

8.3 CANCELLING CREATION OF OVERDUE NOTICES

If you find out that you created overdue notices by mistake, you can cancel the procedure of creating overdue notices and restore the state before creating overdue notices.

Precondition

To cancel creation of overdue notice the following conditions must be fulfilled:

- the privilege *LOAN_OVR – Overdue notices* must be granted to your username
- overdue notices have not been sent yet
- only overdue notices which were created last can be deleted

Procedure

1. Highlight the **Overdue notice** class and select the **Class / Cancel creation of overdue notices** method.

The **Cancel creation of overdue notices** window will open containing the date of the last creation of overdue notices. The list of departments which you can access with your username and data on the last creation of overdue notices for individual department will be displayed in libraries with departments.

2. Highlight overdue notices that you wish to cancel.

In libraries with departments you can highlight overdue notices for cancellation in one, several or all departments at the same time.

3. By clicking the **Cancel** button you will activate the procedure of cancelling overdue notices.



Note:

The procedure of cancelling overdue notices can be scheduled by entering date and time in "Execution time".

4. Wait until the **Cancel creation of overdue notices** window opens.

Brief statistics of cancelled overdue notices is displayed in the window. If you activated the procedure of cancelling overdue notices for several departments at the same time, brief statistics of cancelled overdue notices will be displayed for every department.

Overdue notices created on the selected date are deleted during the procedure of cancelling. It means that data on overdue notices for the member and material for which the member received overdue notice will be deleted. At the same time debt for overdue notice will be also deleted.