

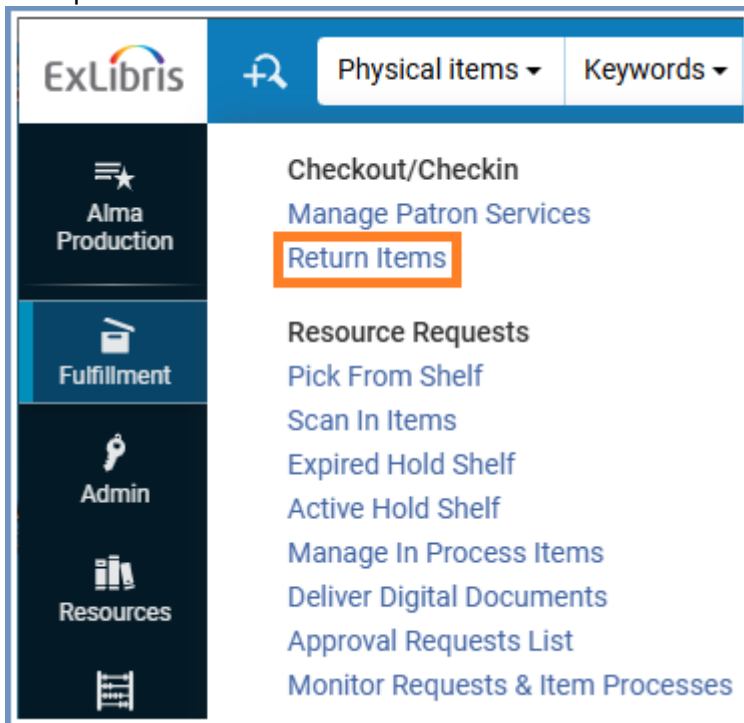
Return Items

Basic Steps:

- Open the “Fulfillment” menu and select “Return Items”.
- Scan each returned item in the “Scan item barcode” field.
- If a note pops up that describes the condition of the item, click "Return" to continue.
- If the item belongs to another library, print the transit slip when prompted and put it in the item.
- If the item fulfills a hold or Work Order, print the slip when prompted and put it in the item.

Detailed Workflow:

1. Open the “Fulfillment” menu and select “Return Items”.



2. Scan each returned item in the “Scan item barcode” field.

The screenshot shows the 'Manage Return Items' interface. At the top, there are buttons for 'Clear List', 'Go to Patron Services', and 'Done'. Below this is a search bar labeled 'Scan Item Barcode' with an 'OK' button. There is also an 'Override return date and time' section with a 'Choose a date' button. The main area displays a list of items. The first item is 'Rest : why you get more done when you work less / Alex Soojung-Kim Pang'. It includes details such as 'Barcode 30112118120317', 'Loan date 11/06/2024', 'Due date 02/26/2025 22:00:00 CST', and 'Return date 11/06/2024 16:23:45 CST'. There is also a 'Next step Reshelve to Stacks' notification. The interface includes various icons for navigation and actions.

3. A condition note may pop up to indicate damage to the item that was noted before it was checked out. If it does, click “Return” to continue.

The screenshot shows a 'Return Item' dialog box. It contains the following text: 'Please note the following:', followed by a bullet point: 'Fulfillment Notes: 1-14-19sb Pencil markings'. Below this, it asks 'Are you sure you want to return the item?'. At the bottom, there are two buttons: 'Cancel' and 'Return'.

4. For each returned item, Alma will automatically credit the return to the correct corresponding patron record and email the patron a return receipt.

