New Copies? In Processing

Tip for: 10.06.14

Are you adding new copies to your collection before the items are available? Set their status to In Processing.

Unknown macro: 'multiexcerpt-include-macro'

There is a preference for this as well as an import setting.

To set the status for new copies for an individual import:

In version 7:

- In **Imports**, click on the **Items** category.
- Go to the **Options** tab.
- Check the box **Set New Copies** as **'In Processing'**.

In version 6:

- In **Imports**, click on **Item Settings**.
- Check the box **Set Copy Status 'In Processing'**.

To make it so all new copies start with a status of In Processing:

- Open **Preferences.**
- Go to the **Items** category.
- Click on the **Item Defaults** tab.
- Under **Copy Location & Status Defaults**, look at **New Copy Default** Status.
- Change it from **Available** to **In Processing**.

When your new copies are ready to be circulated, bookdrop them, and their status will change to Available.