
Create Work Order linked to the Circulation Desk

- **Product:** Alma
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Question

How to create a Work Order which can be processed at the Circulation Desk (e.g. enabling students to process binding items)?

Resolution

Set Up the Work Order:

1. Be at the Institution or Library Level. *Note that if the Institution has one operational library (besides the Resource Sharing Library) - it is best to add the Work Order on the Library level.*
2. In: Configuration > General > **Work Order Types**
3. Add Work Order Type > Fill the menu; decide here if the Work Order will recall loans
4. In (...) Actions - **Manage Statuses**. Add any status (work order stage) such as Binding, Repair, Restoration.
5. Because of the next step, it is **not needed** to add a **Department**.

Link the Work Order to the Circulation Desk:

1. Configuration > select the Library level
2. Fulfillment > Circulation Desks
3. Edit > in **Work Order Types** (tab) > add the Work Order Type.

Additional Information

Click here for documentation about "[Managing Requests and Work Orders](#)".

Read here regarding "[Configuring Work Orders and Departments](#)".

Online Help on "[Configuring Work Orders and Departments](#)" - [clickable here](#).

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