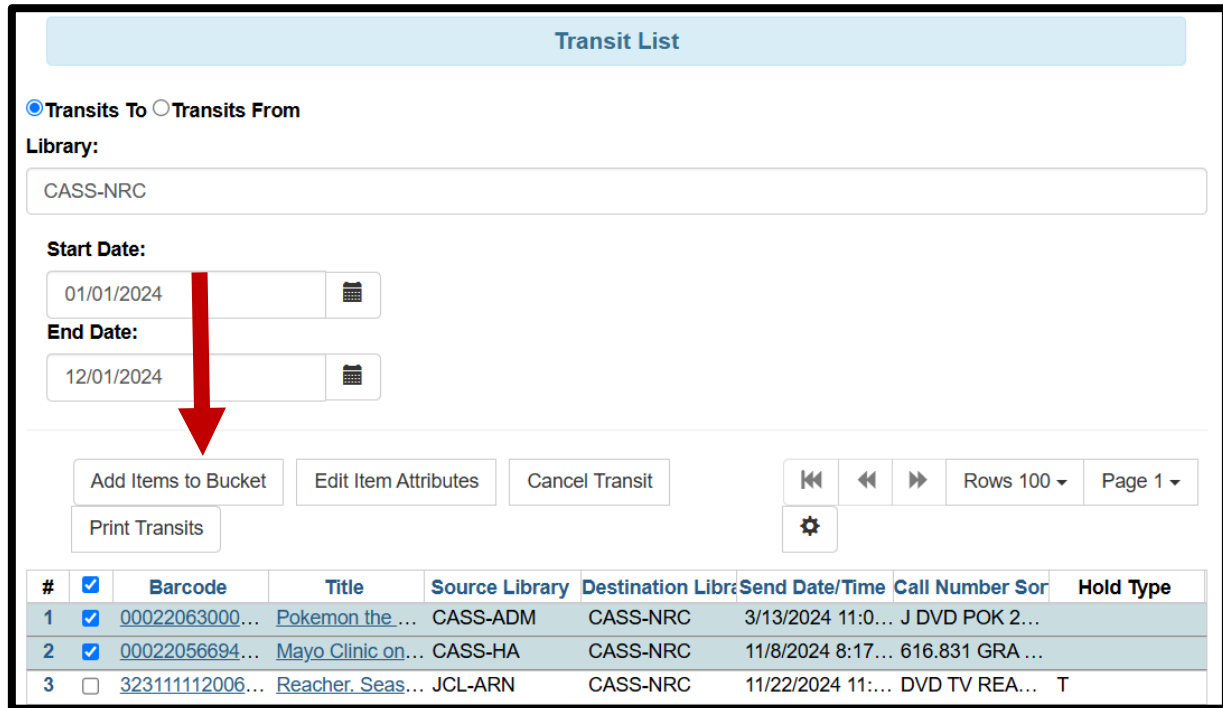
Add Items to Bucket Edit Item Attributes Cancel Transit Print Transits

Rows 25 Page 1

#	☐	Barcode	Title	Call Number Label	Source Library	Destination Library	Send Date/Time	Hold Type	Request Date/Time	Patron Barcode
1	☐	34140000044924	The apple cake	E V31	HCPL	CASS-NRC	2/28/2025 1:43 PM	T	9/3/2024 7:53 AM	20022001650282
2	☐	33858000058050	The empty pot	E Dem	DSPL	CASS-NRC	2/10/2025 7:49 AM	T	1/25/2025 5:48 PM	20022001707603
3	☐	33858000098774	Tallulah's tutu	E Sin	DSPL	CASS-NRC	2/10/2025 7:49 AM	T	2/7/2025 4:01 PM	20022001204130
4	☐	33431000547982	Country gardens	MAG COU	CC-CU	CASS-NRC	6/7/2019 9:26 AM			
5	☐	34193000010801	Playing for pizza	Fiction GRISHAM,...	SEY-CL	CASS-NRC	8/19/2022 10:31 A...			

- Copy and paste each patron barcode into Check Out to retrieve the patron's record. Place a new hold if the account still shows a hold request for the title. After placing the new hold, edit the Request Date so the patron doesn't lose their place in the queue. Then, cancel the old hold.
- To Edit the Request Date, select the new hold and use the Actions menu to select Edit Hold Dates. Click on the calendar widget to Edit the Hold Request Date to match the original Request Date.

