

Mark Item Used Wizard Guide

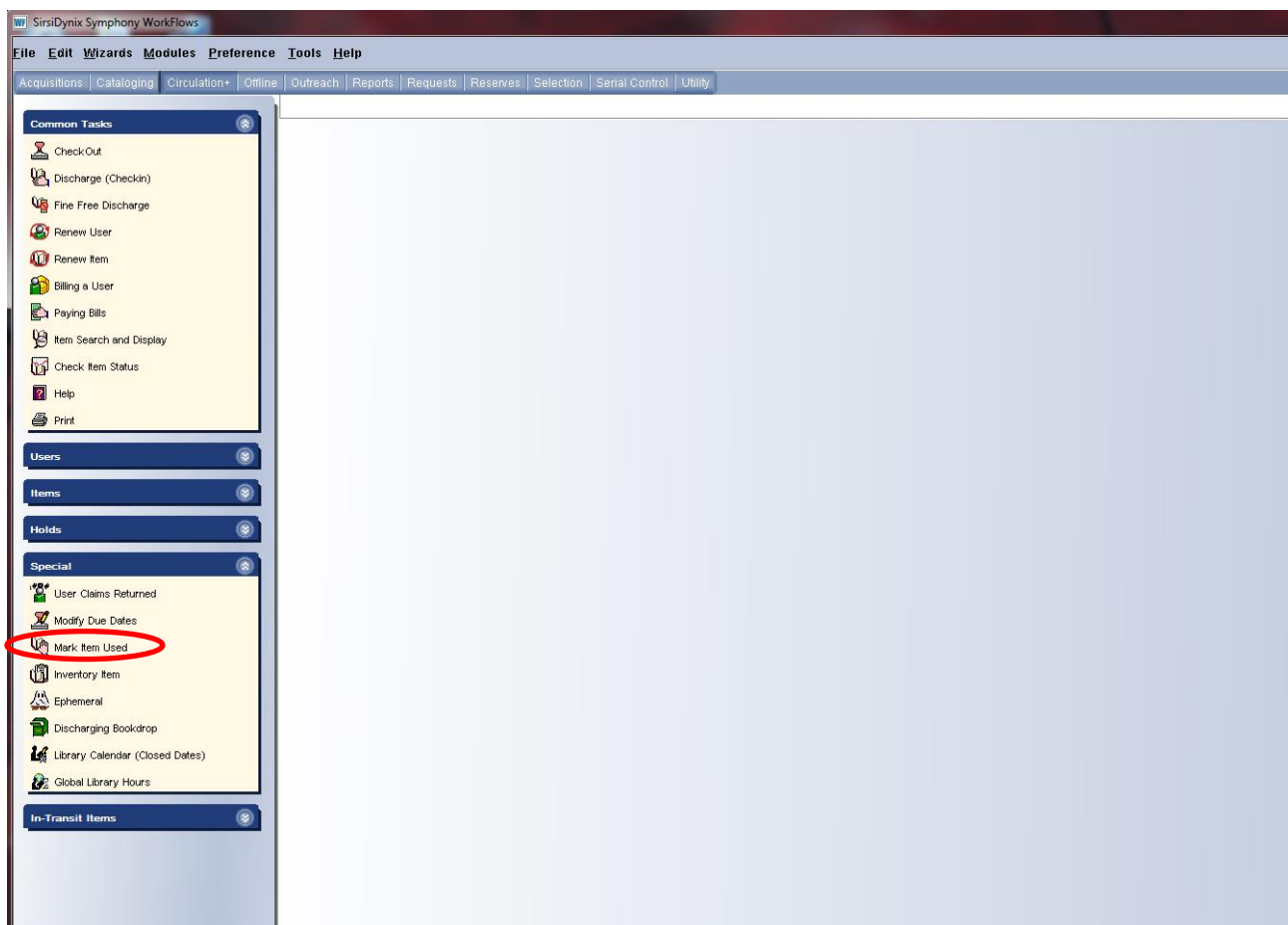
Last updated: March 25, 2015

The Marked Item Used wizard keeps a count of items used in the library but never checked out. The count is included as part of your library's monthly circulation statistics.

