

Change the Return Date

Table of Contents

Introduction	2
Setting the Return Date Before Scanning the Items	3
Changing the Return Date After Scanning the Items	6

Introduction

When scanning in returned items, it may be necessary to change the return date. For example, an item that was retrieved from a book drop after the library was closed for a break may have been returned at any time during that break, so the return date in Alma should be backdated to account for that.

There are two options for changing the return date from the “Manage Return Items” screen:

1. Set a return date before scanning in the items. This allows you to scan in multiple items that will all have the return date that you set.
2. Change the return date after the item has been scanned in. Note that this option will send two return receipt emails to the patron—one with the return date of when it was actually scanned in, and one with the return date that you changed it to.

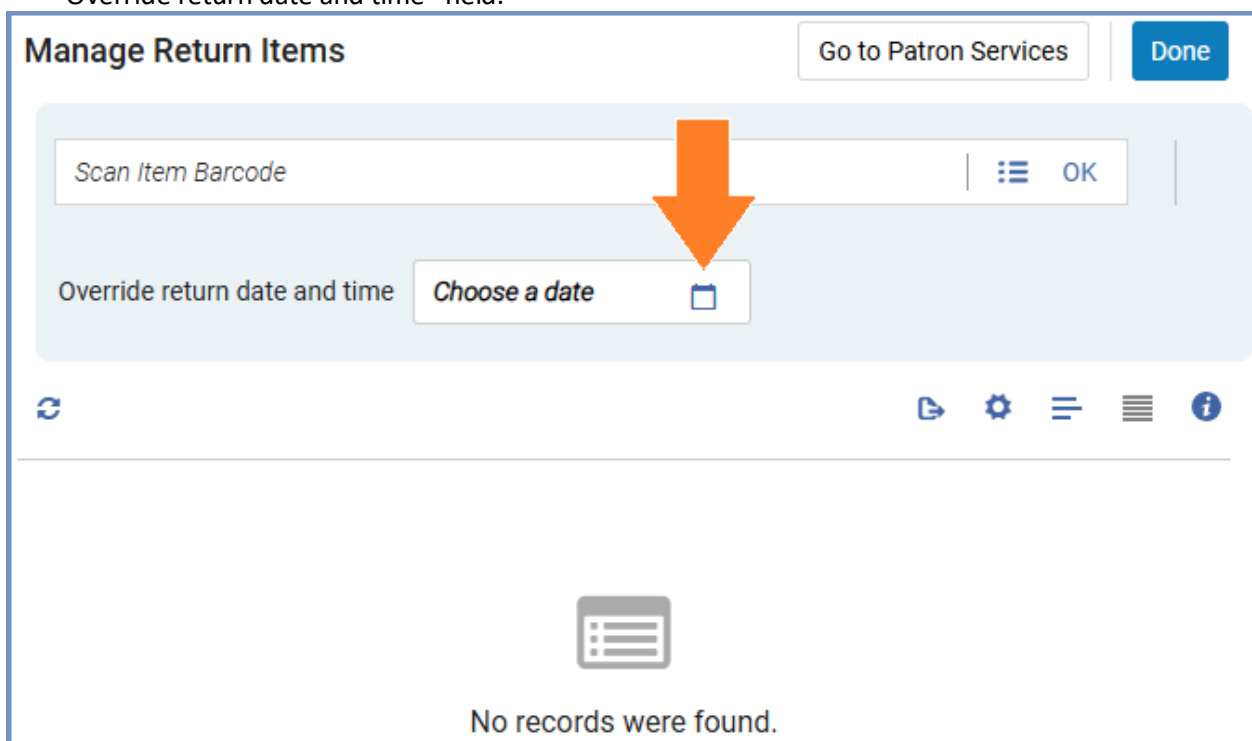
Setting the Return Date Before Scanning the Items

Basic Steps:

- Open the “Fulfillment” menu and select “Return Items”.
- Click the calendar icon in the “Override return date and time” field. Select the date and time you want, and then click the checkmark button.
- Scan each returned item in the “Scan item barcode” field.
- Each return in this session will have the return date and time that you selected, unless you clear the “Override return date and time” field before scanning more items.

Detailed Workflow:

1. Use the “Fulfillment” menu to go to the “Return Items” screen, and then click the calendar icon in the “Override return date and time” field.



2. Select the date and time you want, and then click the checkmark button.
Note: Alma uses a 24-hour clock, not a 12-hour clock.