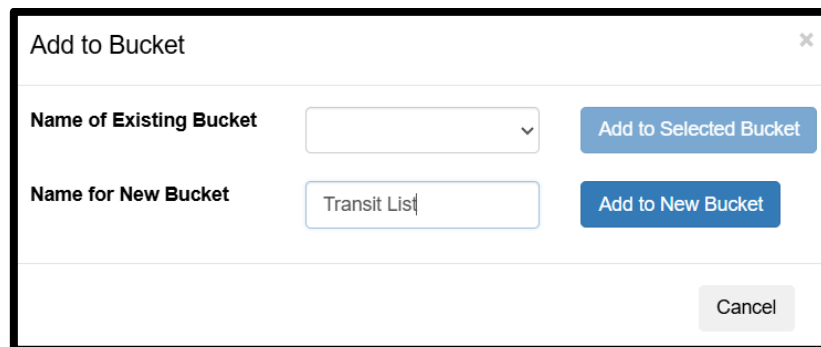
4. From the Transit List screen, click the box in front of your library's unfound items, then click on Add Items to Bucket.



The screenshot shows the 'Transit List' interface. At the top, there's a header 'Transit List'. Below it, there are radio buttons for 'Transits To' (selected) and 'Transits From'. A 'Library:' dropdown menu is set to 'CASS-NRC'. There are date pickers for 'Start Date' (01/01/2024) and 'End Date' (12/01/2024). A red arrow points from the 'End Date' field down to the 'Add Items to Bucket' button. Below the date fields are buttons for 'Add Items to Bucket', 'Edit Item Attributes', 'Cancel Transit', and 'Print Transits'. To the right of these buttons are navigation controls (back, forward, first, last) and dropdowns for 'Rows 100' and 'Page 1'. At the bottom is a table with columns: #, checkbox, Barcode, Title, Source Library, Destination Library, Send Date/Time, Call Number, and Hold Type. The table contains three rows of data.

#		Barcode	Title	Source Library	Destination Library	Send Date/Time	Call Number	Hold Type
1	☒	00022063000...	Pokemon the ...	CASS-ADM	CASS-NRC	3/13/2024 11:0...	J DVD POK 2...	
2	☒	00022056694...	Mayo Clinic on...	CASS-HA	CASS-NRC	11/8/2024 8:17...	616.831 GRA ...	
3	☐	323111112006...	Reacher, Seas...	JCL-ARN	CASS-NRC	11/22/2024 11:...	DVD TV REA...	T

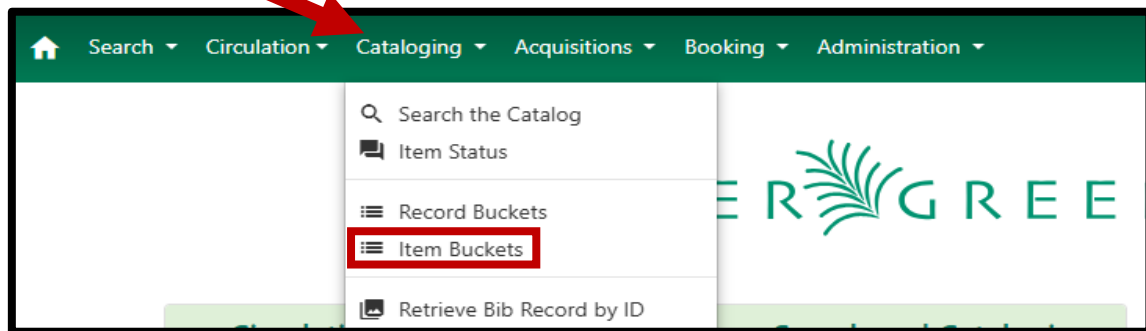
5. The Add to Bucket popup box will appear. Select an existing bucket or create a new bucket. Then click Add to Selected Bucket or Add to New Bucket.



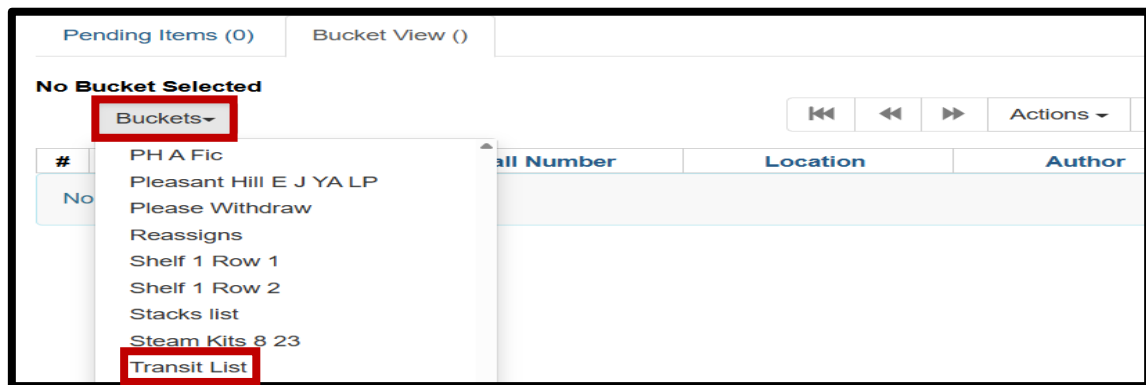
The screenshot shows the 'Add to Bucket' popup box. It has a title bar with a close button. Inside, there are two sections. The first section is 'Name of Existing Bucket' with a dropdown menu and an 'Add to Selected Bucket' button. The second section is 'Name for New Bucket' with a text input field containing 'Transit List' and an 'Add to New Bucket' button. A red arrow points from the right side of the screen to the 'Add to New Bucket' button. At the bottom right is a 'Cancel' button.