Return Receipt Letter

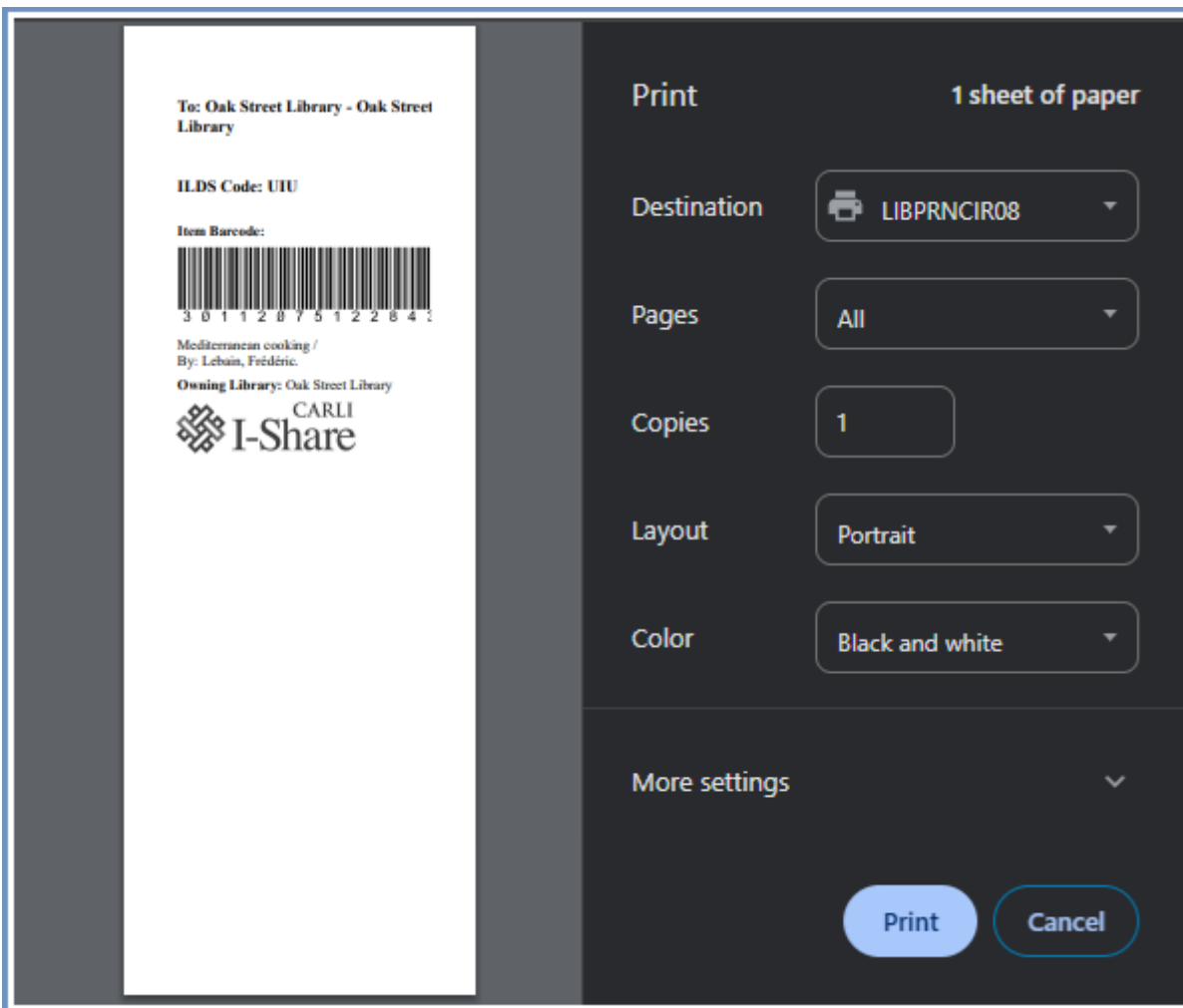
