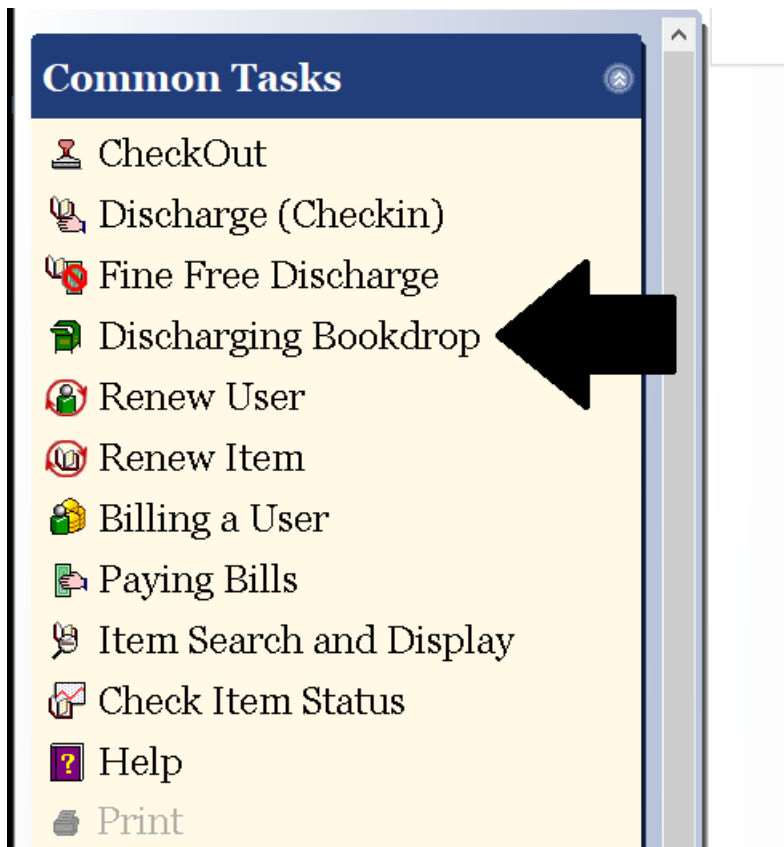


Back Dating Returns Using “Discharging Bookdrop” Guide

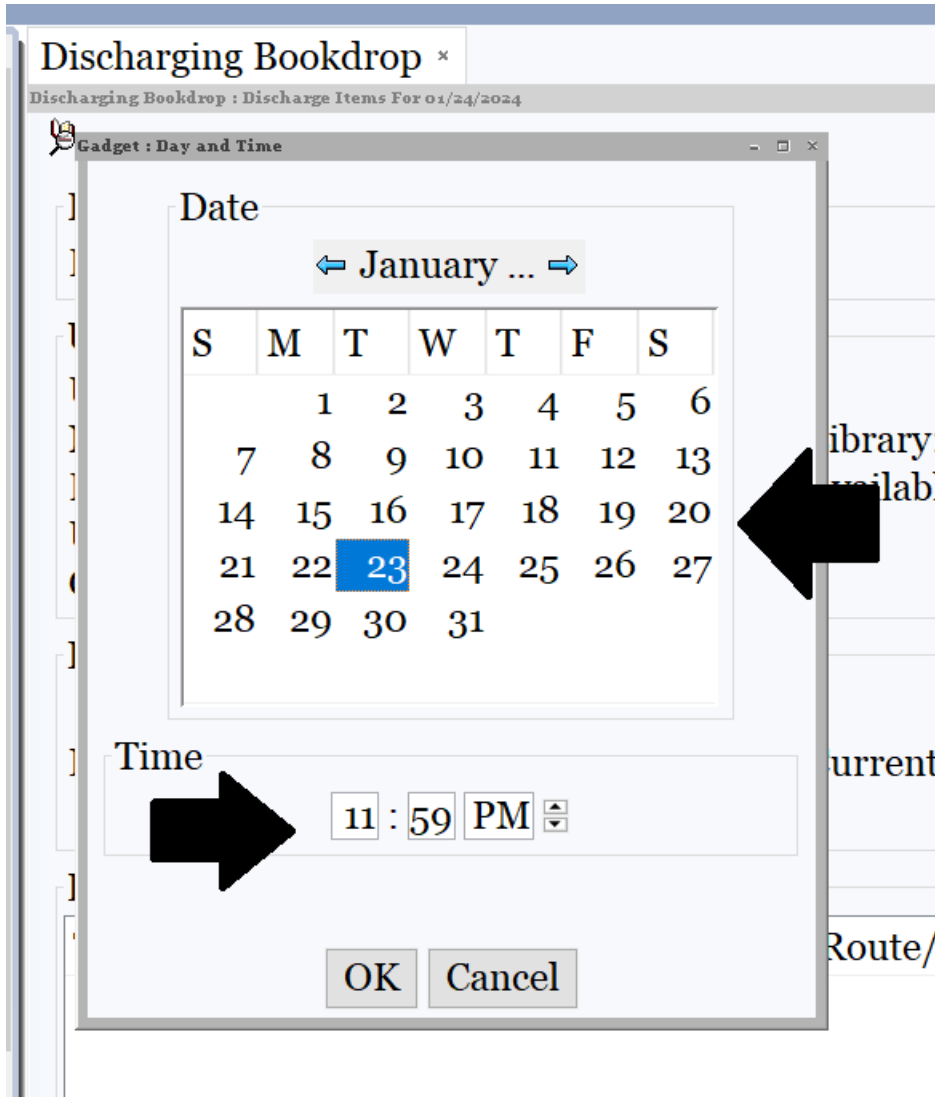
Last updated: 24 January 2024

When library staff is returning items in the morning or after a day the library is closed items can be checked in with a previous date. This keeps patrons from accruing unnecessary fines.

First, open WorkFlows and find Discharging Bookdrop in the Common Tasks group:



Select the last date that the library was open. Make sure that the time stamp at the bottom stays to 11:59PM. This is important for Workflows reporting:



Once the desired date is selected, press okay. The new date will appear at the top of the screen and all items returned while this screen is open will show a return date of whatever date is selected. Once this screen is closed, it will return to the current date.

Discharging Bookdrop *

Discharging Bookdrop : Discharge Items For 01/23/2024,23:59

Enter Date of Discharge

Date: 01/23/2024,23:59

User Information

User ID:

Name: Status: Library:

Profile name: Amount owed: Available

User categories: Overdues:

Group ID:

Identify item

Item ID: Current:

List of discharges

If you have any question, please contact the RSA HelpDesk at help@rsanfp.org or 866.940.4083.