



BOOKMARK FACT SHEET

Loan Histories

July 2016

Bookmark keeps track of all loans and returns.

A list of previous borrowers can be viewed in three places:

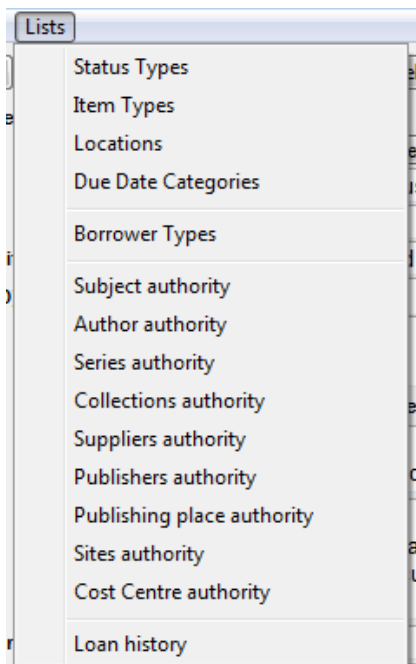
- Cataloguing / AddEdit Items
- Circulation / Edit / Previous Borrowers
- Reports / Circulation Reports

Cataloguing

Click on AddEdit Items.

Enter the item's number or barcode. The item appears.

At the top left, click on "Lists" then on *Loan History* at the bottom.



A popup window displays all loans and returns for the item.

Previous Borrowers

Bobbie Dazzler

15 entries

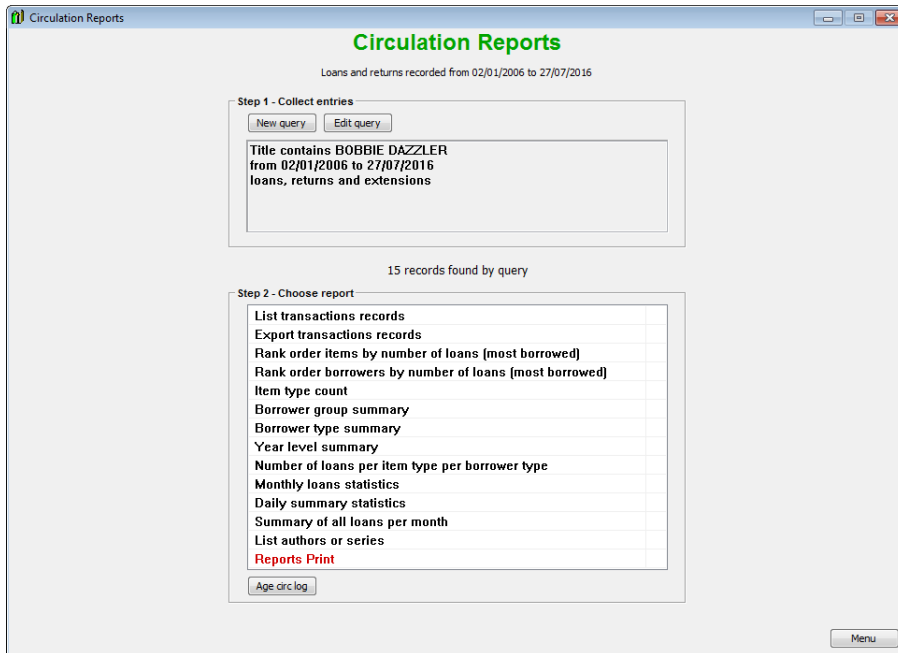
Action	Number	Borrower	Class	Item	Date
R	9	GLYDE, Beth	1BG	10100	19/11/2014
L	9	GLYDE, Beth	1BG	10100	08/10/2014
L	9	GLYDE, Beth	1BG	10100	05/09/2014
R	200	HADDAD, Charlotte	2JS	10100	22/05/2014
L	200	HADDAD, Charlotte	2JS	10100	15/05/2014
R	391	MINKUS, Brett	KGL	10100	12/08/2013
L	391	MINKUS, Brett	KGL	10100	05/08/2013
R	285	CUTLER, Jay	TLC	10100	05/04/2013
L	285	CUTLER, Jay	TLC	10100	15/03/2013
R	396	DENMAN, Finn	KFH	10100	05/03/2013
L	396	DENMAN, Finn	KFH	10100	26/02/2013
R	98	HARRIS-WHELAN, Fiona	KFH	10100	19/09/2011
L	98	HARRIS-WHELAN, Fiona	KFH	10100	03/08/2011
R	157	MALONE, Autumn	2BG	10100	11/05/2011
L	157	MALONE, Autumn	2BG	10100	04/05/2011

Print Close

Reports

Circulation Reports in Reports allows analysing the loans and returns of items, borrowers, classes, etc. More steps are required but a list of previous borrowers can be obtained here, too.

Click on New Query to define a search query and set a range of dates.



Once the search is completed and entries have been found, click on **List transactions records**.

Type	Date	Time	Item	Title	Borrower	Name	Class
L	04/05/2011	09:33:00	10100	Bobbie Dazzler	157	MALONE, Autumn	2BG
R	11/05/2011	09:24:02	10100	Bobbie Dazzler	157	MALONE, Autumn	2BG
L	03/08/2011	13:10:00	10100	Bobbie Dazzler	98	HARRIS-WHELAN, F...	KFH
R	19/09/2011	12:59:06	10100	Bobbie Dazzler	98	HARRIS-WHELAN, F...	KFH
L	26/02/2013	09:39:02	10100	Bobbie Dazzler	396	DENMAN, Finn	KFH
R	05/03/2013	09:16:04	10100	Bobbie Dazzler	396	DENMAN, Finn	KFH
L	15/03/2013	11:20:02	10100	Bobbie Dazzler	285	CUTLER, Jay	TLC
R	05/04/2013	11:11:05	10100	Bobbie Dazzler	285	CUTLER, Jay	TLC
L	05/08/2013	11:13:04	10100	Bobbie Dazzler	391	MINKUS, Brett	KGL
R	12/08/2013	10:12:00	10100	Bobbie Dazzler	391	MINKUS, Brett	KGL
L	15/05/2014	12:27:47	10100	Bobbie Dazzler	200	HADDAD, Charlotte	2JS
R	22/05/2014	09:19:29	10100	Bobbie Dazzler	200	HADDAD, Charlotte	2JS
L	05/09/2014	08:54:48	10100	Bobbie Dazzler	9	GLYDE, Beth	1BG
L	08/10/2014	11:34:20	10100	Bobbie Dazzler	9	GLYDE, Beth	1BG
R	19/11/2014	08:26:20	10100	Bobbie Dazzler	9	GLYDE, Beth	1BG