Let it Snow—Change Due Dates

Tip for: 12.19.16

It's that time of year: School has been canceled because of the weather. What do you do about items due today? Good news—there is a utility to Change Due Dates.

The **Change Due Date** utility in v7, or the **Fix Due Date** utility in v6, is helpful to globally change the due date for a selected group of items.

- In Utilities, search for 'due date', and select the Change Due Date or Fix Due Date utility.
- Look at the **Selection** tab.
- In v6, add a Select By for **Due Date**, then enter the date. In v7, simply enter today's date in the **Items Due On** field.
- For v6, under Selection still, enter tomorrow (or the next available school day) in the **To Date**; for v7, got to the Options tab and enter the **New Due Date**.
- Run the utility.

This will find all items due today, and update their due date.

Just to be safe, *before* running this utility, you could run a **Loaned Items** report for all items due today, so you know exactly which item/patron check-outs you will be changing.