

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:

Common Tasks 🛛 🛞	Ê
🚨 CheckOut	
🖳 Discharge (Checkin)	
崎 Fine Free Discharge	
😭 Discharging Bookdrop 🗸	
🙆 Renew User	
🞯 Renew Item	
🎒 Billing a User	
🔄 Paying Bills	
🦻 Item Search and Display	
🚰 Check Item Status	
? Help	
🖨 Print	

Once that is selected, click on the wizard next to the calendar to see the date options:

Discharg	charging Bookdrop ing Bookdrop : Discharge Items For c	X)1/24/2024	
	nter Date of Dischar nte: 01/24/2024	rge ।⊛	
Us Us Na Pr Us Gi	er Information er ID: ame: ofile name: ser categories: roup ID:	Status: Amount owed: Overdues:	Library Availab
-Id Ite	entify item em ID: st of discharges		Current
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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:

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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 01/23/20	24,23:59	
9		
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 <u>help@rsanfp.org</u> or 866.940.4083.