

Processing 'Found' LOSTTRANS Items Cheat Sheet

Created: 7 March 2018

If a LOSTTRANS item is found on your shelf, please process it following this quick cheat sheet.

LOSTTRANS item: A34100381137, The Hound of Death is found on the shelf. The item either:

- A) Showed up on your Monthly Long Transit Cleanup report but has NOT been LOSTTRANS processed yet (ie it's between the 1st through the 9th of the month)
- B) Showed up on your Monthly Long Tranist Cleanup report and HAS been LOSTTRANS processed (on or after the 10th of the month)
- C) Is checked out to your library's LOSTTRANS user

Note: You need to be logged into Workflows as the TECH user (or an individual Cataloging User login) to remove the Staff note on the item.

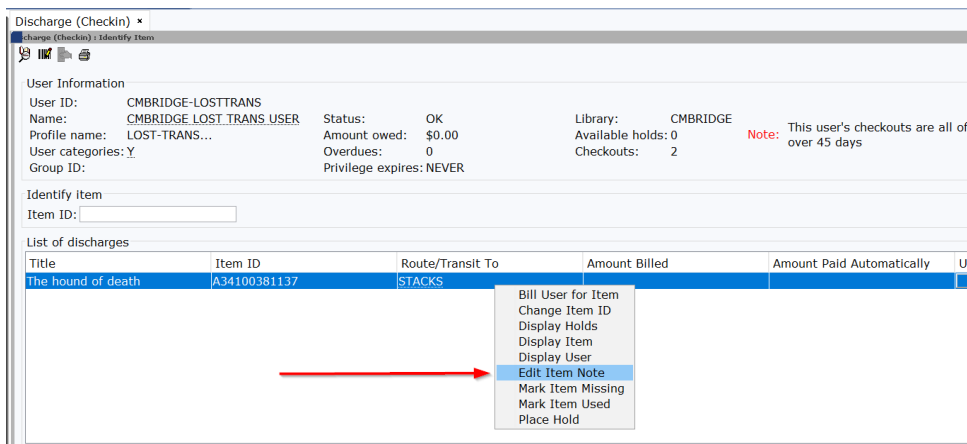
Step 1. Use the Discharge (Checkin) wizard to discharge the item.

- If the item has NOT been processed yet (A above), all you need to do is this step and follow the systems instructions to transit or reshelve the item. **No other action required.**
- If the item HAS been processed, it is now checked out to the LOSTTRANS user for the items home library and a Staff note has been added to the item with the transit info.
 - If case B above and the item does not belong to your library, please remove the staff note as shown below and transit the item.
 - If case C above and the item belongs to your library, please remove the staff note as shown below and reshelve the item.

Note: If the item has been processed and a staff note added, you will need to remove the Staff note. We add a Staff note to the item so that the transit date and transit from and transit to libraries are recorded on the item.

Step 2. After you have discharged the item, find the title in the List of discharges and right click it, then select "Edit Item Note". See example on the next page. This will open the Edit Item Note popup.

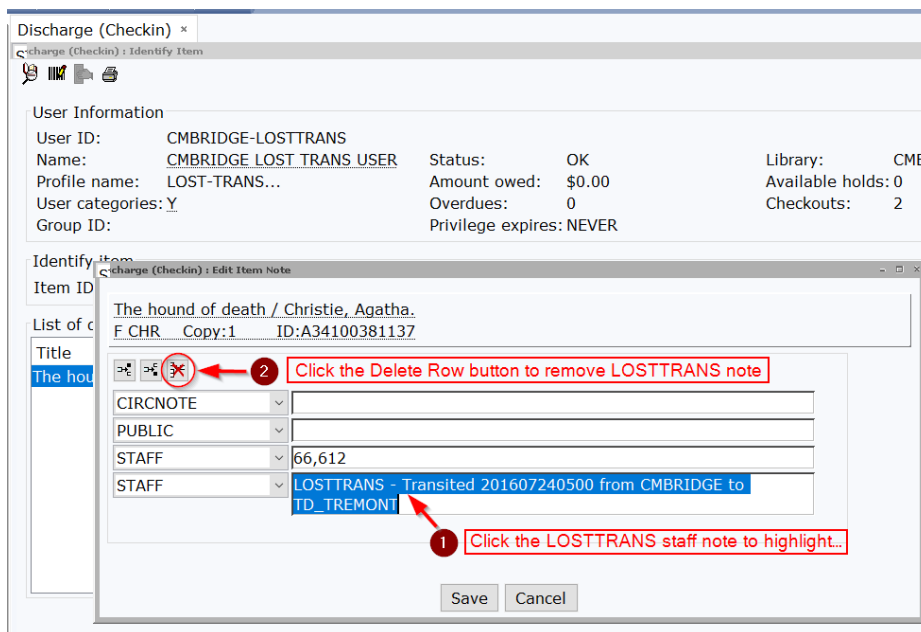
If you don't see the Edit Item Note option when you right click the item, you are most likely logged in as the CIRC user.



Step 3. To remove the note, click the LOSTTRANS Staff note to highlight it. The highlighted note is the one that will be acted on.

Click the Delete Row button to remove the Staff note from the item. The LOSTTRANS note should go away. If you mistakenly delete the wrong row of data, just click the Cancel button to exit the Edit Item Note without making changes and try removing it again.

After removing the LOSTTRANS Staff note, click Save to edit the item and remove the note.



Questions?? Contact the RSA help desk at rsahelp@railslibraries.info or RSA staff at 866-940-4083.