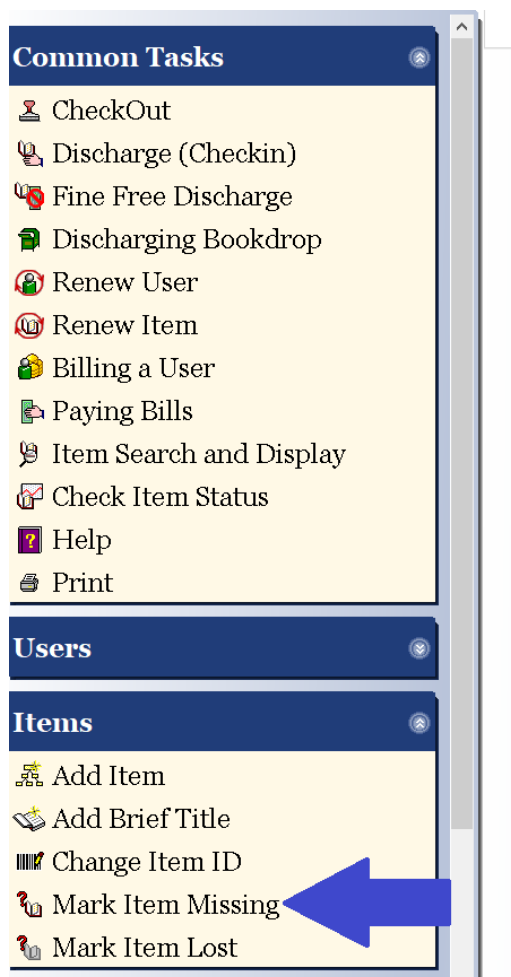


25 October 2023

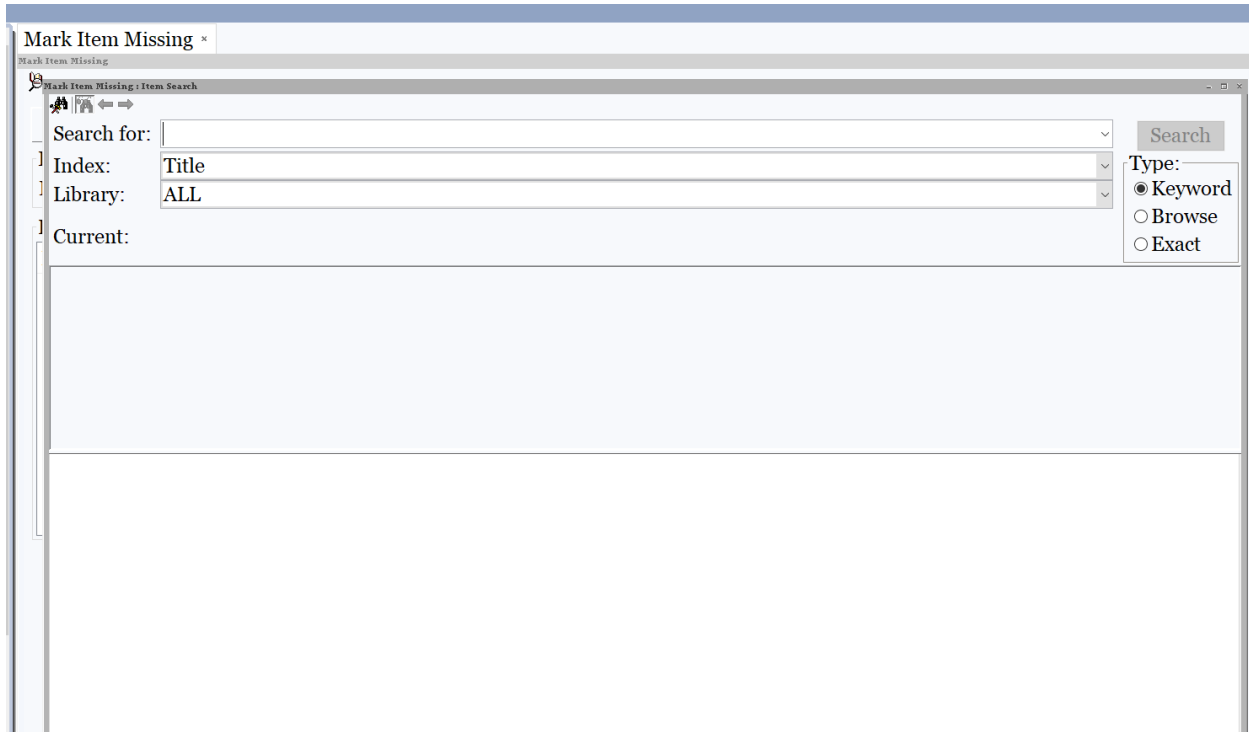
Subject: Mark Item Missing Wizard Guide

When an item can not be located on the shelf or in the location WorkFlows thinks it should be, a library can mark it Missing. This status will keep holds from being placed on that item.

