

Reports Manual

These are the update pages for the general *Dynix Reports Manual*. The update pages are temporary and will be integrated into the manual in a later release.

Use these instructions to insert the update pages in the manual:

Circulation Reports

Insert pages 1 through 2 behind the Circulation Reports tab.

© 2002 *epitech, inc.*

All rights reserved. Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement. No part of this guide may be reproduced or transmitted in any form or by any means, electronic or mechanical, without the express written permission of *epitech, inc.*

epitech grants the right of copying the enclosed material solely for the internal business use of the end user if (1) this document has been obtained by purchase or by license agreement in conjunction with *epitech* software, and (2) this copyright statement is included with each copy. All other copying or distribution is strictly prohibited.

This document is compatible with Dynix Release 190. It may also be compatible with later releases.

July 30, 2002 6:55 pm

Part #: 317189-117189

Circulation Reports

This update section explains the new Trace command on RHA (Report of Holds Alerts). Insert this page behind the Circulation Reports tab.

Changing a Batch of Item Statuses to “Trace”

The T (Trace) command is now available at the Items Need Status Review screen. This screen displays in RHA after alerts for holds that you cannot fill locally have been passed to other branches. The Trace command lets you simultaneously change the status of all items remaining on the list to “Trace” rather than requiring you to individually set each item’s status using USI (Update Status of Items).

Your system administrator can set up a password for this function in UPW (Update Passwords) and UFP (Update Functional Passwords). This function is protected by the same password that protects the “Search - Change Item Status to Trace” function.



