

Transit List: LLL

3/17/16 lk

Directions to get to the transit list:

Log into evergreen with your staff log in:

Go over to the top right corner you will see the word **Admin**

Click on this word: you will have a drop down menu, select **Local Admin**

When you click on the Local Admin word you will get a drop down menu, select **Transit List** (second from the bottom of the list)

This will open the page that looks like this: (without the arrows😊)

#	Barcode	Title	Transit Destination	Transit Send Time
50	IALBO021368355	Martha walks the dog	DOWNTOWN	3/16/16 5:20 PM
51	IALBO023148210	If I ran the circus	DOWNTOWN	3/16/16 5:20 PM
52	IALBO023987300	The Bourne legacy	DOWNTOWN	3/16/16 5:01 PM
53	IALBO023004228	City of Glass	DOWNTOWN	3/16/16 4:57 PM

The Transit filter is VERY important!!!

Transit library:

You have two options: Transit to: Transit from

Then you will have the library: choose your library from the list

Go to the TRANSIT DATE FALLS BETWEEN:

Use the dropdown menu in the first box to select the date you need: at APL we always use THE BEGINNING. We leave the other box in today

Then hit the **retrieve transits** button.

This will bring up the list of items that are intransit to or from your library. Depending on what option you have chosen.

If you click on the "transit send date" column this will put the items in date order.

Keep an eye on this list, we don't want things to sit "in transit" for ages.