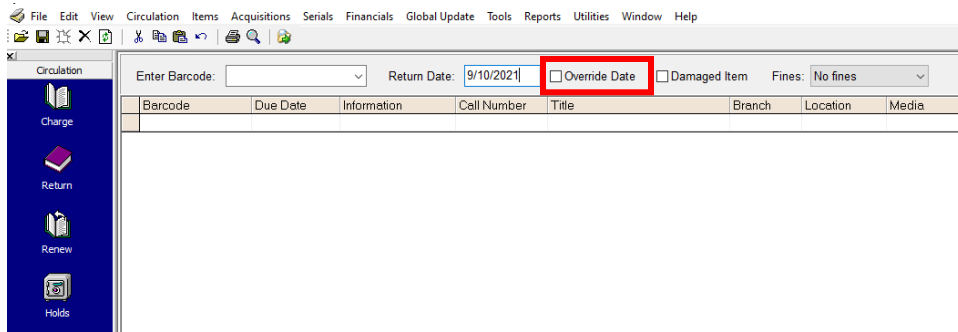


## Backdating at Check-In

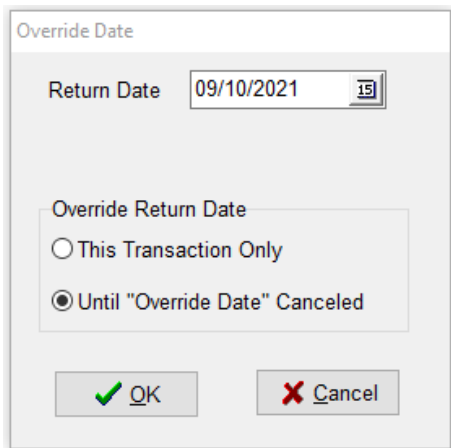
Staff can backdate for single items or for many items. Backdating is helpful when libraries need to close unexpectedly, or when an event limits patrons from returning their materials on time. Backdating can be done in both CARL-X and Connect.

### CARL-X

1. Once logged in to CARL-X, go to the Circulation module and then the Return function.
2. Check the box "Override Date."



3. A window will come up allowing staff to choose the new return date and if it will be for the current transaction or until the Override Date is cancelled. Click OK when done.

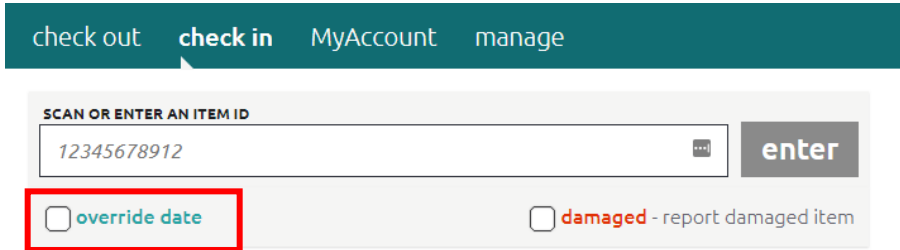


4. Start scanning item(s) in the "Enter Barcode" field. Once done with the modified return date, uncheck the "Override Date" box.

## Backdating at Check-In

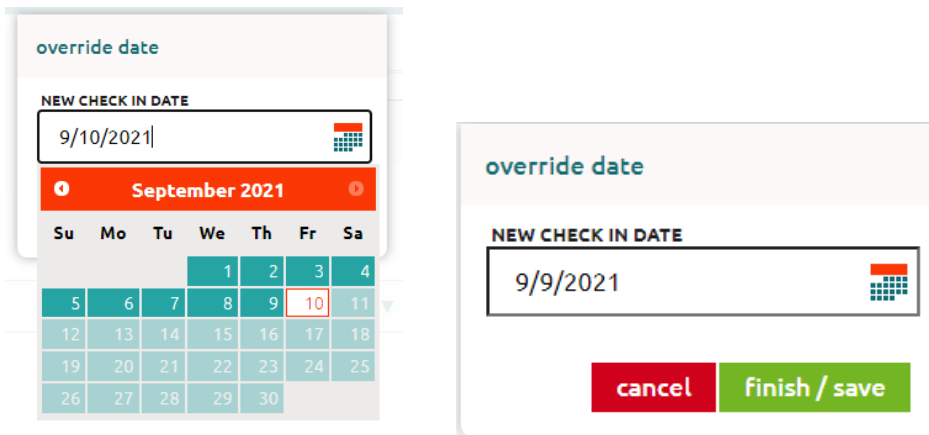
### Connect

1. Once logged into Connect, go to “library services” in the upper right corner. Then click on “check in” on the upper left-hand side of the window.
2. Check the box for “override date.”



The screenshot shows the top navigation bar with 'check out', 'check in', 'MyAccount', and 'manage'. Below it is a search bar with the text 'SCAN OR ENTER AN ITEM ID' and the input field containing '12345678912'. To the right of the input field is an 'enter' button. Below the search bar, there are two checkboxes: 'override date' (which is checked and highlighted with a red box) and 'damaged - report damaged item'.

3. A small window will come up in which staff can select the new return date. Choose from the calendar or type in. Click on “finish/save” once you are done.



The left screenshot shows a dialog box titled 'override date' with a text input field containing '9/10/2021' and a calendar icon. Below the input field is a calendar for September 2021. The date 10 is highlighted in red. The right screenshot shows the same dialog box with the date '9/9/2021' entered in the input field. Below the input field are two buttons: 'cancel' and 'finish / save'.

4. Scan in your item(s) in the “SCAN OR ENTER AN ITEM ID” field. Once done with the override date, uncheck the box. The date should update to the current date.