

How can I mark an item lost in Alma?

- **Product:** Alma
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Question

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Answer

Items in Alma can be changed to Lost in the following ways:

1. Manually from a user's record:
 - Perform a Users search for a specific user record
 - Row actions > Edit
 - Select "Manage fulfillment activities" from the information pane on the right-hand side
 - Find the item on loan > Row actions > Lost
2. By creating and running an Overdue and Lost Loan Profile:
 - An Overdue and Lost Loan Profile can be configured and run from (Configuration > Fulfillment > Overdue and Lost Loan Profile). Selecting a profile to run will trigger the "Loans - Overdue and Lost Item" job. This job can change a loan's status to lost according to the configurations in the chosen Overdue and Lost Loan profile.

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