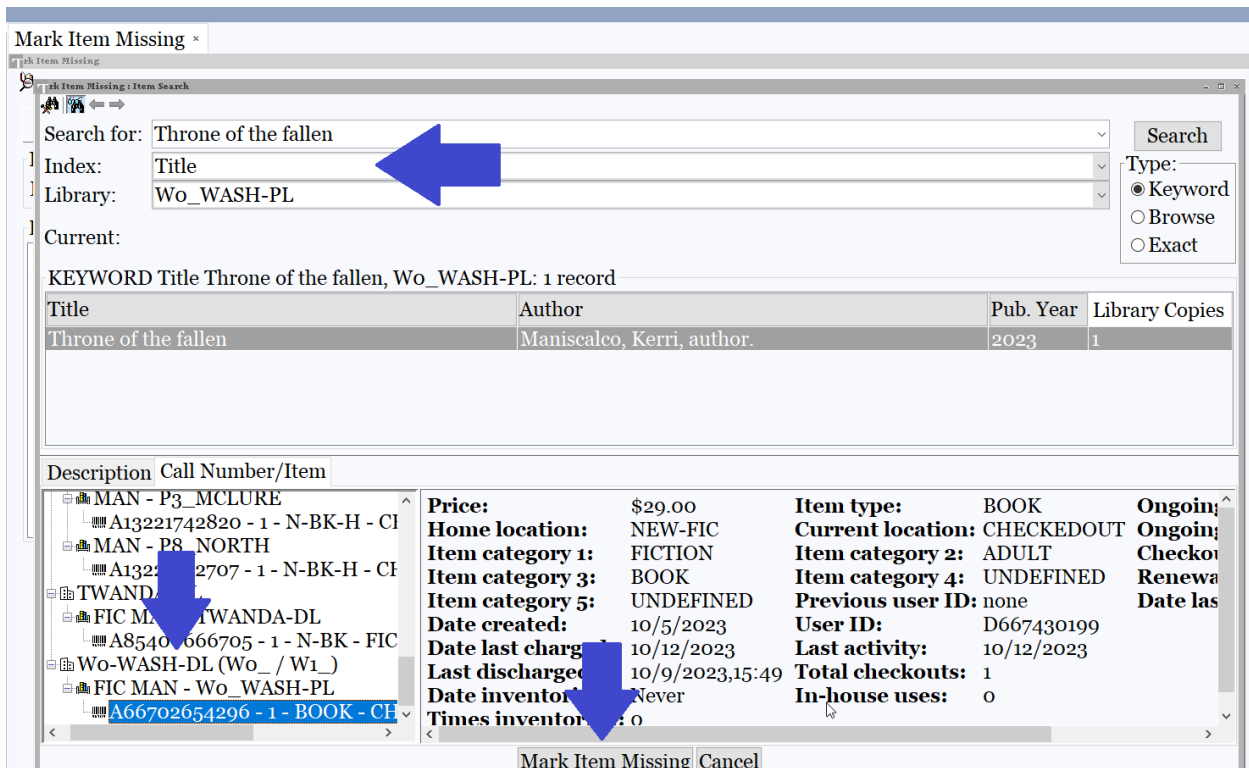
Mark Item Missing is in the Items Group in the Circulation section of Workflows.



Once selected, an Item Search Wizard box will automatically pop up.

