INFOhio
OHIO'S PreK-12 DIGITAL LIBRARY

Modify Due Dates

The library may extend an item's due date temporarily if the user is not able to return the materials by the due date, such as when the user is out of town. The Modify Due Dates wizard guides you through the process of modifying an item's due date.

1. **Click** on Special Circulation Functions
2. **Click** on Modify Due Dates Wizard.
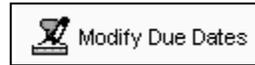
Modify Due Dates

Modify Due Dates user search screen displays.

NOTE: *If the Modify Due Dates properties helper is set to "Start with search helper", your User Search screen will display first.*

3. **Select** the appropriate user.

Modify Due Dates screen displays.

4. **Check** the individual titles to modify due date or **Click** the Select All option.

5. **Click** Apply Same Due Date to select the same due date for each/all selected item(s) if desired.

User Information				
Name:	JAMESON, FRANKLIN	Status:	OK	
Profile name:	FACULTY2...	Amount owed:	$0.00	
Library:	DLFN	Available holds:	0	Comment: Coach - Basketball
User categories:	Y	Overdues:	0	
Homeroom:		Privilege expires: NEVER		

Identify User
User ID: 22612000000113

List of checkouts
☑ Select All ☑ Apply Same Due Date   Due date: 06/27/2008,23:59

Modify	Title	Date Due		Claims Returned
☑	All about dogs and puppies	06/27/2008,23:59	◈	(NEVER)
☑	Big Book of Cats	06/27/2008,23:59	◈	(NEVER)
☑	Canine careers dogs at w...	06/27/2008,23:59	◈	(NEVER)
☑	Cats	06/27/2008,23:59	◈	(NEVER)

6. **Click** the calendar gadget next to the appropriate Title or Apply Same Due Date to select the modified date due.

7. **Click** Modify User Due Dates *to save your changes.* You will see Record updated for the item(s) modified.
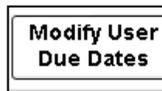
Modify User Due Dates

dget : Day and Time

○ No date ⦿ **Specific date**

Date
⇐   **June 2008**   ⇨

S	M	T	W	T	F	S
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					

Modify	Title	Date Due		Claims Returned	
☑	All about dogs and puppies	06/27/2008,23:59	◈	(NEVER)	Record updated
☑	Big Book of Cats	06/27/2008,23:59	◈	(NEVER)	Record updated
☑	Canine careers dogs at w...	06/27/2008,23:59	◈	(NEVER)	Record updated
☑	Cats	06/27/2008,23:59	◈	(NEVER)	Record updated

8. **Select** from options:

Get User Information   Modify User Due Dates   Modify Another User's Due Dates   Close

Note: For more detailed information or specific questions, use HELP wizard.