

Writing off damaged locks

Open the Circulation Desk, and click the 'Return' tab, next to the 'Loan' tab.

The screenshot shows the 'CIRCULATION DESK' interface. At the top, there is a search bar with a green border and a blue arrow icon. To the right of the search bar are three buttons: 'Finish', 'Open', and 'Browse'. Below the search bar is a large blue question mark icon. To the right of the question mark is a 'LIMITS' section with the text 'Total / On Loan / Remaining'. At the bottom, there is a horizontal menu with several tabs: 'Loan', 'Return', 'Reserve', 'Booking', 'Charge', 'Loan History', and 'Transaction Log'. The 'Return' tab is highlighted with a blue circle and a checkmark. Below the tabs is a table with three columns: 'TITLE', 'BARCODE', and 'CLASSIFICATION'.

Once in the Return tab, ensure the cursor is blinking in the bar at the top and type/scan the lock's barcode like for loaning.

The screenshot shows the 'CIRCULATION DESK' interface with the 'Return' tab selected. The search bar now contains the text 'pl43843588'. Below the search bar, a dropdown menu is open, showing the following information: 'Combination Dial PadLock', 'PL43843588', 'IT Department', 'PadLock Collection', '273319', and 'Available'. The 'LIMITS' section and the horizontal menu are still visible. The table below the menu has columns: 'TITLE', 'BARCODE', 'CLASSIFICATION', 'BORROWER', 'DATE LOANED', and 'DATE DUE'.

Press enter, then click the barcode under the 'Barcode' heading.


The screenshot shows the 'CIRCULATION DESK' interface with the 'Return' tab selected. The search bar is empty. Below the search bar, there is a message: 'Item pl43843588 is not currently on loan.' with an information icon and a green checkmark. The 'LIMITS' section and the horizontal menu are still visible. The table below the menu has columns: 'TITLE', 'BARCODE', 'CLASSIFICATION', 'BORROWER', and 'DATE LOANED'. The row for 'Combination Dial PadLock' is highlighted, and the barcode 'pl43843588' is circled in blue.

This will take you to the lock's entry in Oliver. From here you want to click 'Edit' at the top:

Cataloguing > Copies > Detail

Return to Top Combination Dial PadLock



List Copies Edit Duplicate Copies Add Maintenance Wged



Barcode:	PL43843588
Accession Number:	43843588
Branch:	IT Department
Collection:	PadLock Collection
Classification:	273319
Resource Loan Category:	Unlimited
Status:	Available
Tags:	- Add new tag -

EQUIPMENT DETAILS

This brings you to a long list of editable variables for the entry. Scroll down to Status, and change the dropdown from 'Available' to 'Disposed'.

  COPY DETAILS

Select the Resource Loan Category (RLC) from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to this value on the date the exchange expires.

RLC Exchange Expiry Date:

The Date that the exchange will revert back to the RLC it was exchanged from.

Abridged Classification:

Enter the abridged shelf location, i.e. classification and filing letters

Status:

Select the appropriate Status for the copy

Exchanged from Status:

Select the Status from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to this value on the date the exchange expires.

Status Exchange Expiry Date:

The Date that the exchange will revert back to the Status it was exchanged from.



Status Reason:

Enter a description of the reason for the change in Status. This field may only be updated if the Status is changing.

Price Currency:

Select the currency for the price of this copy

Click the Save icon in the top left corner.

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And the lock is written off in Oliver. To write it off in real life, just place the lock in the nearest bin.