

## Too Long in Transit

CARL will set items that have been in transit for 14 days to a Lost status. However, it will not change those items with a Hold in Transit status to Lost. If libraries would like to view items in transit before they go to Lost, they can use report 11001 - In Transit Too Long in CARL-X Staff.

1. Go to Reports > Circulation > 11001 - In Transit Too Long
2. Select your library from the Parameter Set (do not select DEFAULT)
3. Click the View/Edit Parameters button
  1. Edit or verify the number of days in "Reports In Transits Older than X Days" (we recommend 10 days)
  2. Set Controlling Branch to either "In Transit from Branch(es)" OR "In Transit to Branch(es)" OR "Both"
  3. Save
4. Run
5. When finished running, highlight your report under Transfer from Server and click Transfer
6. Highlight the report under Available Copies and click "View" (or double-click the report)
7. Repeat if you'd like to see the report for the opposite ("to" or "from") in step 3.
8. Look at your list of items by "Date Placed." This is when the item was placed into transit.
9. Any items that have been in transit for more than 10 days and have a hold (see columns J and K) need to be cancelled and replaced. \*CARL will NOT update Holds in Transit to available copies.