Setting up and Using a NO-TRANSIT Account
Revised 10/29/2020

RSA recommends that member libraries create a No-Transit user. If a library receives a hold request on an item (either via the picklist or the Onshelf Item wizard or receives a hold notice when discharging) and they are not able to send the item or do not wish to send the item, that item can be checked out to the No-Transit user. This action takes the items out of "In-transit" status and allows another item on the record to fill the hold.

- To create the No Transit user:
  - Open the User Registration wizard
  - Select a new patron ID number and enter as the user ID
  - Select the profile name NO-TRANSIT from the "Profile name" drop down menu. If you do not see the NO-TRANSIT profile name in your drop-down menu, please send a ticket to the RSA Helpdesk to have it added.
    - Basic tab:
      - Enter either the first two letters of your WorkFlows library name or your library name and NO-TRANSIT in the "Last Name" box. (Example: AG NO-TRANSIT)
    - Privilege tab:
      - Use the gadget button after the "Privilege expires" box to select the "No date" radio button on the top of the calendar popup box.
      - Click "OK" at the bottom of the Gadget: calendar popup box. The "Privilege expires" box will contain NEVER.
      - Type RSA in the "Override" box to the right of the Pin box.
    - Addresses tab:
      - RSA recommends adding the library's RSA Gmail address to the email address field so that due date reminders can be sent.
  - Click the "Check Duplicate User" button on the bottom of the User Registration screen.
  - Click the "Save" button on the bottom of the User Registration screen to save the user.

Using the No-Transit User

To use the No-Transit user, simply use the CheckOut Wizard to charge items to this account. If you receive a Holds Block Override notice, enter the override code "rsa" and choose "Override and Checkout Item" to proceed with the checkout.

WF Holds Block Override		×
⚠	Item has holds	
	This item is now being held for	
	D080896766 HUTSON, ANNA KATHERINE	[Address]
	LS 027.6VELL	Copy: 1
	A13300856500	BOOK (PRO-SHELF)
	Serving physically disabled people : an information handbook for	
	Velleman, Ruth A.	
	Hold block override: [ ]	
	[Override & Checkout Item] [Override Checkout Item & Cancel Hold] [Do Not Checkout Item]	

DO NOT CLICK ON THE OVERRIDE CHECKOUT ITEM & CANCEL HOLD BUTTON!

If your item is the only item on the bibliographic record, and you will not be able to fill the hold, contact the patron's home library to inform them that you cannot supply the item. The home library will remove the hold and try to find the item for their patron from another source.

Important notes about the No-Transit User:
- The No-Transit User Profile has a loan period of 7 days.
- Items can be shelved while charged out to the No Transit user.
- Items belonging to other libraries should not be charged to your No-Transit User.
- The No-Transit user will not accrue fines, but items left on this account beyond the due date will eventually enter Lost status and be billed to the account.
- Items charged to the No-transit user will display a status of "Available for local checkout (ask staff for location)" in RSAcat and a location of No-Transit in Workflows.
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