Can we change an item's status from On Order to Available by checking it in?

Applies to

- Wise staff client

Answer

Yes, but you will need to make sure that you are signed in to the placement (holding) branch. If you do not have the option for that branch when signing in, edit your staff account in Wise configuration to have the same role as one of your current branches, but for the branch in question.

1. Go to Wise configuration > systemWise > Access codes and authorizations.
2. At the bottom, search for your name (or the name of the user you want to edit) and click on one of the results.
3. Above the search bar, click on “Extra role”.
4. Above that, edit the code in the Branch field, changing it to the branch you want to access.
5. Click OK.

Additional information

Access codes and authorizations