Prospector Report

Paged Too Long- This report shows the items that have been requested from your library through Prospector, but that have not been filled by your library for whatever reason.

1.) Go to the INN-Reach tab on the left side of the Millennium interface.
2.) Once you are in the INN-Reach menu, select “Reports” on the left-hand side.
3.) Select “Paged too long” as your report type.
4.) The minimum days you select are the number of days that the page has had no activity. Selecting a different number of days will elicit different results. The fewer number of days you select, the wider the results. Don’t do less than 2 days, otherwise, it will show results from today. We recommend selecting 2-3 days.
5.) Sort by “Item Location.” This will group your library’s items.
6.) Select the Prepare tab on the top of the page.
7.) Click on “Item Location” to group your library’s items.
8.) You will need to scroll through the item location column to find your library. This will list the items belonging to your library that have been requested but not filled.
   • Tip: If there are a lot of items, you will not be able to highlight multiple items on the report and print to your printer- BUT you can highlight those items and cut & paste into a word document. You can then treat it like any other paging slip and retrieve the items from your shelf. If there are only a few items, you can jot them down and retrieve the items from your shelf.
9.) Retrieve items from the report that belong to your library. **Be aware that you will no longer have access to a Prospector paging slip to route the item to the right location, until you complete the following steps:**
10.) Go to Millennium Check in (Not Inn-Reach) and scan the item barcode. A message will popup saying where the item is being requested from. First select “Yes” to check-in, then “Fulfill hold”, and finally “Print pick-up slip now for remote site patron”. This will print a slip from the receipt printer. This will give you the courier code for the pickup location and the patrons name requesting the item. This step also “re-activates” the paging slip so that you can print it.
11.) After you have re-activated the paging slip go to the “Notices” tab in Millennium and run the Inn-Reach paging slip. The item should now have a slip to print.
12.) After you print the regular Prospector paging slip, go to the Inn-Reach menu and then the check out tab and scan the item as usual. This will give the item a virtual record, and set the item in transit.

If you can’t send the item to another location for any reason (missing, new, etc.) then you **must** cancel the Prospector request. Otherwise, it will be stuck at your branch waiting for you to fill. Unlike Marmot, Prospector requests DO NOT move to the next library if not filled.
   • Tip: From this report you can select and highlight one item, and then right-click on it to view details. This will let you see the item’s barcode, which you will need to cancel an item that you cannot send.
Millennium will record these changes in real time.

How to cancel a Prospector Hold (if you are the lending library):

1.) In Millennium, select “search holds.”
2.) Type the barcode for the item you wish to cancel.
3.) Select the “item level holds” tab.
4.) Highlight the item.
5.) Select “cancel holds.”
6.) Select the reason for cancelling the hold.
7.) Viola!
Returned Too Long- This report shows items that our patrons have borrowed through prospector & have returned to us to be sent back to the loaning library. The number of days you select show how many days have elapsed where nothing has been done with the item record.

- Recommended to run this report with minimum days at 8 and sorted by patron home library. If you do not deal with this, this item will remain on your patron’s record.
- Right now we don’t have a procedure to deal with this, but it could be a follow up call to the branch the item belongs to?
- For more detail, you can highlight an item and right-click and select “view detail.” The detail will include our patron’s name. You can look up the patron record and select the Inn-Reach tab in the patron record - as long as the status reads “Prospector Returned” our patron should be ok.