Transit List: LLL

3/17/16 lk

Directions to get to the transit list:

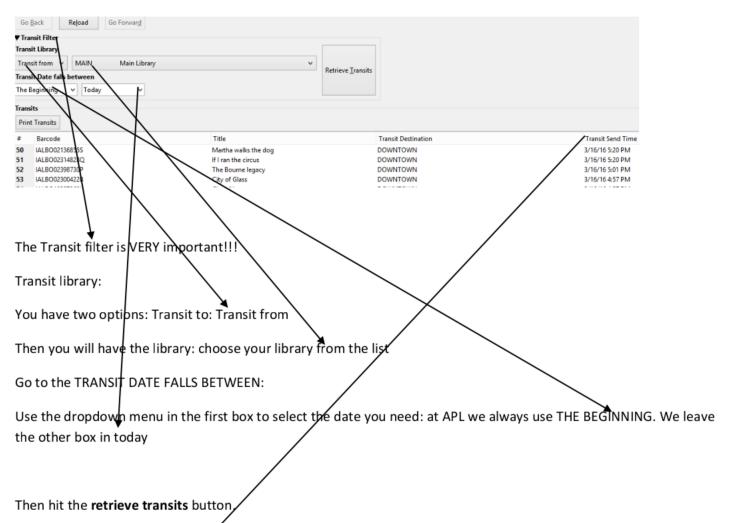
Log into evergreen with your staff log in:

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⁽²⁾)



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.