

## Clean up of What's In transit wizard

Open the What's In transit wizard

Click on the barcode, a window opens, What's In transit: Glossary, with additional information

Review information

1. Check shelves for item
2. Email borrowing library, to check their shelves for item, give full details
  - a. Barcode
  - b. Title
  - c. Call number
  - d. Author
  - e. Publication date
  - f. Date item was checked out
  - g. Date item due
  - h. Any additional information to help locate item
3. Items not located set home location to Discard
4. Items with barcodes XXDELETE17 (XX 2 letter school code) set home location to Discard

NOTE: Any data that is underlined can be selected and a window will open with additional information

The screenshot shows the Unicorn WorkFlows application interface. The main window is titled 'What's In Transit' and displays a table of items in transit. A pop-up window titled 'What's In Transit: Glossary' is open, showing detailed information for a specific item.

Items routed to: ABBOTT\_LP  
Total items in transit: 18  
Number received: 0

Call Number	Title	Item ID	Date Sent	From	Reason
791.45 M	Make your own TV s...	31100000182015	2/10/2005, 15:22	INLET_VIEW	For shelving
796.44 J	The young gymnast...	31100000178385	1/20/2006, 13:10	ALPENGLOW	For shelving
CLE	Muggie Maggie / Bev...	31330000178347	6/6/2006, 14:43	RABBIT_CRK	For temporary sh...
ATW	Mr. Popper's penqu...	31100000170762	2/23/2007, 13:33	LAKE HOOD	For shelving

**What's In Transit: Glossary**

Title: Make your own TV show!  
Author: Mumford, Thad.  
FUN Call number: 791.45 M  
FUN Copy: 1  
LAW Item ID: 31100000182015 (circulation summary)  
E M Price: \$0.00 Type: NONFICTION  
333.7 M Home location: STACKS... Current location: INTRANSIT  
E R Item cat1: Media desk:  
E D Date created: 12/17/1999 Previous user ID: ~~312000015332~~  
Date last charged: 1/20/2004 Last activity: 2/10/2005  
Last discharged: 2/10/2005, 15:22 Total checkouts: 1  
Date inventoried: NEVER In-house uses: 0  
Times inventoried: 0

Buttons: Receive Item (o), Clear Received Item List, Close