

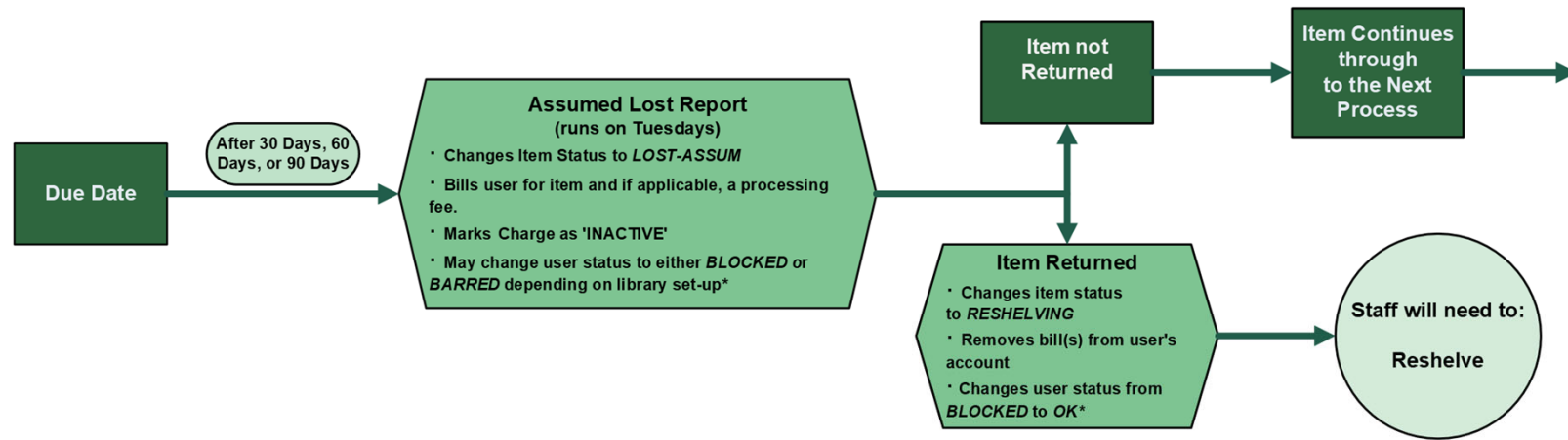


Quarterly Webinar:
The Item Life Cycle in the MSC
April 28, 2026

Automated Lost Process

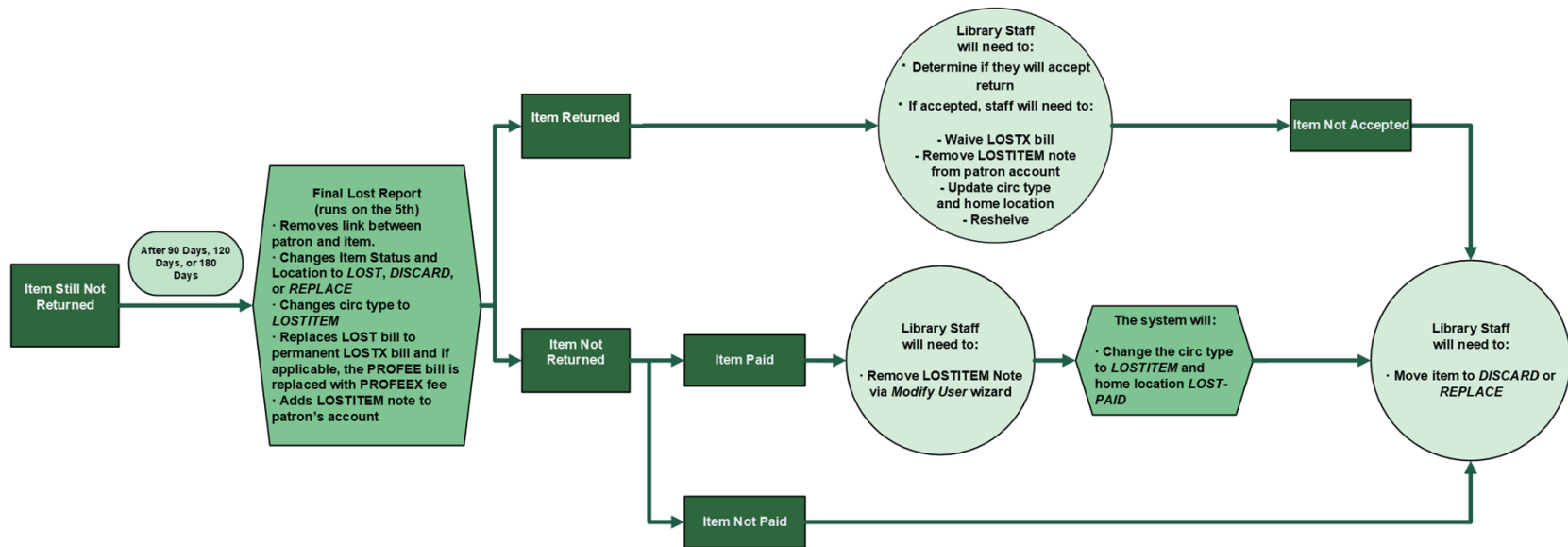


Assumed Lost Report (LOST-ASSUM)



