

Marking an Item Lost

Note: For more detailed information or specific questions see the *Workflows Handbook, Mark Item Lost*.

On user record (in any wizard) find the patron, **right-click** on the title that is to be marked LOST, select **Mark Item Lost**:

Using the DISPLAY USER wizard:

Display User

Alerts

Photo Not On File

Name: SAWYER, ERIC ALAN
Id: 22612000814752
Homeroom: A127-YODER
Profile name: STUDENT1...

Identify user
User ID: 22612000814752

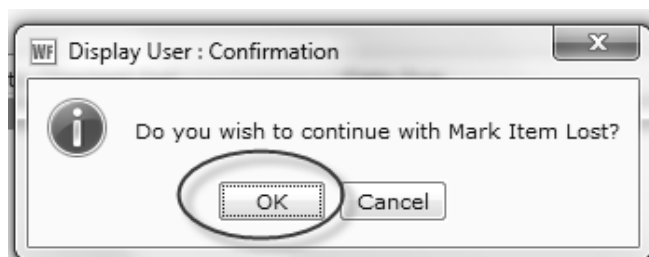
Summary | Addresses | Extended Info | Bills | Checkouts | Holds | Reservations | Suspension

Checkouts: 1(\$5.00)

Title	Item ID	Date Checked Out	Date Due	Status	Type
21 great stories	32612500807916	9/22/2009,13:28	10/20/2009,23:59	Overdue	NONFICTION

- Bill User for Item
- Change Item ID
- Claims Returned
- Discharge
- Display Holds
- Display Item
- Edit Item Note
- Mark Item Lost**
- Mark Item Missing
- Modify Due Date
- Place Hold
- Print Checkout Slip
- Renew As Seen
- Renew As Unseen

Type of checkout: All



Select "**Bill User**" (can edit item price, if desired, before billing):

WF Display User : Billing for Lost Item/Processing Fee

Billing user

User ID: 22612000814752
Alt ID: SAWYER, ERIC ALAN

For lost item

Item ID: 32612010119372
Title: 21 great stories
Author: Lass, Abraham Harold, 1907- 808.8 21
Price: \$5.19

Billing info

Amount

Lost item: Payment type:

Processing fee:

Item status is now *Claims Lost*.

Alerts

Photo Not On File Name: SAWYER, ERIC ALAN
Id: 22612000814752
Homeroom: A127-YODER
Profile name: STUDENT1...

Identify user

User ID:

Summary | Addresses | Extended Info | Bills | **Checkouts** | Holds | Reservations | Suspension

Checkouts:1(\$5.00)

Title	Item ID	Date Checked Out	Date Due	Status
21 great stories	<u>32612010119372</u>	9/22/2009,13:28	10/20/2009,23:59	<u>Claims lost</u>

User has been billed for Lost Item:

Alerts

 Name: SAWYER, ERIC ALAN
 Id: 22612000814752
 Homeroom: A127-YODER
 Profile name: STUDENT1...

Identify user
 User ID:

Summary | Addresses | Extended Info | **Bills** | Checkouts | Holds | Reservations | Suspension

Unpaid bills:3(\$11.19)

Title	Item ID	Reason	Owes	Billed	Date	Paym
20,000 leagues under the sea	32612100061138	OVERDUE		\$1.00	\$1.00	11/19/2009
20,000 leagues under the sea	32612100061138	OVERDUE		\$5.00	\$5.00	4/15/2010
21 great stories	32612010119372	LOST		\$5.19	\$5.19	7/2/2012

All this has been done from the DISPLAY USER record.