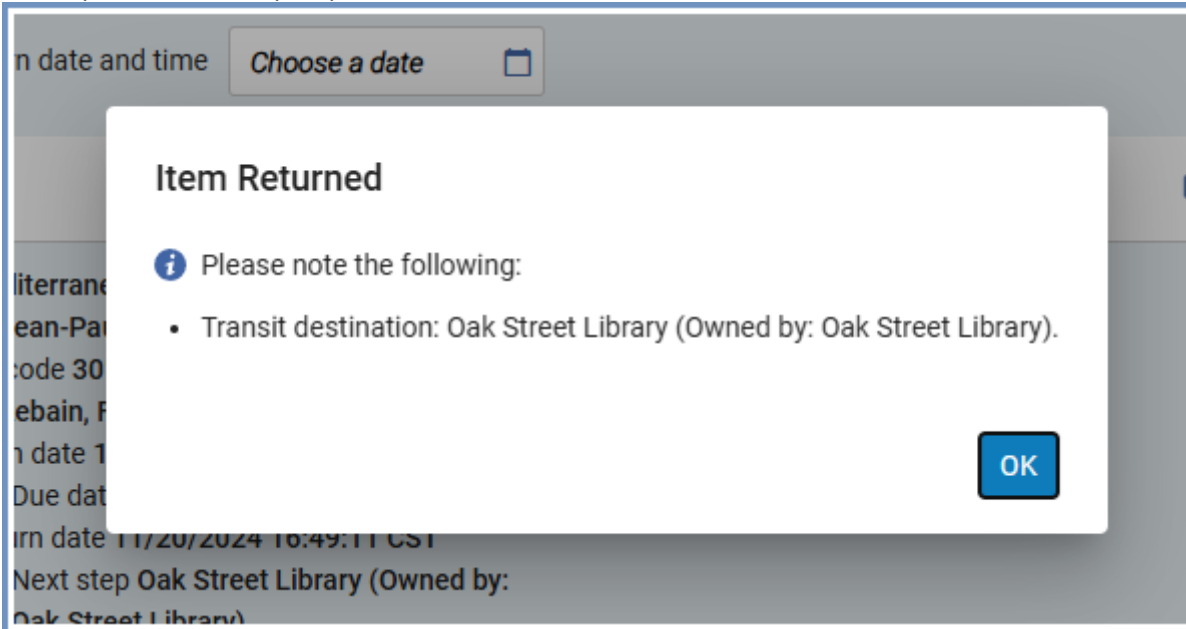
Hello Fozzie Bear,

