

Resource Sharing Alliance NFP 715 Sabrina Dr East Peoria, IL 61611 866-940-4083

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.

Common Tasks
🛓 CheckOut
🖳 Discharge (Checkin)
崎 Fine Free Discharge
🗃 Discharging Bookdrop
🛞 Renew User
🞯 Renew Item
🞒 Billing a User
🔄 Paying Bills
🤌 Item Search and Display
🚰 Check Item Status
🥐 Help
🖨 Print
Users 🛞
Items 🔹
🙇 Add Item
🕸 Add Brief Title
IIII Change Item ID
🐌 Mark Item Missing
ն Mark Item Lost

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

M	ark Item Mis	sing *	
0.9	item missing		
	Mark Item Missing : Iter	m Search	- = ×
	Search for:		Search
	Index:	Title ~	Type:
	Library:	ALL ~	• Keyword
	Current:		⊖ Browse ⊖ Exact

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

M	ark Item Missing ×					
þ	rk Item Missing : Item Search					- = ×
]	Search for: Throne of the fallen Index: Title Library: Wo_WASH-PL				~ ~ ~	Search Type: • Keyword
-]	Current: KEYWORD Title Throne of the fallen, Wo	D_WASH-PL: 1 record				⊖ Browse ⊖ Exact
	Title	Author			Pub. Year Libr	ary Copies
	■ MAN - P3_MCLURE   ■ MAN - P8   NORTH   ■ FIC MAN - WANDA-DL   ■ M8540,666705 - 1 - N-BK - FIC   ■ MO-WASH-DL (W0_/ W1_)   ■ FIC MAN - W0_WASH-PL   ■ A66702654296 - 1 - BOOK - CH	Price: Home location: Item category 1: Item category 3: Item category 5: Date created: Date last charge Last discharge Date inventor Times inventor	\$29.00 NEW-FIC FICTION BOOK UNDEFINED 10/5/2023 10/12/2023 10/9/2023,15:49 Never 0	Item type: Current location: Item category 2: Item category 4: Previous user ID: User ID: Last activity: Total checkouts: In-house uses:	BOOK CHECKEDOUT ADULT UNDEFINED none D667430199 10/12/2023 1 0	Ongoin;^ Ongoin; Checkoi Renewa Date las
		Mark Item	Missing Cancel			,

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.

Mark Item Missing ×				
rk Item Missing				
Throne of the fallen / Maniscalco, Kerri FIC MAN ID:A66702654296	, author.			
Identify item				
Item ID: <mark>A66702654296</mark>				
List of Items				
Item id	Title		С	Current location
	Get Item Information	Mark Item Missing (o)	lose	

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.

Mark Item Missing ×		
Nark Item Missing		
(A)		
Item information		
Identify item		
Item ID:		
List of Items		
Item id	Title	Current location
A66702654296	Throne of the fallen	MISSING

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) × Lucharge (Checkin): Identify Item					
User Information User ID: MISSING Name: <u>Missing Item</u> Profile name: MISSING User categories: NONE Group ID:	Anne ar owea: Overdues: Privilege expires	DELINQUENT \$0.00 1 S: NEVER	Library: Available ho Checkouts:		
Identify item Item ID:					
List of discharges					
Title Item II	Rou	te/Transit To	Amount Billed	Amount Paid Auto	User
Throne of the fallen A66702	654296 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.

I SirsiDynix Symphony WorkFlows: Onshelf Items											- 0	$\times$
File Edit Wizards Helpers Modules	Pr	eference Tools	s Help								R	SAL.
Circulation+ Offline Outreach Repo	orts	Serial Contro	l Utility									
p item Search and Display	^]	Onshelf Items	x									
🚰 Check Item Status		Onshelf Items										
🛿 Help												
🖨 Print		On shelf: 10										î
Use		Onshelf Hol	d Items: Wo	WASH-PL								
		Call Num	Title	Author	Item ID	Item type	Current lo	Date/Tim	Pickup Li	User ID	User Name	٦.
Item. ®		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	
Holds		DVD M	The man w		A6670223	DVD	VIDEO	1/19/2023,.	W1_WAS	D6672295	KOSKI, LI	
Place Hold		DVD 5	Suits. Seas		A6670239	DVD	VIDEO	10/16/202.	P8 NORTH	D142859331	LABERDI	
Display Uson Holds		E BRA	Flash, cras	Branley, Fr.	A6670074	BOOK-J	EASY-NF	9/5/2023,.	MP_MOR	D120581475	PLUMIER,	
S Display Oser Holds		E KNA	Sometimes	Knapman, .	A6670264	BOOK-J	J-NEWBO	10/22/202.	BMFIELD	D8730422	DONALDS	•
Modify Holds for User		E PAU	Nine mont	Paul, Mira	A66701718	BOOK-J	L NONEIC	10/10/202.	In IR PO	D0072300	HOUSEH	188
🕷 Remove User Hold		J 030.101F	Ralph Mas	Masiello R	A66701146	BOOK-J	J-NONFIC	0/10/2023. 2/26/2022	CPCHILLI	D265127502	WINFING	1
💊 Display Title Holds		J DIC	The tale of	DiCamillo	A6670100	BOOK-J	J-FICTION	10/23/2022.	W1 WAS	D667411050	PORTER	
🏂 Display Item Holds		0 Die	The the of h	_ Dictainino, .		Doorto	o memori	10/20/202		2007411933	1 0111211,	
🦞 Modify Holds for Item												
Remove Item Hold												
Trap Holds												
Place Research Hold												
Conshelf Items												
Special ®												
In-Transit Items												~
Start					Trap Hold for Selected Copy	Mark Item Missing	Unfill Hole	d Print C	Close			
Figure 1 Type here to search		H 🗦	📰 🥶	o 😑	w				68°F Clo	udy \land 💊 📾 .	信 (中)) 1:59 PM 10/25/2023	<b>1</b> 21)