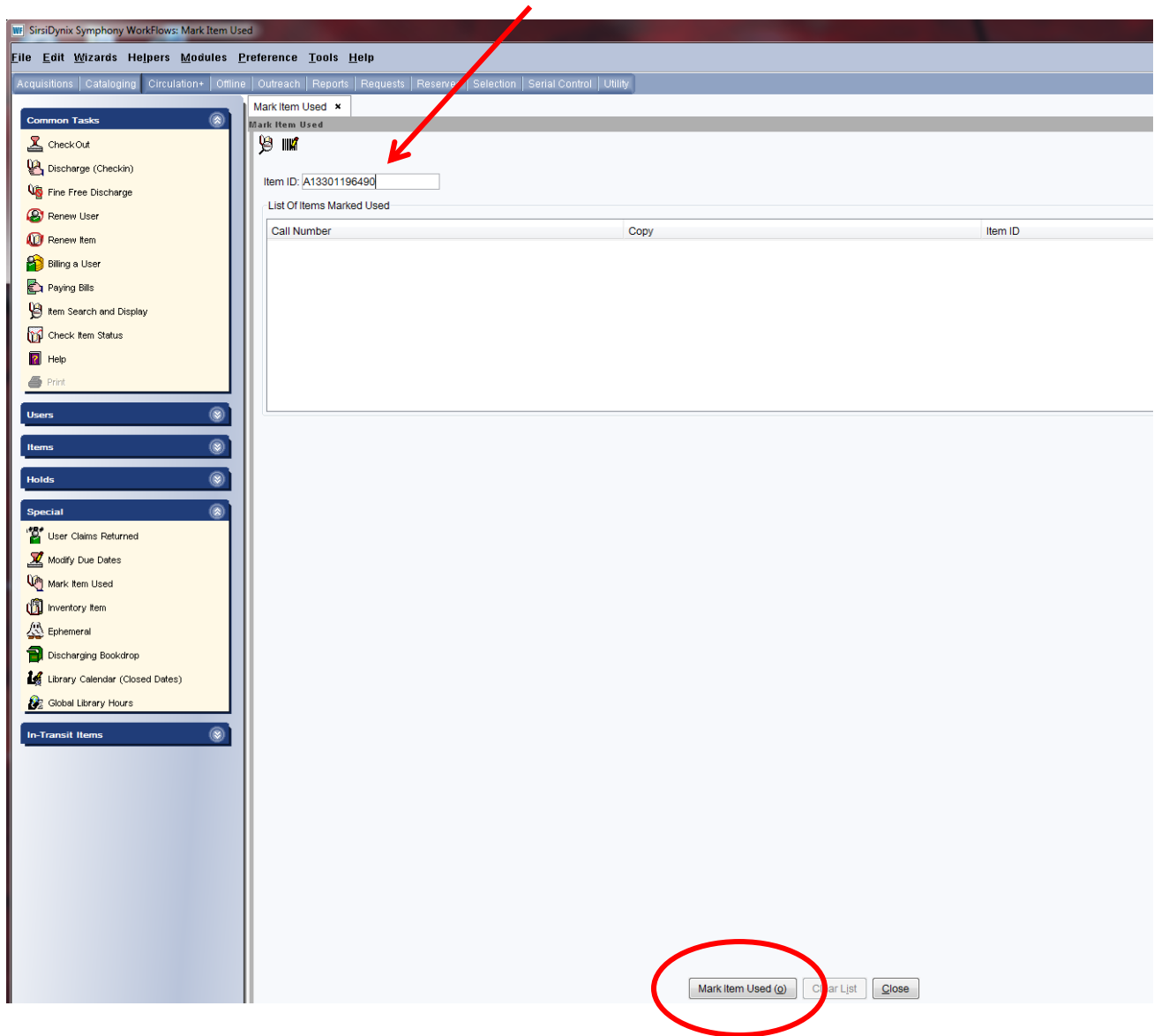
Some examples are:

- Books used by patrons in the library but never charged out
- Magazines used by patrons in the library but never charged out
- Reference items used in the library-by-library staff

The Marked Item Used wizard is located in the Special Group in the Circulation module of WorkFlows.

