

# Alma Essentials: Fulfillment

## RENEWALS

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Hello, in the last two sessions you learned how to loan items to a patron. Now let's take a look at how to view a patron's loan history and their current loans; as well as renew them.

You are currently at the Main Library circulation desk and a patron has come up and would like more information about her current loans. You'll go to Fulfillment > Manage Patron Services and scan in her barcode... here she is.

The Patron Services page defaults to show you "Loans of this session". To see all of Mary's loans you'll click here, and change the filter to "All loans". Now you can see everything that Mary currently has checked out. Please note that this default is an institution level setting, and can be changed upon request.

To renew an item click the row action tool of the correct item, and select "Renew" from the menu. You can see the item now has a green check mark next to the updated due date and the "Loan Status" has been changed to "Renewed".

If you would like to see more information about an item's loan history, you can open the row action tool again, and select "Loan History". This opens the "Loan Audit Trail" page of the selected item. There is general information about the item, as well as a list of actions the item has gone through.

Click the "Back" button to return to the patron's record.