Sending and Receiving Items Cheat Sheet

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Items sent intransit to another RSA Library

This includes items from Onshelf Items wizard, the picklist received as an email, or intransits that occur when discharging an item

1. Daily, go to the Onshelf Items wizard or your RSA Gmail account to get your picklist.
2. Gather available items from the picklist to send to another library.
3. Go to WorkFlows.
4. Go to the Circulation Module.
5. Open the Holds group on the left of the screen.
6. Open the Trap Holds wizard.
7. Scan the item ID numbers for the items being sent
8. Attach a delivery label to the item and place the item in the delivery bin.

Items received at your library

This includes intransits received for your patrons or returning items owned by your library that were sent to fill holds at other libraries

1. Go to WorkFlows
2. Go to the Circulation Module.
3. Open the Common Tasks group on the left of the screen.
4. Open the Discharge wizard.
5. Scan the item ID for the items received via delivery.
6. Notify patrons with items on hold; or shelve your returning items.
7. When patrons arrive at library to get holds:
    a. Go to the CheckOut wizard
    b. Scan the patron's ID number
    c. Scan the item ID number attached to the item.

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