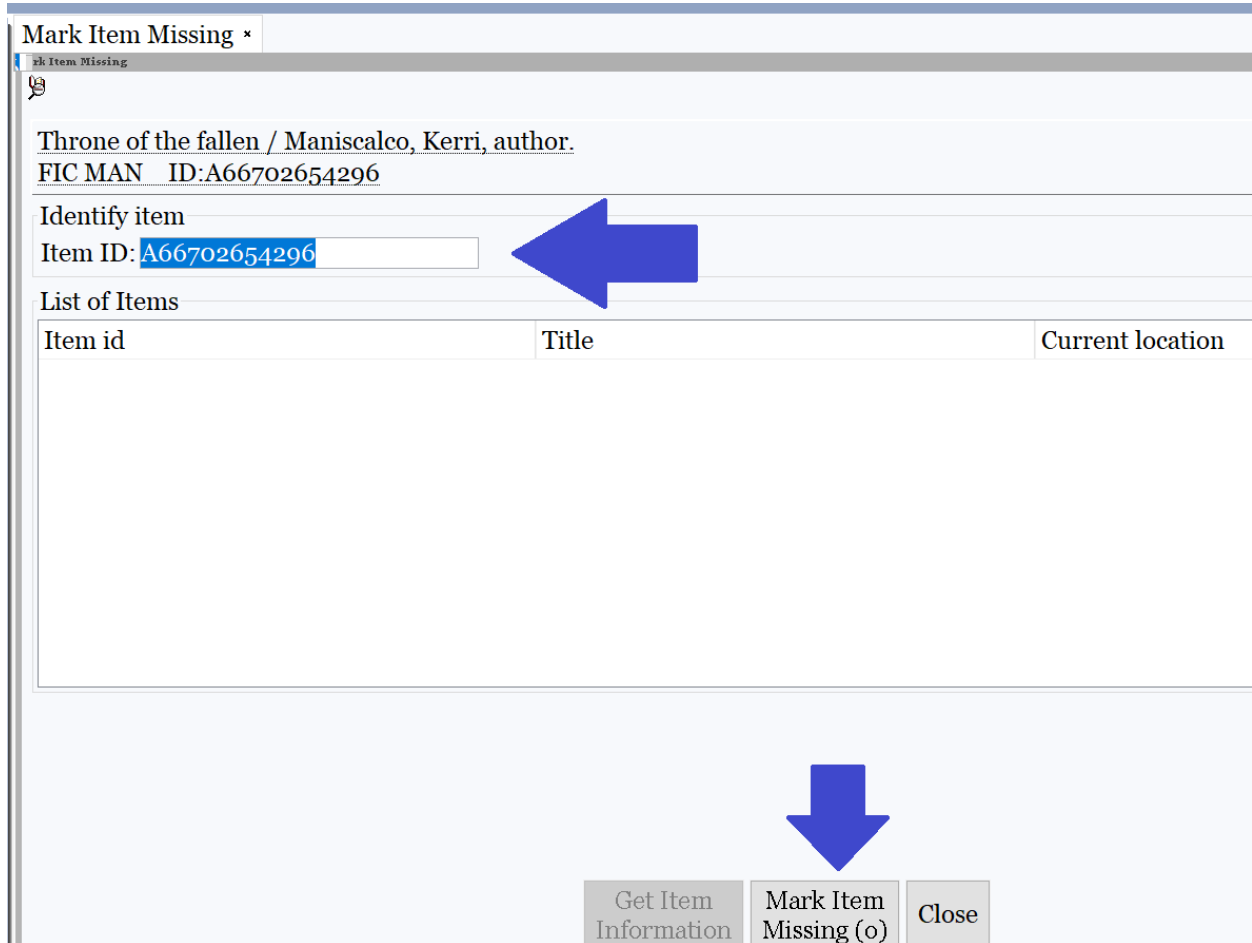


Search for the particular title that is unable to be found. Make sure that your search limiters are on Title and your specific Library.

