Check Item Status

1. Click the **Check Item Status** wizard.

![Check Item Status wizard](image)

2. Scan the **Item ID**. The Current Status of Item window displays with information about the item, proposed action, and status.

![Current Status of Item window](image)

3. After you have viewed the status of the item, select one of the following options:

- **Put Item In Transit** – if this option is available.
- **Check Another Item** – to continue checking the status of other items.
- **Close** – to exit the wizard.

**Note:** When you click Check Another Item, the insertion point (cursor) returns to the Item ID box. The item you just checked displays in the List of Items Checked.
The Title, Item ID, and Route/Transit To information display for each item.

**Note:** When you check the status of an item that is in-transit from one library to another, you can only see the transit status of an item in the first dialog box after you scan the item barcode and click Check Status.