
6 SETTING UP THE DATE OF PROCEDURES

If you cannot record loan-related transactions automatically on a certain day (e.g. due to a computer failure), you have the option of doing it later by setting the date when the procedures should be performed.

Procedure

1. Select the **System / Settings / Set date for loan procedures** method.
The **Date of procedures** window will open.
2. Under "Date of procedures", enter the desired date.
3. Save the changes.

The date set up in such a way will be displayed in red in the **Home library material** window and will be taken into account when entering transactions under your username, until you change it or until you log in to the COBISS3 software again. The date will be taken into account when you register new members, edit member details, renew loan periods, change the due date, reserve the material, return or delete the material from member's records, automatically enter debts for fine or member's fee, return with restriction and record the loss of material.



Note:

The date must be before the current date.



Note:

The date set up in such a way will not influence the date of the member's last visit; the current date is always entered as the date of the last visit.