## Not Yet—Change Due Date by Homeroom

Tip for: 03.12.18

Sometimes a class can't make it to the library to renew their books because of a field trip, an assembly, or so on. Can you renew all of their books at once? Certainly!

What you will do is not exactly renewing; you will use a utility to change the due date for them.

## To Change Due Date in v7

- 1. Open Utilities and go to the Circulation category.
- 2. Select the Change Due Date utility.
- 3. Under the Selection tab, set the Patrons from Homeroom.
- 4. You can also set the **Items Due On** to only change due dates for items due today.
- 5. Under the Options tab, set the New Due Date to the new date you want their items due.
- 6. Run the utility.
  - a. Note how many patrons will be modified before continuing.
  - b. Check the summary (info) file from Operation Management once the utility is finished.

## To Fix Due Date in v6

- 1. Open Tools > Utilities and go to the Circulation category.
- 2. Select the Fix Due Date utility.
- 3. Under the Selection tab, add a Selection for Patron Homeroom.
- 4. You can also add a selection for **Due Date** to select items due today.
- 5. Set the **To Date** to the new date you want their items due.
- 6. Run the utility.

See also this tip on renewing through the Circulation window!