Paged Too Long Report

OhioLINK libraries have agreed to 24hr turnaround on paged items. This report identifies items that require attention. It is recommended that the report be run weekly. You can specify the number of days considered ‘too long’ when you run the report.

To create the Paged Too Long report

1. Choose **INN-Reach – Reports** from the Function list
2. Select Paged too long from the **Report Type** drop-down list. The system displays the report parameters.

   ![Report Parameters](image)

3. Set the report parameters
   a. Enter the number of days after which an item has a status of ‘paged too long.’
   b. For example, if you enter 4 in the text box, the report includes items that have been paged for 4 days or longer.
   c. By default, the system displays the value of ‘1’ in this text box.
   d. Choose the column by which you want the report to sort. Item location is the appropriate sort option since it will display the paged too long items in item location order.
4. Choose **Prepare**. The system will display the Paged Too Long report.

![Report Result](image)

5. Choose **Print**. We recommend printing to an email account so that if you have multiple item locations you can copy and send the particular information to the appropriate locations via email.
6. Search the stacks for each item.
7. For items found, check out via **INN-Reach – Check-Out to Remote Site** and attach removable label or wrapper.
   a. Choose the **Print** option in the top right to print a modified copy of the paging slip.
Example of modified paging slip:

<table>
<thead>
<tr>
<th>Barcode</th>
<th>Title</th>
<th>Delivery Stop</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>404-109231654</td>
<td>Girl Scout badges and signs</td>
<td>Tuscarawas Reg Campus</td>
<td>Oct 16 2015</td>
<td>511</td>
</tr>
</tbody>
</table>

8. For items not found, cancel the hold.