Setting up the Quarantine Management Feature in OPALS

At this time: you should have your "Quarantine Plan" created which should include the "Names" of your storage containers (i.e. Carts, Bins, and Tables etc.)

Step 1 – Set up

In OPALS:

Go to **Administration**

Reports/Tools

Under the **Tools** column

Click on **Quarantine Location**

Here you will create a Quarantine Location for each bin, cart or table.

On the right hand side click on the **+New Location** button

A window will open enter the name of your bin and the # of days you want to quaratine those items, Click **Save**

Continue to do this until you have all of your quaratine locations created.

Now you are ready to start using the OPALS Quarantine Feature.

Step 2 – Return & Quaratine

In OPALS

Circulation

Returns

Check the **Quaratine Box** and **Click on the drop down to select your Quaratine Location** for Returns See example below


☑ Quarantine Lisa Bin 1 (7 days quarantine)

Click in the barcode field to begin returning books.

The Quaratine Location will stay until you exit out of the Return Screen. All items returned in this session will be entered into quarantine in Lisa Bin 1 for seven days.

==Step 3 – Ending Quarantine & Re-shelving==

Ending Quarantine to Re-shelve books. When the quarantine has expired. You will see a notification in the Reminder Clock upon OPALS login.

3 Reserves need processing.
1 Quarantined Items to Re-shelve.
1 overdue Items.
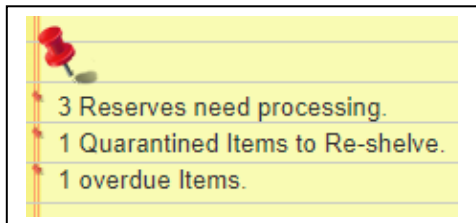
==Reminder: to open it click on the clock, to close it click on the Push pin.==

Click on the **Quarantined Items to Re-shelve**, OPALS will direct you to the Quarantine Location Tool. Here you will find the Quarantine Location Table, in my example below,

Office Bin-4 has an "End Quar. Date" that has past, if allowing OPALS Self-Reserve take note if any of the quarantined items have been reserved.

Location	#days to quarantine	#item	#item On Reserve	Quar. Date	End Quar. Date	
Office Bin - 4	5	1	0	2020-10-06 11:56:09	2020-10-11 11:56:09	

To return these items to "available" status,

Click on the red number under #item, a processing window will open (see example below).

Quarantine Item(s) in location ==Office Bin - 4==

Num of item: 1

Quarantine time for items in this location ended at 2020-10-11 11:56:09

		Print List	Export CSV			
Title	**Author**	**Call Number**	**Barcode**	**Quar. Date**	**Reserved**	☐
A boy called Bat	Arnold, Elana K.	FIC ARN	RODT53188	2020-10-06		☐

Close   End Quarantine

==First, if you had any reserved items, put a check in the box next to those titles,==

==Click on Print List so you can put those items aside and not accidentally re-shelve them.==

Then, **Click the box to the right of "Reserved"** to select all.

Click on **End Quarantine**. These items are ready to re-shelve.