PreInv 2) List Transits Report

1. **Run** the **PreInv 2) List Transits** to identify items that are currently identified as being in transit between libraries. Item in transit can be particularly problematic during the inventory process, especially if one of the items is inadvertently omitted from the inventory process and gets identified as a missing item. In most cases, the items included on the report have already arrived at the appropriate destination and simply need to be processed via the *Receive Items in Transit* wizard.

2. On the Selection Criteria tab, **specify** the destination library if you have a particularly large school district. If you have a relatively small school district, it is recommended that you let all of the selections blank to get a report of all items in your district.

3. **Select** the sorting order that you feel would best suit your needs.

Sample List Transits Report:

```
                      Transit List

            Produced Tuesday, January 30, 2007 at 2:31 PM

  TO          FROM          DATE              REASON
E ROS  copy:1  32617010055518
  Alice, the cat who was hounded / Text and photographs by Jules Rosenthal.
  Rosenthal, Jules.
  KAEL       KAHS       9/29/2006,15:55   LIBRARY
796.33 MAY  copy:1  32617010014374
  The Green Bay Packers.
  May, Julian.
  KAEL       KAHS       9/20/2006,16:12   LIBRARY
F LEW  copy:1  32617011010520
  The horse and his boy / C.S. Lewis ; illustrated by Pauline Baynes.
  Lewis, C. S. (Clive Staples), 1898-1963.
  KAEL       KAHS       9/20/2006,16:12   LIBRARY
```

NOTE: *To rectify these items, removing them from the "intransit" status, use the PENDING TRANSITS wizard. Items in the "intransit" status will NOT be inventoried.*

Special Circulation group / Pending Transits wizard displays a list of items that are currently in transit to your library or a selected library. You have the option of receiving them. This wizard is useful for getting lists of transit items or receiving them without the item in hand.

1. *Click* on Special Circulation Functions Wizard group.
2. *Click* on Pending Transits Wizard.

    Pending Transits screen displays. (Only if there are items in transit for your building. You may click OK and select a different library.)

3. *Select* the item to receive.

4. Click the Receive Item button.

5. The list of items received will be displayed at the bottom of the screen

6. *Click* OK.