The following item(s) have been returned to the library and removed from your account:

Main Stacks						
Title	Call Number	Enumeration	Barcode	Due date	Return date	Library
Rest : why you get more done when you work less / Alex Soojung-Kim Pang.	QP301 .P336 2016		30112118120317	02/26/2025 22:00:00 CST	11/06/2024 16:23:45 CST	Main Stacks

If you have questions or need assistance contact the Library Telephone Center at 217-333-8400, 1-866-262-1510 (toll free), or circulib@library.illinois.edu.

5. If the returned item belongs to another library, Alma will show a pop-up indicating this and will prompt you to print a transit slip to put in the item.



6. If the returned item fulfills a hold or has a Work Order on it, Alma will show a pop-up indicating this and will prompt you to print a slip to put in the item.

Item Returned

i Please note the following:

- Transit destination: Bookstacks Office.
- Item has requests: Bookstacks Office.
- The request to be handled has a note: Page 137 is loose.
- Work order: type - Bookstacks Office, department - Bookstacks Office.


OK

To: University of Illinois at Urbana-Champaign (UIU)—Champaign and Urbana, IL - Bookstacks Office

ILDS Code: UIU


Note: Page 137 is loose.

Item Barcode:




3 0 1 1 2 1 1 8 1 2 0 3 1 1

Rest : why you get more done when you work less /
By: Pang, Alex Soojang-Kim,
Owning Library: Main Stacks



Print

1 sheet of paper

Destination  LIBPRNCIR08

Pages All

Copies 1







Layout Portrait

Color Black and white

More settings

Print **Cancel**

7. The list of returns includes details about the next step for each item.

1	 <p>Supercraft : easy projects for every weekend / Sophie Pester and Catharina Bruns. [Fotogr. Anne Deppe]. Barcode 30112096535619 By Pester, Sophie, Loan date 11/25/2024 Due date 03/17/2025 22:00:00 CDT Return date 11/25/2024 14:01:20 CST</p> <p>➔ ⌚ Next step Bookstacks Office</p>	Owning library Main Stacks Call number TT145 .P47 2016 Patron  Requests (1) Manage patron services	Work Order ...
2	 <p>Power and persuasion in late antiquity : towards a Christian empire / Peter Brown. Barcode 30112023898163 By Brown, Peter, Loan date 11/25/2024 Due date 12/23/2024 17:00:00 CST Return date 11/25/2024 14:00:52 CST</p> <p>➔ ⌚ Next step Literatures and Languages Library</p>	Owning library Literatures and Languages Library Call number DG311 .B76 1992 Patron  Requests (1) Manage patron services	Work Order ...
3	 <p>Overcomplicated : technology at the limits of comprehension / Samuel Arbesman. Barcode 30112120878423 By Arbesman, Samuel, Loan date 11/25/2024 Due date 12/23/2024 17:00:00 CST Return date 11/25/2024 14:00:43 CST</p> <p>➔ ⌚ Next step Reshelve to Stacks</p>	Owning library Main Stacks Call number T14.5 .A69 2016 Patron  Manage patron services	Work Order ...

8. The list of returns can be viewed in record view or table view.

Manage Return Items (1 - 3 of 3) Clear List Go to Patron Services Done

Scan Item Barcode | | Override return date and time

	Title	Due date	Barcode	Loan date	Patron	Next step	Links	Labels	Return date	
1	Supercraft : easy projects for every weekend / Sophie Pester and Catharina Bruns...	03/17/2025 22:00:00 CDT	30112096535619	11/25/2024		🕒 Bookstacks Office	Requests (1) Manage pat...		11/25/2024 14:01:20 CST	<input type="button" value="⋮"/>
2	Power and persuasion in late antiquity : towards a Christian empire / Peter Brown.	12/23/2024 17:00:00 CST	30112023898163	11/25/2024		🕒 Literatures and Languages Library	Requests (1) Manage pat...		11/25/2024 14:00:52 CST	<input type="button" value="⋮"/>
3	Overcomplicated : technology at the limits of comprehension / Samuel...	12/23/2024 17:00:00 CST	30112120878423	11/25/2024		🕒 Reshelve to Stacks	Manage pat...		11/25/2024 14:00:43 CST	<input type="button" value="⋮"/>

a. To switch between these options, use the “Switch” icon above the list of returns, near the right side of the page.

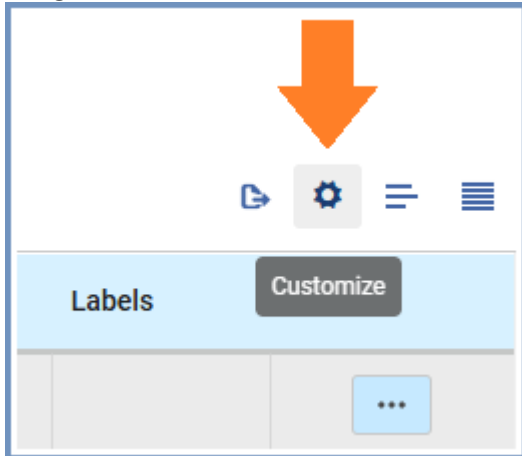
Override return date and time

owning library Main Stacks
call number TT145 .P47 2016
patron
 Requests (1)

Links Labels Retu

Requests (1)
 Manage pat
11/25/2024
14:01:20 CST

9. To change what information will be visible in the list of returns, use the “Customize” icon, which looks like a gear.



10. To return to the main Alma dashboard when you’re finished checking in items, click the “Done” button in the upper right corner.

Note: It is not necessary to click “Done” to send a notification email to the patron, the way it is when you’re in a patron’s account. On the “Return Items” screen, the email is sent as soon as the item is returned.

