Items

Last updated: Tue, 21 Dec 2021 21:17:12 GMT

Items are added and managed via the Items menu.

- **Request items**
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The Request items function is used to create interlibrary loan (ILL) requests for library customers. Only library staff with proper permissions can use this menu. For more information, see Roles.
  
  - New request
  - Conditional request
  - Edit closed request information

- **Temporary items**
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  Functions in Temporary items menu allow you to manage ILL requests once they are received.
  
  - Process ILL request
  - ILL item
  - External item(s)
Search for items and view details

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The details of an item can be viewed via the Search option.

- Search for an item
- Item details screen
- Item details screen menu options
- Item details screen overviews
- Item status

• Create item list

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Create item list allows you to create a list of items in a specific order.

- Create an item list

• Link items

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Items are added to the Wise catalog using a linking process. Within this section, you will find information about how to link items to titles in the Wise client.

- Link screen details
- Link with an invoice
- Link without an invoice
- EDI link
- Link via ASN
- Bulk link

• Discard and relocate items

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Learn how to discard or relocate items in the Wise staff client.

- Discard items
- Relocate items

• Labels

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Labels can be generated for items from the Items > Labels menu. Every night, Wise automatically deletes label data over 30 days old.

- Generate location, label per item
- Generate item or customer labels
- Print item or customer labels

- Changing collections

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Changing collections for branches, schools and even other library systems can be compiled, managed, scheduled for delivery and loaned in Wise.

- Collection definitions
- Collection details screens
- Create and manage changing collections
- Project and title collections
- Route collections
- Search for a collection
- Set up collections access for your library

- Relationships

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The Relationships menu can be used to connect two items that are part of a route collection and can travel the same route as often as possible. If configured, Wise will establish relationships between volumes for umbrella offerings in large-print books.

- Establish item relationships

- Batch changes

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Learn how to make batch changes to items in the Wise staff client.

- Change items in batch

- Item statistics

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Use Item statistics to generate reports about the statistics of your items in the Wise staff client.

- Discard statistics
- Checkout statistics
- Loan statistics
- Holding statistics
- Interlending
- In-house use statistics
• **BCB/RCB report**
  
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  BCB/RCB analysis provides insight in the performance of your library’s collection.
  
  ◦ Items action list
  ◦ BCB shelf progress report
  ◦ BCB Suggested titles to acquire
  ◦ BCB Golden Oldies
  ◦ RCB Analysis
  ◦ RCB Progress report
  ◦ RCB Profiles

• **Item overviews**
  
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  Item overviews provide information about the inventory and maintenance of your collection.
  
  ◦ Discard overview
  ◦ Items to evaluate
  ◦ Missing items
  ◦ Route items
  ◦ Transportation overview
  ◦ Label work list
  ◦ Relocation count
  ◦ Sorted items
  ◦ Shelf inventory
  ◦ Changing collections
  ◦ Collections statistics
  ◦ Items action list
  ◦ Relocated collection items

• **Item workflows**
  
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  Find descriptions of workflows relating to items within the Wise staff client.
  
  ◦ Float your collection
  ◦ Link an item to a different title record
  ◦ Mark an item as missing
  ◦ Print item labels
Process and provide an ILL request