Clear loan status for processed items that were never scanned in

When items from Voyager were migrated to SCF IZ in 2018 and items found eventually then added, this caused Alma to assign the loan status to the items even though items were already in the SCF.

Also, after new items get processed in Alma and people who does the processing may forget to scan them in which would mean the loan status would remain.

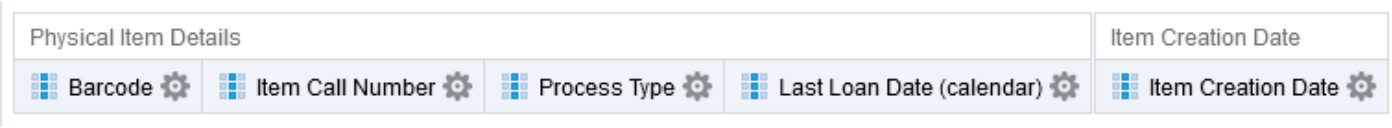
In order to clear the loan status, we will need to use Analytics to identify items with the loan date that has the same date as when items are created.

Click on "Analytics"

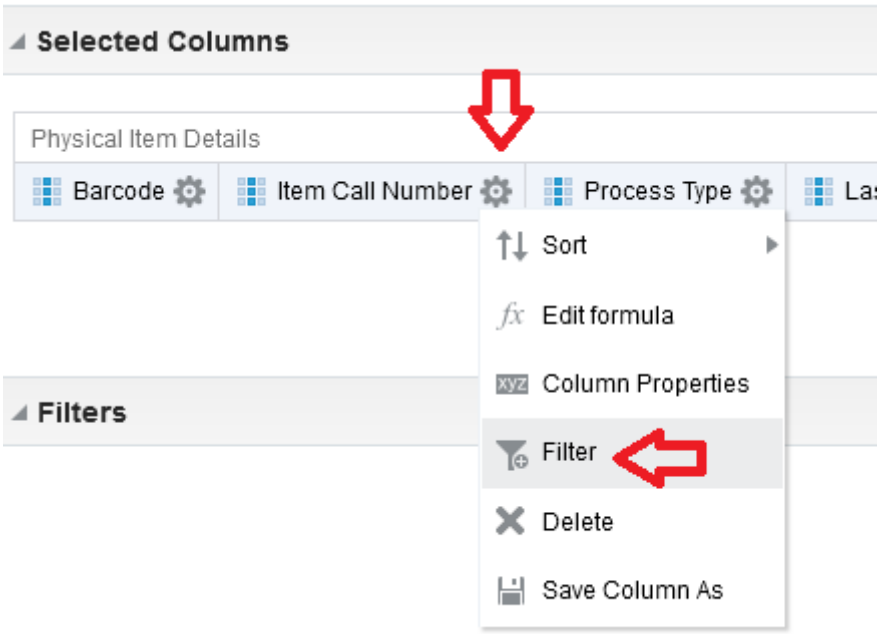
Click on "Access Analytics" under "Create Analysis"

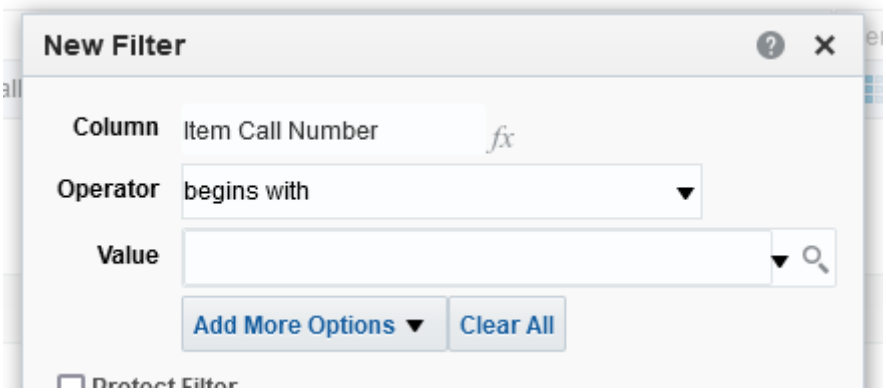
When Analytics opens, click on Create > Analysis > Physical Items

