Paging and Holds

How do I locate items without a barcode and missing paperwork?

A way to locate the item and the patron who requested it is to run a Prospector "Requested Too Long" report. Set the report to sort by item location and 1 day as the parameter for requested too long. The report will give you every item requested by your patrons. The report will be sorted by owning library, just scroll down to the the library the item is from and locate the patron's p number. You can then look the patron up and insert the bar code into their record. Additionally, you can highlight any items in the report and copy them using Control "V" and then paste these directly into Excel. The data may then be sorted by Title, etc.

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