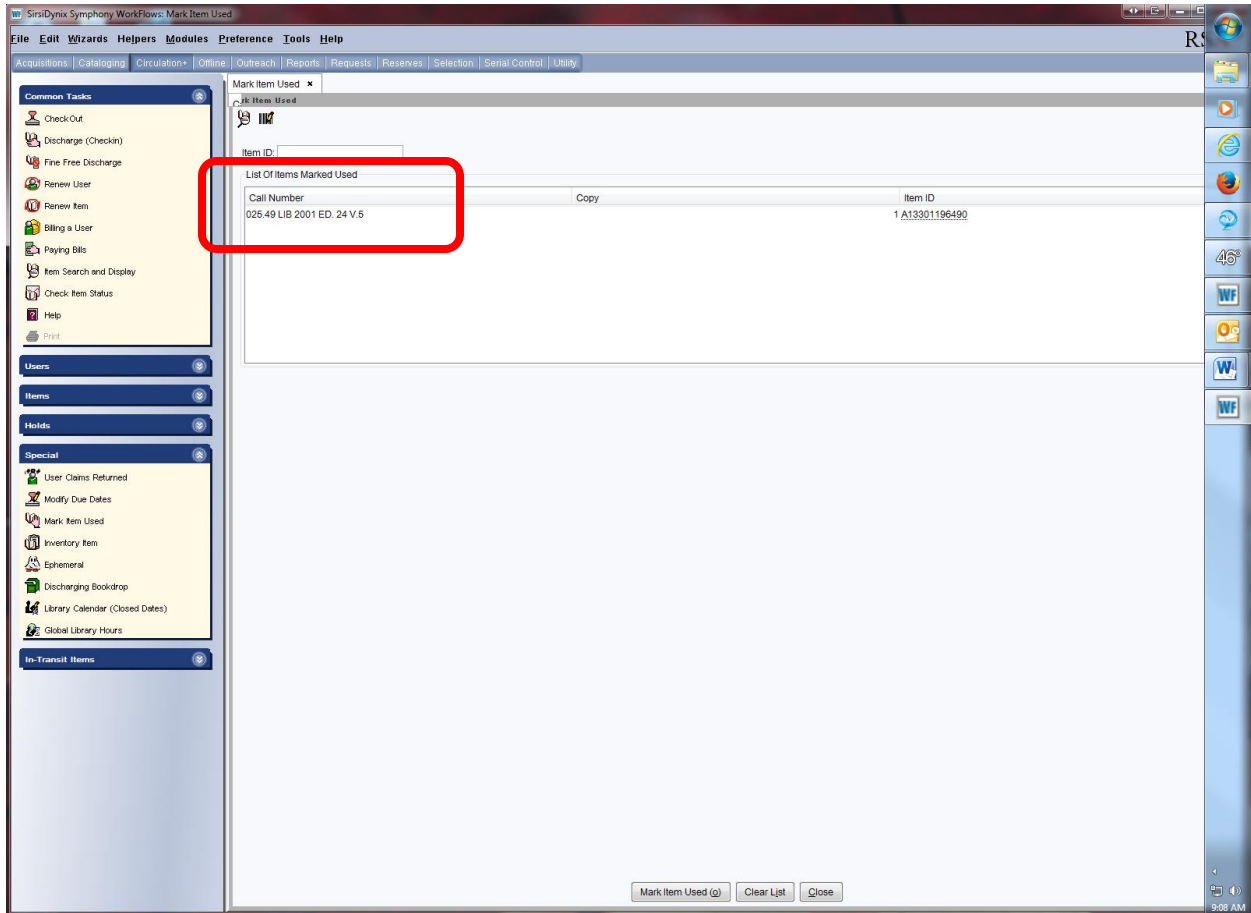


Open the wizard and scan or type in the item ID in the Item ID box.



Click the Mark Item User button on the bottom of the screen or hit the Enter key.

The call number and item ID will display in the List of Items marked Used display box.



The in-house counter is increased when an item is marked used.

Item Detail screen:

The screenshot displays the SirsiDynix Symphony Workflows Item Search and Display interface. The main window is titled "Item Search and Display" and shows a list of items on the left and a detailed view of a selected item on the right. A red arrow points to the "In-house uses" field in the item details, which has a value of 1.

Item List (Left Panel):

- 025.49 LIB 2001 ED. 24 V.1 - AG_ALS-PDC
- A13300009323 - 1 - BOOK - LOST-ASSUM - Cant Circ
- 025.49 LIB 2001 ED. 24 V.2 - AG_ALS-PDC
- A13300866746 - 1 - BOOK - LOST-ASSUM - Cant Circ
- 025.49 LIB 2001 ED. 24 V.3 - AG_ALS-PDC
- A13301196377 - 1 - BOOK - LOST-ASSUM - Cant Circ
- 025.49 LIB 2001 ED. 24 V.4 - AG_ALS-PDC
- A13301196432 - 1 - BOOK - DISCARD
- 025.49 LIB 2001 ED. 24 V.5 - AG_ALS-PDC
- A13301196490 - 1 - BOOK - PRO-SHELF
- PRF 025.49 LIB 2003 V 1 - JACKSONVIL
- PRF 025.49 LIB 2003 V 2 - JACKSONVIL
- PRF 025.49 LIB 2003 V 3 - JACKSONVIL
- PRF 025.49 LIB 2003 V 4 - JACKSONVIL
- PRF 025.49 LIB 2003 V 5 - JACKSONVIL
- R 025.49 LIB 1996 V 1 - JACKSONVIL
- R 025.49 LIB 1996 V 2 - JACKSONVIL
- R 025.49 LIB 1996 V 3 - JACKSONVIL
- R 025.49 LIB 1996 V 4 - JACKSONVIL
- REF 025.33 LIB 1990 - MP_MORTON