6. Repeat steps 1-4 for items in transit FROM your library. Now all your unfound items will be in the selected item bucket.

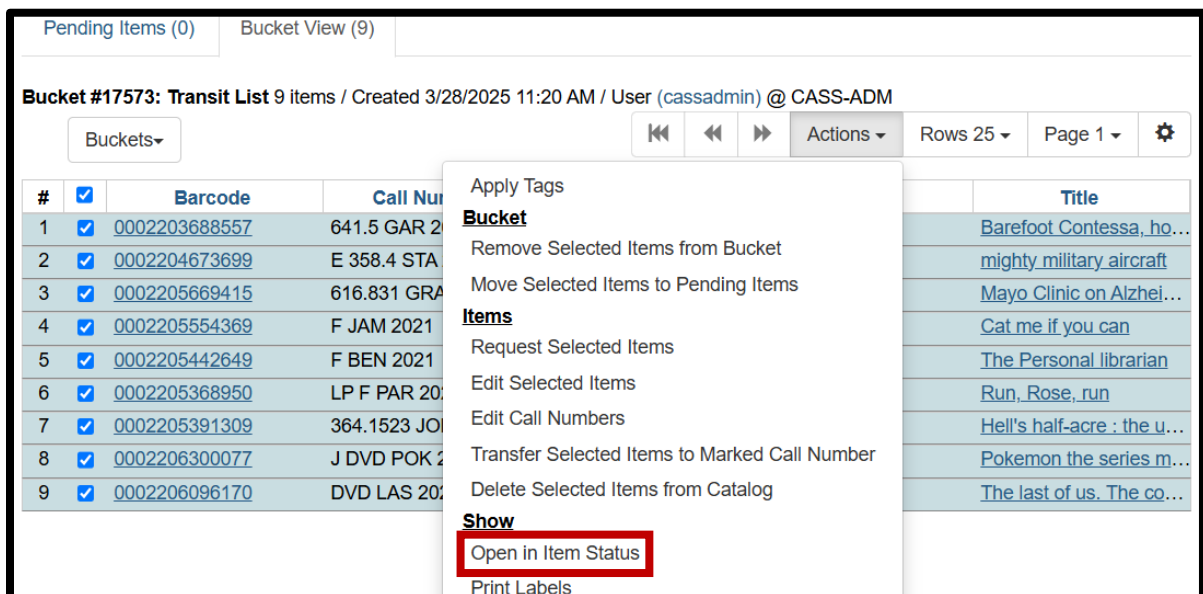
7. To mark your unfound items Missing and Cancel Transits, click on Cataloging > Item Buckets.



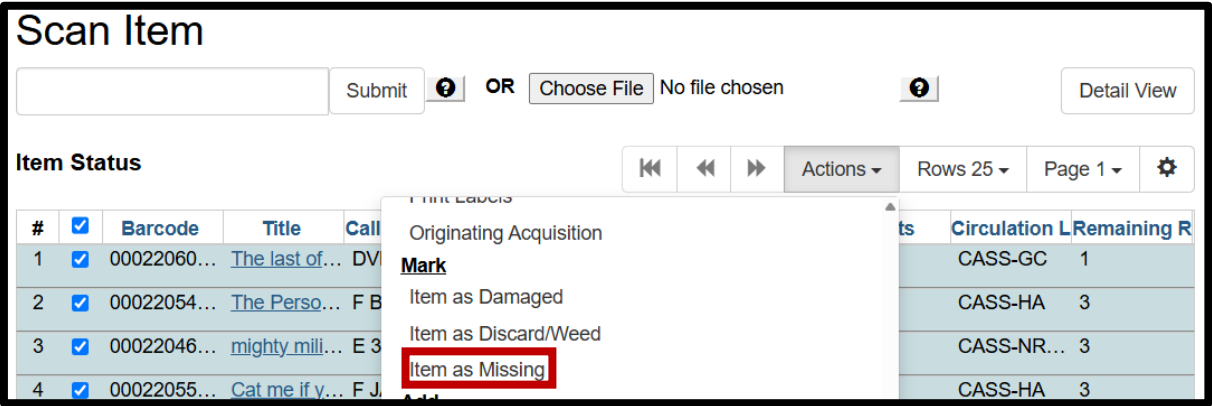
Click on Buckets and select your desired bucket.



8. From the Actions menu select Open in Item Status.



9. This opens the list on the Item Status screen. Select all unfound items, then click Mark Item as Missing.



Clicking OK/CONTINUE on each popup will cancel the transit and change the item status to Missing.

To complete the procedure, click on Remove Selected Items from Bucket.

