


Portland Public Schools

Via Circulation Quick Reference Guide

Marking Items as Lost

Via Circulation enables you to mark an item as lost to create a bill. **Use this feature only at the time you wish to create a bill and accept payment for an item.**

All	#	Barcode	Call Num	Location	Title	Due Date	Status
<input type="checkbox"/>	1	331680059677...	HAR	1dme	Over the rainbow / by E.Y. H...	06-20-2008	
<input checked="" type="checkbox"/>	2	331680152224...	920 ORG	3dknf	Shout, sister, shout! : ten gi...	06-23-2008	

 **From the Circulation Desk function:**

Circulation Desk

Step 1	Retrieve the Patron's record.	Key or Scan Item or Patron Barcode <input type="text"/> <input type="button" value="Search"/>																																
Step 2	Click on the Checked-Out Items tab.	Checked-Out Items(4)																																
Step 3	Click in the checkbox for the item to be marked as lost	<table border="1"> <thead> <tr> <th>All</th> <th>#</th> <th>Barcode</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>331680059677...</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>331680152224...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>331680187185...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>331680048642...</td> </tr> </tbody> </table>	All	#	Barcode	<input type="checkbox"/>	1	331680059677...	<input checked="" type="checkbox"/>	2	331680152224...	<input type="checkbox"/>	3	331680187185...	<input type="checkbox"/>	4	331680048642...																	
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Step 4	Click on the Mark Lost Items button.	Mark Lost Items																																
	The Mark Lost Items window displaying each selected item(s) will open: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th colspan="8">Mark Lost Items</th> </tr> <tr> <td colspan="2">Total bill:</td> <td colspan="6">\$18.00</td> </tr> <tr> <th>No.</th> <th>Barcode</th> <th>Call Num</th> <th>Title</th> <th>Item Cost</th> <th>Processing ...</th> <th>Billing Fee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>33168015...</td> <td>920 ORG 3d...</td> <td>Shout, sister, shout! : ten...</td> <td>\$18.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$18.00</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add Bills"/> <input type="button" value="Update Bill"/> <input type="button" value="View Item"/> <input type="button" value="Cancel"/> </div> </div>		Mark Lost Items								Total bill:		\$18.00						No.	Barcode	Call Num	Title	Item Cost	Processing ...	Billing Fee	Amount	1	33168015...	920 ORG 3d...	Shout, sister, shout! : ten...	\$18.00	\$0.00	\$0.00	\$18.00
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NOTES:	You will be prompted to cancel any holds that exist on the item(s). Lost item(s) will be removed from the Checked-Out Items tab, and appear on the Fines tab. <div style="float: right; border: 1px solid gray; padding: 2px;">Fines(\$18.00)</div>																																	
	Click on the Update Bill button to adjust the fee.	Update Bill																																
Step 5	Click on the Add Bills button to mark the item as lost.	Add Bills																																

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