Item Details (Center Panel):

Date created: 10/29/2010
Date last charged: 6/10/2014
Date due: none
Last discharged: 6/10/2014,9:41
Date inventoried: Never
Times inventoried: 0
Previous user ID: D150098765
Last activity: 10/21/2014
In-house uses: 1

Item Information (Right Panel):

Call number information:
Call number: 025.49 LIB 2001 ED. 24/V.5
Class scheme: DEWEY
Call library: AG_ALS-PDC
Shadow call number: N

Item information:
Item ID: A13301196490
Copy number: 1
Type: BOOK
Item library: AG_ALS-PDC
Home location: PRO-SHELF
Current location: PRO-SHELF
Item cat1: PROFESSNL
Item cat2: ADULT
Item cat3: BOOK
Item cat4: UNDEFINED
Item cat5: UNDEFINED
Number of pieces: 1
Media desk:
Price: \$0.00
Total charges: 6
Circulate: Y
Permanent: Y
Shadow item: N

Extended information:

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	testing - 2 April 2012
STAFF	Item group editor: test

Item Search and Display screen:

The screenshot shows the Inxpress Item Search and Display interface. The top navigation bar includes menus for Home, Wizards, Helpers, Modules, Preference, Tools, and Help. Below this is a secondary navigation bar with links for Home, Cataloging, Circulation+, Offline, Outreach, Reports, Requests, Reserves, Selection, Serial Control, and Utility.

The main search area contains the following fields:

- Author: [] AND [] Title: [] AND []
- Series: [] AND [] Subject: [] AND []
- General: [] AND [] Periodical Title: []
- Library: ALL

The current search results are displayed in a table:

Title	Author	Call number
Library of Congress subject headings	Library of Congress.	025.49 LIB 2001 ED. 24 V.5

Below the table, the detailed information for the selected item is shown:

EXACT Item ID A13301196490, AG_ALS-PDC: 1 record

Description	Call Number/Item
Library of Congress subject headings - Library of Congress.	
025.49 LIB 2001 ED. 24 V.1 - AG_ALS-PDC	
A13300009323 - 1 - BOOK - LOST-ASSUM - Cant Circ	
025.49 LIB 2001 ED. 24 V.2 - AG_ALS-PDC	
A13300856746 - 1 - BOOK - LOST-ASSUM - Cant Circ	
025.49 LIB 2001 ED. 24 V.3 - AG_ALS-PDC	
A13301196377 - 1 - BOOK - LOST-ASSUM - Cant Circ	
025.49 LIB 2001 ED. 24 V.4 - AG_ALS-PDC	
A13301196432 - 1 - BOOK - DISCARD	
025.49 LIB 2001 ED. 24 V.5 - AG_ALS-PDC	
A13301196490 - 1 - BOOK - PRO-SHELF	
PRF 025.49 LIB 2003 V 1 - JACKSONVIL	
PRF 025.49 LIB 2003 V 2 - JACKSONVIL	
PRF 025.49 LIB 2003 V 3 - JACKSONVIL	
PRF 025.49 LIB 2003 V 4 - JACKSONVIL	
PRF 025.49 LIB 2003 V 5 - JACKSONVIL	
R 025.49 LIB 1996 V 1 - JACKSONVIL	
R 025.49 LIB 1996 V 2 - JACKSONVIL	
R 025.49 LIB 1996 V 3 - JACKSONVIL	
R 025.49 LIB 1996 V 4 - JACKSONVIL	
REF 025.33 LIB 1990 - MP_MORTON	

The detailed item information includes:

- Price: \$0.00
- Home location: PRO-SHELF
- Item category 1: PROFESSNL
- Item category 3: BOOK
- Item category 5: UNDEFINED
- Date created: 10/29/2010
- Date last charged: 6/10/2014 9:41
- Last discharged: 6/10/2014 9:41
- Date inventoried: Never
- Times inventoried: 0
- Item type: BOOK
- Current location: PRO-SHELF
- Item category 2: ADULT
- Item category 4: UNDEFINED
- Previous user ID: none
- User ID: D150098765
- Last activity: 10/21/2014
- Total Checkouts: 0
- In-house uses: 1 (circled in red)
- Ongoing checkouts: 4
- Ongoing renewals: 2
- Checkouts to date: 0
- Renewals to date: 0
- Date last cleared: 10/1/2014

Extended Information:

Tag	Contents
STAFF	testing - 2 April 2012
STAFF	Item group editor test!
STAFF	Dynamic indexing test! :-)

Questions??

Contact the RSA help desk at help@rsanfp.org or call RSA staff at 866-940-4083