Receive Transit Wizard (a.k.a Receive Items in Transit)

1. Click the **Receive Transit** wizard.
2. In the **Item ID** box, scan the item ID. An “override required” dialog box displays.
3. Type in the override and hit **Enter** on your keyboard or click **OK**.

**Note:** You will be working within the dialog box. Ignore the buttons - Receive and Close at the bottom of the original screen.

4. Once you receive the item in-transit, you will have three options: **Put Item in Transit**, **Receive Another Item**, or **Close**.
5. If you selected Put Item in Transit or Receive Another Item,
   
   o A dialog box will prompt you to click OK.
   
   o After you click OK, the dialog box disappears and you will return to the original screen. Notice under List of Items Received, the Title, Item ID, Route/Transit To, and Transit Reason information displays. In either situation, the Transit Reason on the right column always displays as Transit. The only way to find out the true transit status of an item you received is to click on the barcode number under the Item Barcode column.
A Glossary appears with the item information and history.

In the example above, the current location says that the item is in-transit. Close out of the dialog box. You can continue receiving items in-transit from the original screen, or you can select close.

6. If you selected Close,
   - A dialog box will prompt you to click OK and the original screen automatically closes out.