

Changing the Return Date

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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.

The screenshot shows the 'Manage Item Returns' interface. At the top, there are buttons for 'Clear List', 'Go to Patron services', and 'Exit'. Below these, there are radio buttons for 'Place directly on hold shelf' (Yes/No) and a search bar for 'Scan item barcode *'. The 'Override return date and time' field is highlighted with an orange box and is currently empty.



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.

The screenshot shows the 'Manage Item Returns' interface with the 'Override return date and time' field populated with '03/07/2020 01:00' and highlighted with an orange box. Below the form, there is a table with 2 items.

Title	Return Date	Due Date	Barcode	Loaned Date	Patron	Next Step	Owned By Library	Loan Notes
1 Librarians in fiction : a critical bibliography / by Grant Burns.	03/07/2020	10/20/2019 22:00:00 CDT	30112...	08/02/2017	Fish, Stackles	Reshelve to Stacks	Main Stacks	✓ ...
2 Funny you should ask-- baffling, bewildering and bizarre real-life questions from the reference desk / [Don Wellman, editor].	03/07/2020	11/19/2019 22:00:00 CST	30112...	05/18/2017	Fish, Stackles	Reshelve to Stacks	Main Stacks	✓ ...

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.

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Title	Return Date	Due Date	Barcode	Loaned Date	Patron	Next Step	Owned By Library	Loan Notes	
1 Living alphabet / Warren Chappell.	03/10/2020	12/05/2019 22:00:00 CST	30112...	06/06/2017	Fish, Stackles 	Reshelve to Temp Storage	Main Stacks	✓	

- View Queue
- View Notes
- Work Order
- Select Return Date
- View hidden