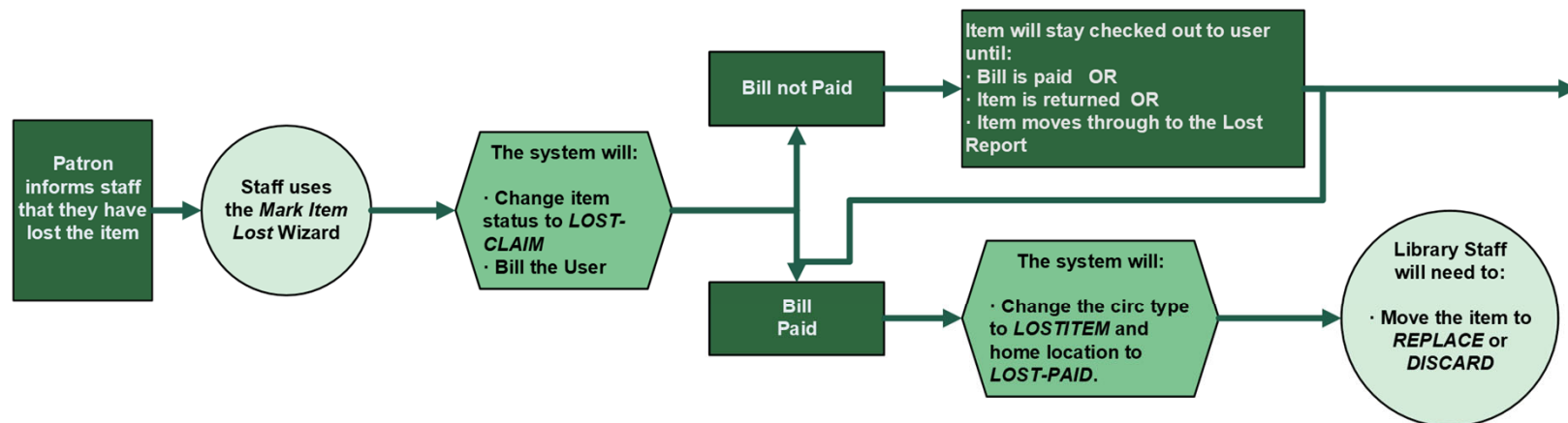
***Note:** The system will not automatically update the user's status if it was changed to 'Barred' by the Assumed Lost report. Staff will need to go into the *Modify User* wizard and update the status to 'OK'. This is an optional setting. If you'd like to turn on/off this feature, please open a help desk ticket.

Lost Report (LOST)



Note: The system will not immediately update the items as LOST-PAID and LOSTITEM. The system will update overnight.

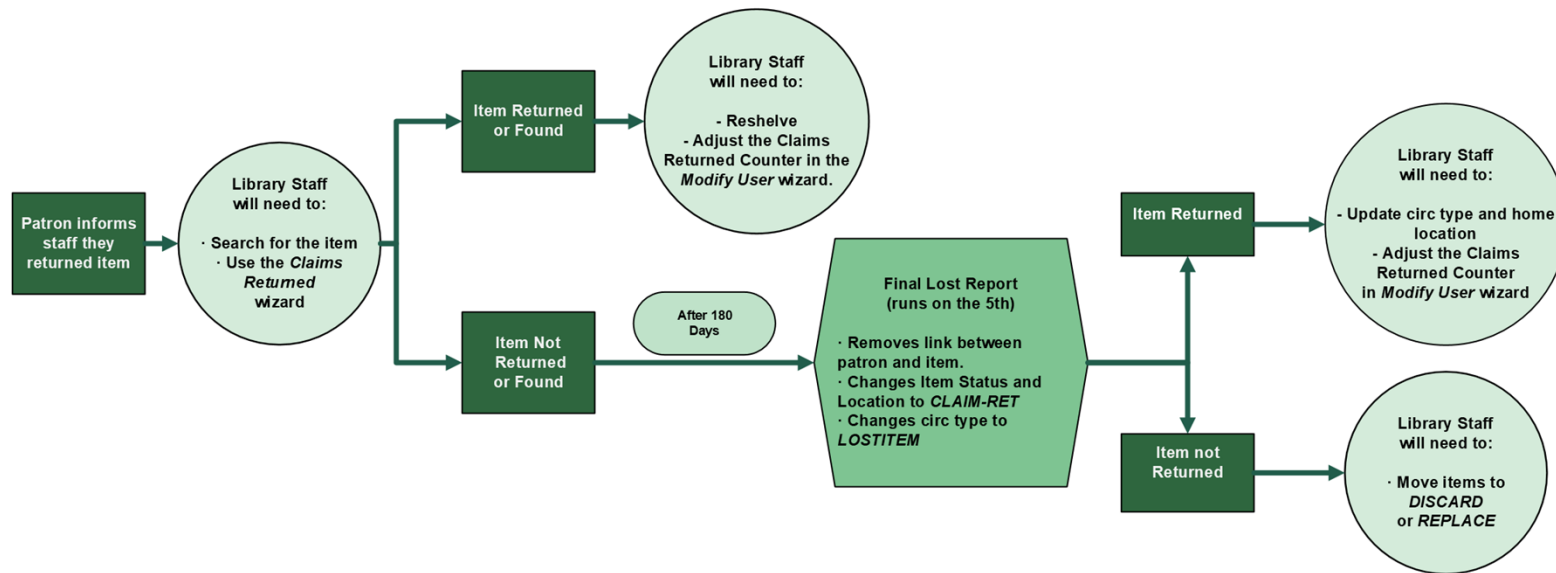
Manual Lost Process (LOST-CLAIM)