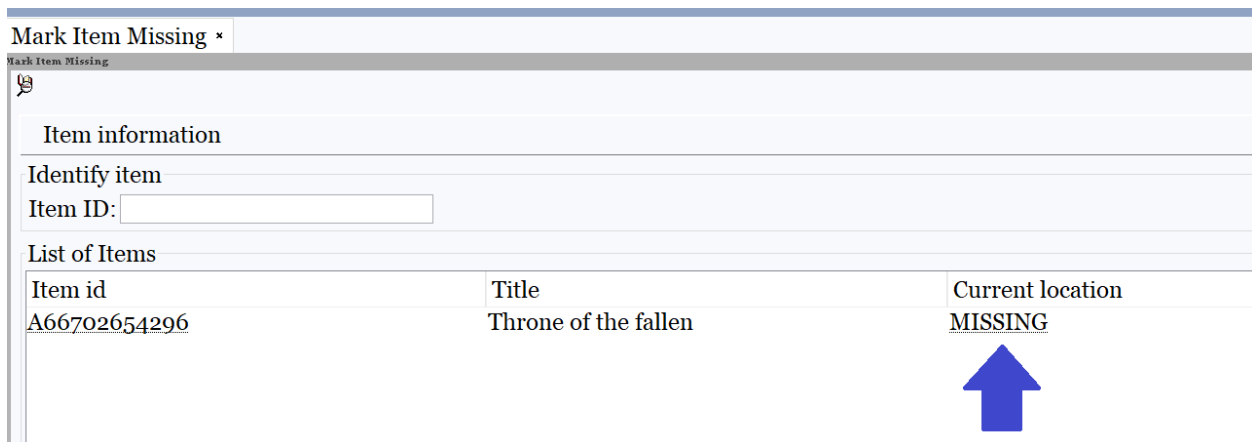


Make sure you scroll down and select the specific item you need, then click on Mark Item Missing.

The pop up box will go away and the item ID selected will appear in the Item ID box of the Mark Item Missing screen. Once you are ready, select Mark Item Missing.



After Mark Item Missing is selected, the Item Search window will appear again in case you have additional items to mark Missing. If not, close that window.



That item is not in a home location of MISSING. It will not appear on picklists or be holdable. If that item is found, Discharging will take it out of MISSING status.

Discharge (Checkin) \*  
Discharge (Checkin): Identify Item

User Information  
 User ID: MISSING  
 Name: Missing Items  
 Profile name: MISSING...  
 User categories: NONE  
 Group ID:  
 DELINQUENT  
 Amount owed: \$0.00  
 Overdues: 1  
 Privilege expires: NEVER  
 Library: AG\_ALS-PDC  
 Available holds: 0  
 Checkouts: 12294

Identify item  
 Item ID:

List of discharges

Title	Item ID	Route/Transit To	Amount Billed	Amount Paid Auto...	User
Throne of the fallen	A66702654296	Wo_WASH-PL			MISSING

If this is an item that has been on a library's pick list for more than two consecutive pick lists, it can also be marked missing from the OnShelf Items Wizard. Highlight the item that cannot be found and select Mark Item Missing.

SirsiDynix Symphony Workflows: Onshelf Items

File Edit Wizards Helpers Modules Preference Tools Help

Circulation+ | Offline | Outreach | Reports | Serial Control | Utility

Onshelf Items \*  
 On shelf: 10

Onshelf Hold Items: Wo\_WASH-PL

Call Num...	Title	Author	Item ID	Item type	Current lo...	Date/Tim...	Pickup Li...	User ID	User Name
813.54 TEA	Knocking ...	Tea, Miche...	A6670257...	BOOK	NONFICTI...	8/16/2022...	GU_GBUR...	D191285628	FREEMA...
DVD HF	The Help		A6670164...	DVD	VIDEO	9/19/2022...	Wo_WAS...	D6674309...	VILLAS O...
DVD M	The man w...		A6670223...	DVD	VIDEO	1/19/2023...	W1_WAS...	D6672295...	KOSKI, LI...
DVD S	Suits, Seas...		A6670239...	DVD	VIDEO	10/16/202...	P8_NORTH	D142859331	LABERDI...
E BRA	Flash, cras...	Branley, Fr...	A6670074...	BOOK-J	EASY-NF	9/5/2023...	MP_MOR...	D120581475	PLUMIER...
E KNA	Sometimes...	Knapman, ...	A6670264...	BOOK-J	J-NEWBO...	10/22/202...	BMFIELD...	D8730422...	DONALDS...
E PAU	Nine mont...	Paul, Mira...	A6670233...	BOOK-J	EASY-NF	10/16/202...	Wo_WAS...	D6672366...	HOUSEH...
J 636.1 OTF	Horses	Otfinoski, ...	A66701718...	BOOK-J	J-NONFIC	8/16/2023...	I3_IP-RO...	D7003001...	LEMAN, K...
J 743.6 MAS	Ralph Mas...	Masiello, R...	A66701146...	BOOK-J	J-NONFIC	3/26/2022...	CPCHILLI...	D365137502	WINEING...
J DIC	The tale of ...	DiCamillo, ...	A6670100...	BOOK-J	J-FICTION	10/23/202...	W1_WAS...	D667411959	PORTER, ...

Trap Hold for Selected Copy | Mark Item Missing | Unfill Hold | Print | Close