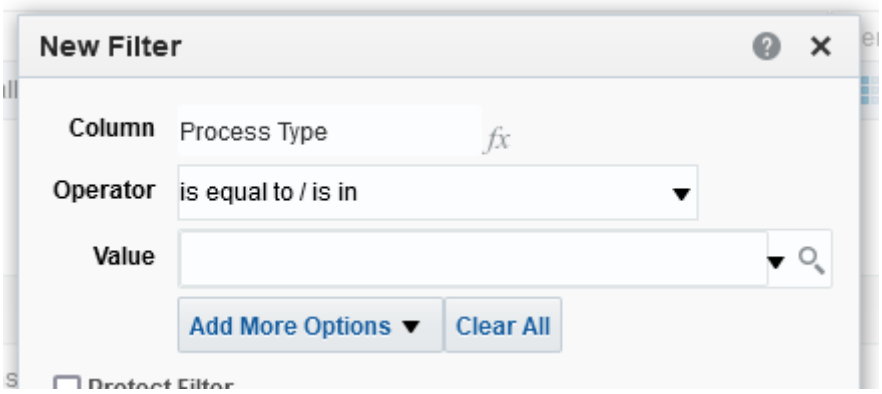
In Analytics:



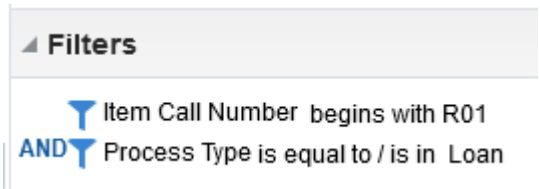
Apply filters by clicking on the cog wheel for Item Call Number and Process Type.







Item Call Number can be any row. In this screenshot, it is row 1.



Click on the up arrow in the Last Loan Date (calendar) column to put the dates in order starting with the earliest date.

Please take your time when reading the dates. We don't want the actual loans to be touched.

Look for the same dates.

Barcode	Item Call Number	Process Type	Last Loan Date (calendar)	Item Creation Date
32882003422568X	R01M09S12T07 DE	Loan	10/19/2018	8/23/2018
32105002986346X	R01M03S09T11 AA	Loan	10/23/2018	8/23/2018
32882003791608X	R01M05S23T06 AC	Loan	10/30/2018	8/23/2018
32105002312162X	R01M13S05T14 AB	Loan	11/28/2018	8/23/2018
32105002989795X	R01M03S27T08 AC	Loan		8/13/2018
32105003137261X	R01M23S28T11 AC	Loan		8/13/2018
31194005799402X	R01M21S2AT08 AB	Loan	2/28/2019	8/30/2018
32882012447754X	R01M22S09T04 AA	Loan	4/23/2019	8/22/2018
31194004228304X	R01M19S2BT03 AB	Loan	5/20/2019	8/28/2018
32105400105309X	R01M19S23T12 AC	Loan	5/23/2019	7/5/2018
32882004609247X	R01M06S22T05 HC	Loan	10/22/2019	8/23/2018

No dates between Last Loan Date (calendar) and Item Creation Date are the same and this means these items are actual loans.

Barcode	Item Call Number	Process Type	Last Loan Date (calendar)	Item Creation Date

32882003513341X	R01M14S27T12 AC	Loan	2/8/2022	2/8/2022
32882005206605X	R01M29S04T12 AB	Loan		2/8/2022
32882000630460X	R01M16S26T05 AC	Loan	2/9/2022	2/9/2022
32882022132990X	R01M16S24T16 AC	Loan		2/9/2022
32882004272640X	R01M02S08T16 AA	Loan	3/15/2022	8/23/2018
39020009978951X	R01M27S2AT03	Loan	4/2/2022	4/2/2022
39020009980254X	R01M27S2BT16	Loan	4/3/2022	4/3/2022
39020009980304X	R01M27S2BT01	Loan		4/3/2022
39020009983563X	R01M27S2AT01	Loan		4/3/2022
39020025208607X	R01M27S2AT01	Loan		4/3/2022
32882000407679X	R01M11S27T16	Loan	4/14/2022	4/14/2022
32882003343350X	R01M29S06T01 AB	Loan	5/25/2022	8/23/2018

