**Missing List**

XX-List Items Missing+ in Workflows needs to be run and searched for.

This list is for items missing for more than 3 months.

To run this report:

* Log into Workflows
* Select the Reports tab from the Tab Bar in the upper left corner of the screen
* Chose “Schedule a New Report”, which is the 2nd option in the menu
* After reviewing the settings, select “Ok”
* When the list of Templates appears, select **XX-List Items Missing+**
* Switch to the Item Selection tab; the Library box and Current Location box (MISSING) should already be filled in.
* The “Date Last Charged” is also filled in by default to select items set DA more than 3 months ago.  If you want to change that time frame:
	+ Click on the gadget to the right of the box.
	+ Click on the Calendar icon in the upper left corner 
		- Click on Range, and use the calendar gadget to specify the dates you want to use.
	+ **OR**
	+ Scroll down to where it shows the 3 months and change the number.



The higher the number the longer ago the item was marked Damaged.

* + Click OK
* Click the “Run Now” button at the bottom of the box, then close the window

After a couple of minutes, click the “Finished Reports” option from the menu on the left of the screen

Open the report (uncheck Log and Format Report), print (printing as landscape instead of portrait makes the list easier to work with) and enjoy.