Note: The system will not immediately update the items as *LOST-PAID* and *LOSTITEM*. The system will update overnight.

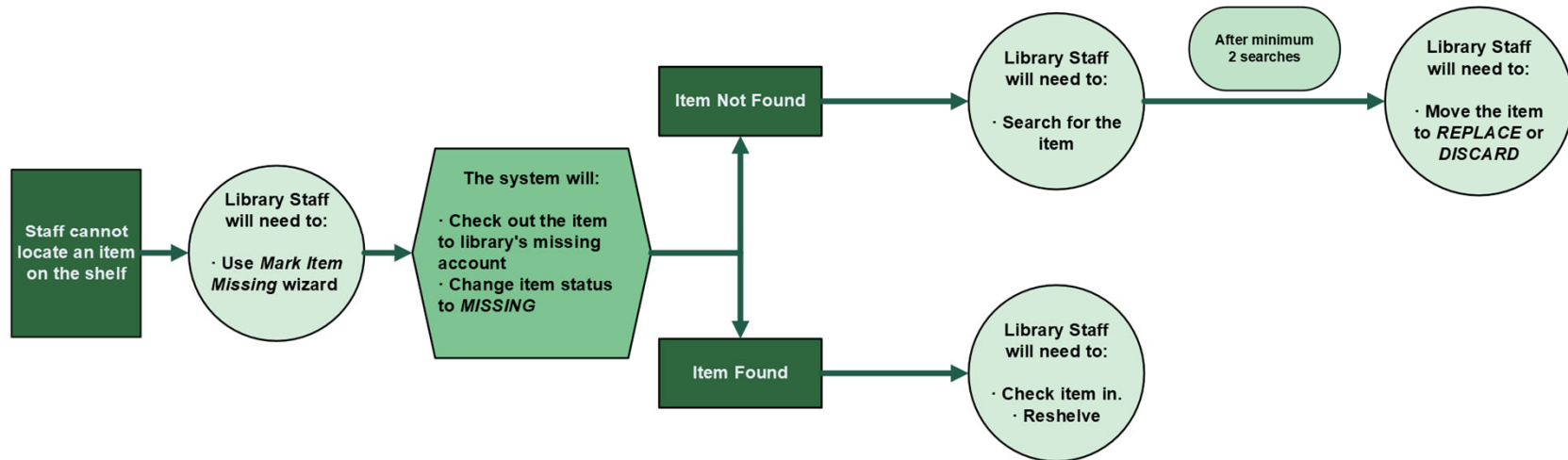
Claims Returned Items

(CLAIM-RET) *Optional

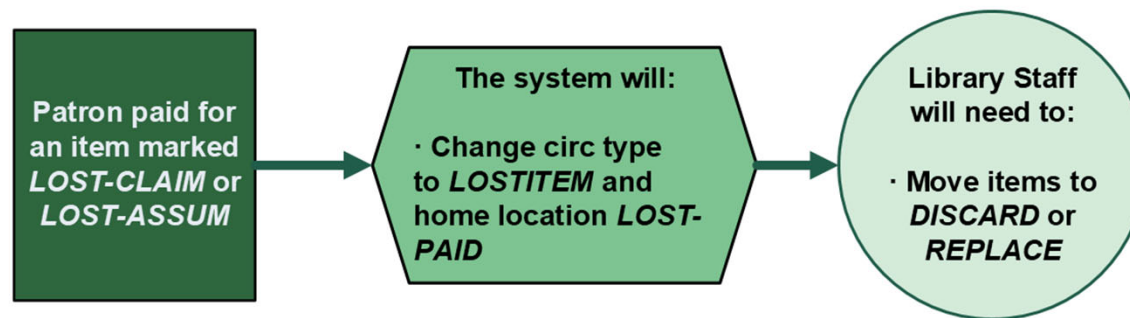


Note: If you want your patrons to be billed for items that are marked Claims Returned, then please open a help desk ticket. If you choose for items to be billed, then the process would follow the Lost Report.

