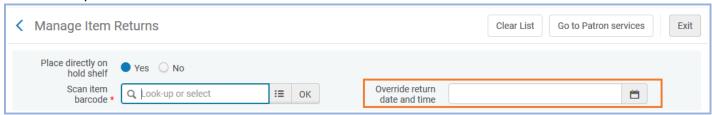
Changing the Return Date

Documentation by Kristen Zidon, University of Illinois – Urbana-Champaign

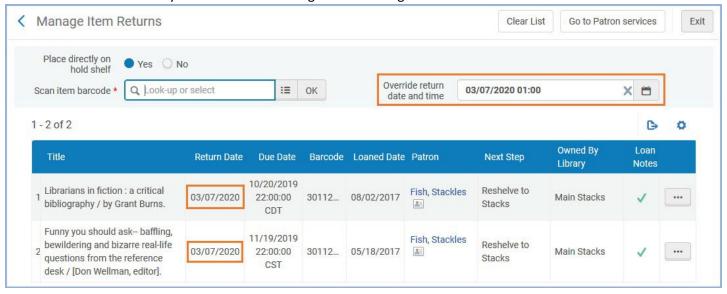
Alma video: Working at the Circulation Desk

If you need to change the Return Date for returned items, there are two options.

1. Before scanning in the returned items, click the "Override return date and time" field and select the date and time you want.



This will override the return date and time for *all* items that you scan in during that session, unless you clear the "Override return date and time" field by clicking the "X" on the right side of that field. If you clear the field, then the returned items you scan after that will go back to using the current date and time.



2. If a returned item has already been scanned in, you can click the "..." button at the right side of the item's line in the list, and then click "Select Return Date" and choose the date and time.