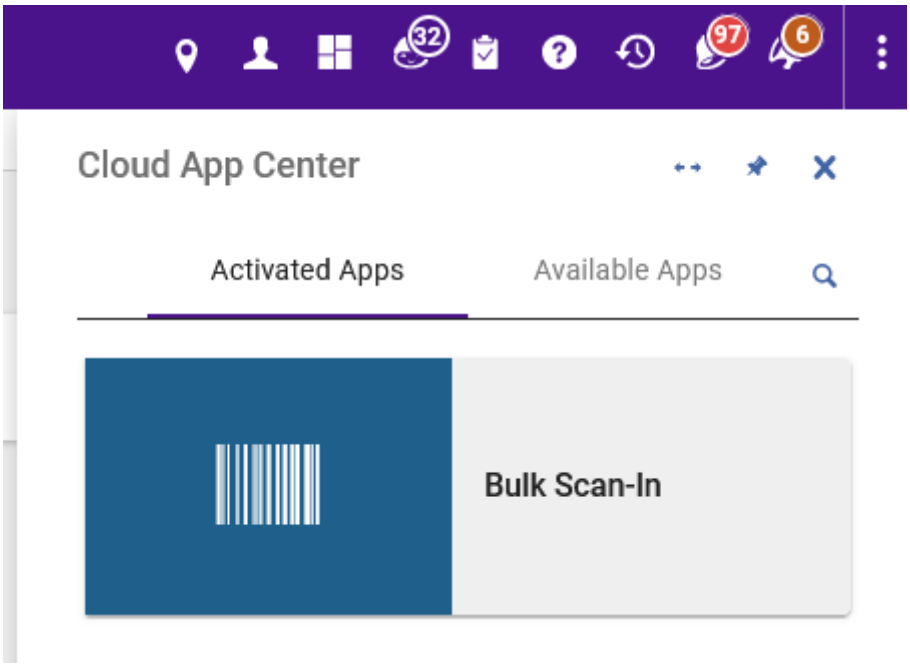
There are dates between Last Loan Date (calendar) and Item Creation Date that are the same and this means the loans are not real and they will need to be cleared.

- 2/8/2022
- 2/9/2022
- 4/2/2022
- 4/3/2022
- 4/14/2022

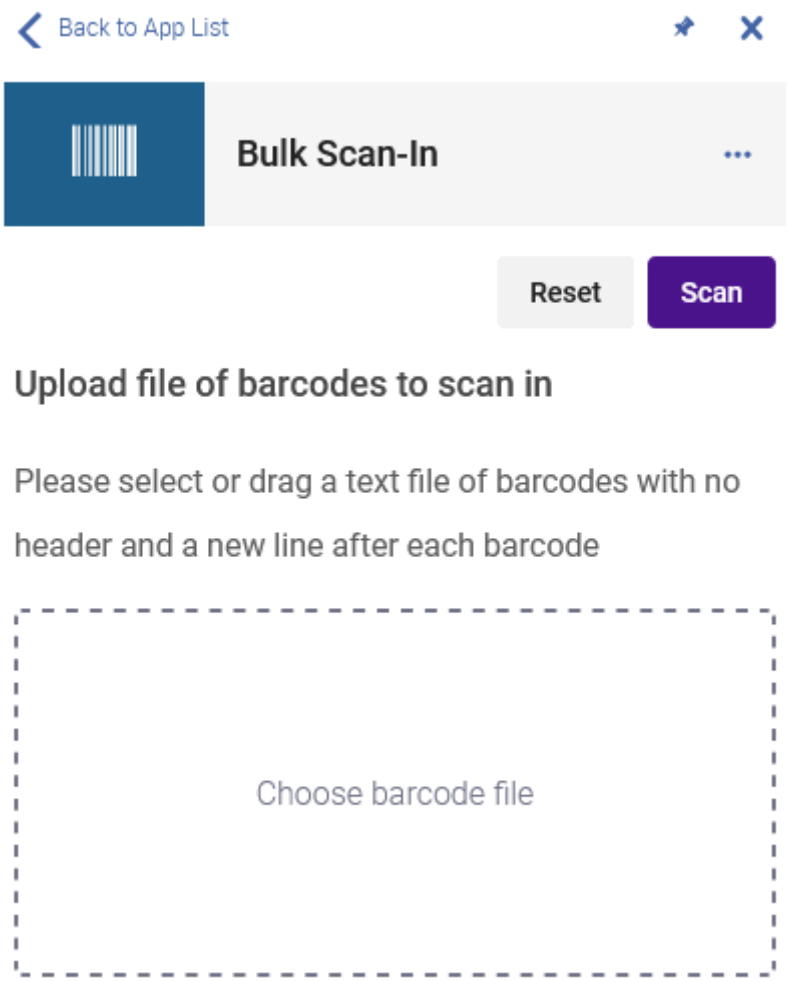
Copy the item barcodes to Notepad and save the file to anywhere on the computer.

32882003513341X
32882005206605X
32882000630460X
32882022132990X
39020009978951X
39020009980254X
39020009980304X
39020009983563X
39020025208607X
32882000407679X

In SCF IZ, go to Cloud App Center and click on Bulk Scan-In.



Drag the Notepad file to the box labeled, "Choose barcode file" then click on Scan. This will clear the loan status.



You can scan in items as many as you want...10 items at a time or 100 items, it doesn't matter. Just be sure to save the Notepad file before doing the bulk scan-in.

Revision #7
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