Missing Items (MISSING)

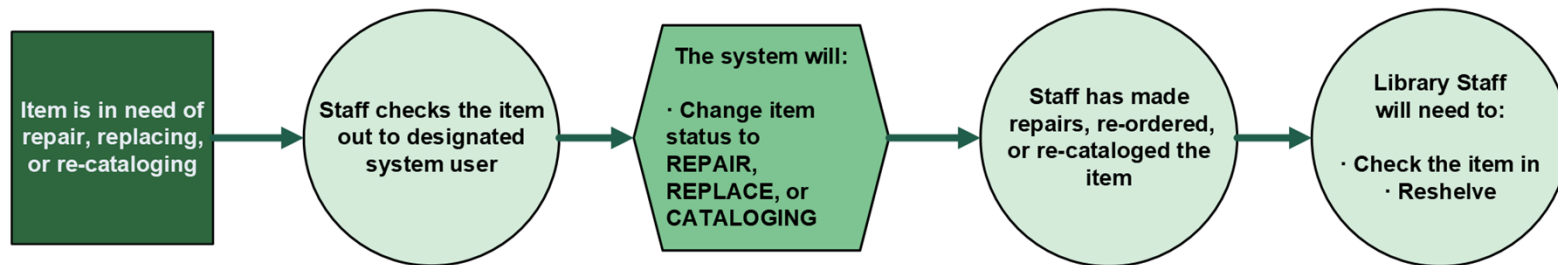


Lost Paid Items (*LOST-PAID*)

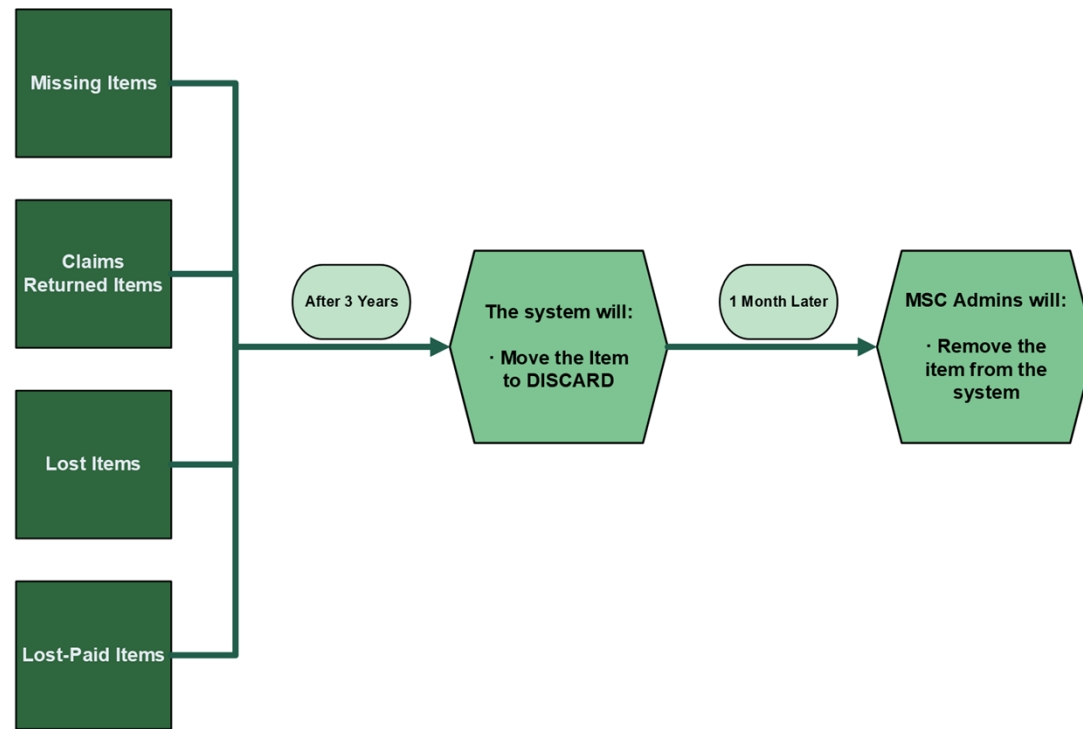


Note: The system will not immediately update the items as *LOST-PAID* and *LOSTITEM*. The system will update overnight.

Repair, Replace, and Cataloging Items



Monthly Reports



New Process Starting May 2026

