Searching for ILLiad loans in Alma

If a patron returns an ILLiad book to the circ desk (borrowed from another library) and there is no paperwork:

1. If you know the patron's name
   a. Go to Manage Patron Services
   b. Search for the patron
   c. In the Patron Record under the Loans tab:
      i. Change Loan Display to All loans
      ii. Locate the item in the list (the barcode will be a six digit number starting with 9)
      iii. Copy the barcode (AKA the Transaction Number)
      iv. Go to the Returns tab
      v. Input the barcode number and click OK

2. If you do not know the patron's name
   a. Do an Advanced Physical items search
   b. The first dropdown box will default to ALEPH System Number
      i. Remove this and select Current location from the list
   c. In the third box, select Borrowng (ALB_BOR) from the list
   d. Click the + button
   e. Change ALEPH System Number to Title