The screenshot shows the 'Manage Return Items' interface. At the top, there is a header with the title 'Manage Return Items', a 'Go to Patron Services' button, and a 'Done' button. Below the header is a search bar with the placeholder text 'Scan Item Barcode' and an 'OK' button. The main content area is titled 'Override return date and time'. A modal window is open, displaying a calendar for 'NOV 2024'. The date '27' is selected and highlighted with a blue circle. Below the calendar, the time '17:00' is displayed, with up and down arrows for adjustment. A blue checkmark button is located at the bottom right of the modal.

Manage Return Items

Go to Patron Services Done

Scan Item Barcode OK

Override return date and time

NOV 2024

S M T W T F S

NOV 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

17:00

✓

3. This will override the return date for all items that you scan in during that session, unless you clear the "Override return date and time" field by clicking the "X" near the right side of that field. If you clear the field, then the items you scan after that will use the current date and time for the return date.

Manage Return Items (1 - 2 of 2)

Clear List Go to Patron Services Done

Scan Item Barcode OK

Override return date and time 11/27/2024 17:00:00

1	The rational public : fifty years of trends in Americans' policy preferences / Benjamin I. Page and Robert Y. Shapiro. Barcode 30112113353855 By Page, Benjamin I. Loan date 11/25/2024 Due date 01/02/2025 16:00:00 CST Return date 11/27/2024 17:00:00 CST Next step Oak Street Library (Owned by: Oak Street Library)	Owning library Oak Street Library Requests (1) Patron Manage patron services	Work Order ...
2	Superman, the Man of Steel / John Byrne, Marv Wolfman, writers ; John Byrne, Jerry Ordway, pencillers ; Terry Austin [and others], inkers ; John Costanza, Albert T. DeGuzman, letterers ; Tom Ziuko, colorist. Barcode 30112120898256 By Byrne, John, Loan date 11/25/2024 Due date 01/02/2025 17:00:00 CST Return date 11/27/2024 17:00:00 CST Next step Reshelve to Stacks	Owning library Main Stacks Call number PN6720.S864 M366 2003 Description v.4 Patron Manage patron services	Work Order ...

Changing the Return Date After Scanning the Items

Basic Steps:

- On the “Return Items” screen, after an item has been scanned in, click the “...” More Actions button for a drop-down menu.
- Select “Change Return Date”.
- Enter the date and time in the pop-up window, and then click the “Change Return Date” button.

Detailed Workflow:

1. If a returned item has already been scanned in, click the “...” More Actions button at the right side of the item’s entry in the list of returns, and then click “Change Return Date” in the drop-down menu.

The screenshot displays 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. A section for 'Override return date and time' contains a 'Choose a date' button with a calendar icon. The main area shows a list of items. The first item is 'How to lie with statistics / by Darrell Huff ; pictures by Irving Geis.' with details including barcode, author, loan date, due date, and return date. A dropdown menu is open for this item, showing options: 'Work Order', 'Change Return Date', and 'Loan History'. An orange arrow points to the 'Change Return Date' option. Another orange arrow points to the 'More Actions' button (three dots) in the top right of the item's detail area.

2. Click the calendar icon to enter the new return date.

Change Return Date

New return date*

Choose a date

At (HH:MM)

Enter Text Here

Cancel Change Return Date

3. Click the time field and type in the time. Then click the “Change Return Date” button.

Change Return Date

New return date*

11/27/2024 X

At (HH:MM)

17:00 X

Cancel Change Return Date



4. A note should pop up to indicate that the return date was successfully changed.

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

Scan Item Barcode OK

Override return date and time Choose a date

Return date was successfully changed

1  **How to lie with statistics / by Darrell Huff ; pictures by Irving Geis.** Owning library Main Stacks
 Call number HA29 .H82 1954
 Barcode 30112011796353 Patron 
 By Huff, Darrell, [Manage patron services](#)
 Loan date 11/25/2024
 Due date 01/02/2025 17:00:00 CST
 Return date 11/27/2024 17:00:00 CST
 Next step Reshelve to Stacks

[Work Order](#) [...](#)

5. If you change the return date after the item was scanned in, the patron will get two return receipt emails. The first will have a return date of when the item was scanned in, and the second will have the changed return date.

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
How to lie with statistics / by Darrell Huff ; pictures by Irving Geis.	HA29 .H82 1954		30112011796353	01/02/2025 17:00:00 CST	12/01/2024 20:37:55 CST	Main Stacks

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
How to lie with statistics / by Darrell Huff ; pictures by Irving Geis.	HA29 .H82 1954		30112011796353	01/02/2025 17:00:00 CST	11/27/2024 17:00:00 CST	Main Stacks