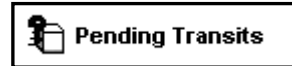


## Pending Transits

The 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.

Screen displays the library, total items in transit, and number of items received.

3. **Select** the Item to receive.
4. **Click** the Receive Item button.
5. Click OK

Items routed to: DLHS  
Total items in transit: 24  
Number received: 2

List of items in transit

Call Number	Title	Item ID	Date Sent	From	Reason
FIC COR	Beyond the chocolat...	32612100026768	3/29/2007,10:15		DLFN For shelving
FIC GOO	Kicked out / Beth Go...	32612100072010	3/29/2007,10:17		DLFN For shelving
FIC DRA	Tears of a tiger / Sha...	32612100074545	5/2/2007,16:05		DLFN For shelving
362.7 HAY	The tiger's child / Tor...	32612100061716	9/19/2007,13:56		DLFN For shelving
338.4 ALM	Candyfreak : a journe...	32612100072192	9/26/2007,11:46		DLFN For shelving
158.1 CAN	Chicken soup for the...	32612100094220	9/26/2007,10:35		DLFN For shelving
305.235 BLA	Please stop laughing...	32612100099047	9/26/2007,10:33		DLFN For shelving
070.1 GAR	We interrupt this bro...	32612100090582	9/26/2007,11:52		DLFN For shelving
170 ROG	The world according ...	32612100070980	9/26/2007,10:38		DLFN For shelving
306.85 SPA	Annie's Baby : The Di...	32612100075344	9/27/2007,11:20		DLFN For shelving
362.3082 SIM	Riding the bus with ...	32612100066970	9/27/2007,11:20		DLFN For shelving
FIC STI	Cat	32612100064215	10/8/2007,16:00		DLFN For shelving
796.33 BUT	Across many fields : ...	32612100093420	10/10/2007,9:44		DLFN For shelving
FIC BRA	The cat who sniffed ...	32612100067903	10/10/2007,9:39		DLFN For shelving
92 MOR	My dog Skip / Willie ...	32612100066061	10/10/2007,9:44		DLFN For shelving

List of items received

Title	Item ID	Route/transit To	Transit Rsn
A child called "it" : an abused chil...	32612100094451	DLHS	Transit
The cat ate my gymsuit : a novel	32612100027204	DLHS	Transit

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

6. A List of items received will display at the bottom of the screen.



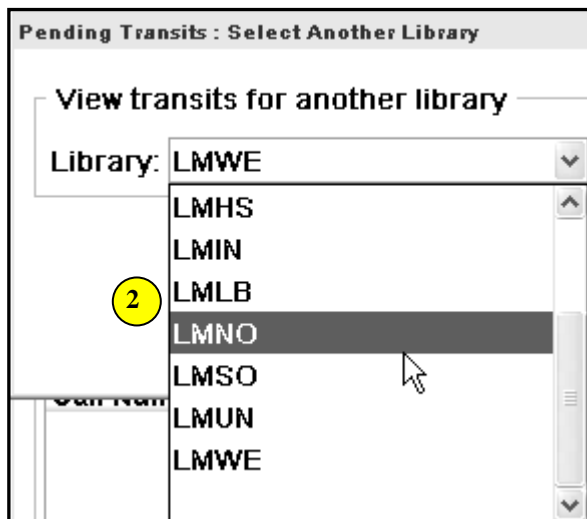
**TIP:** You can resize the columns to see more of the title or the history of the item by clicking on the line between the columns and dragging in the appropriate direction.

**Viewing items in transit to another library:**

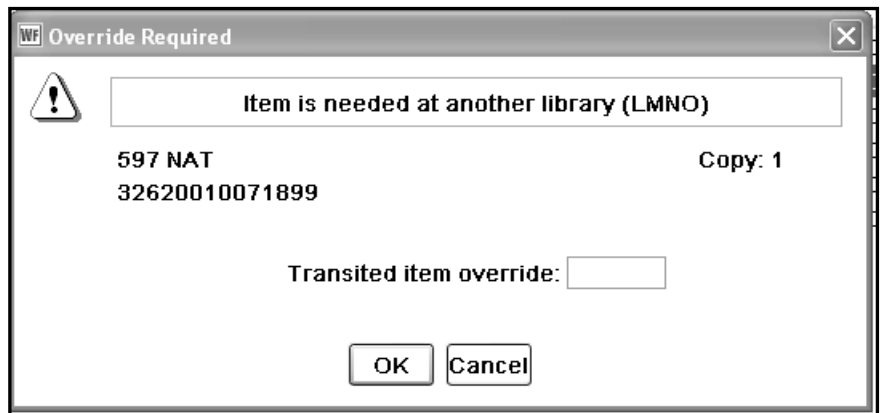
1. If no items are in transit to your library, a message will display. **Click** OK.



2. You will be given the option to view transits for another library. **Select** a library from the drop down menu.



3. If you choose to receive an item from another library, you will need to **enter** a password.



**TIP:** *The Select Another Library wizard will also allow you to select another library.*



**Note:** For more detailed information or specific questions, use **HELP** wizard.