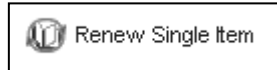


Renew Single Item

The Renew Item wizard guides you through the process of renewing a single checked-out item. This wizard may be used when the user comes into the library with the item to be renewed in hand.

1. **Click** on Checkout, Checkin, Renewals,...Wizard Group.
2. **Click** on the Renew Single Item Wizard.



3. *Renew Single Item* screen displays.

4. To renew the item and record the renewal as a "seen" renewal, select the **Mark Item as Seen** check box before scanning or typing the item ID. (A "seen renewal" indicates item is physically present at the time of renewal)

5. **Scan** the item's barcode number.

6. *Renew This Item?* screen displays (if property settings are not set to review items before renewing – can be *turned off*).

7. **Select** *Renew This Item* or *Do Not Renew*.

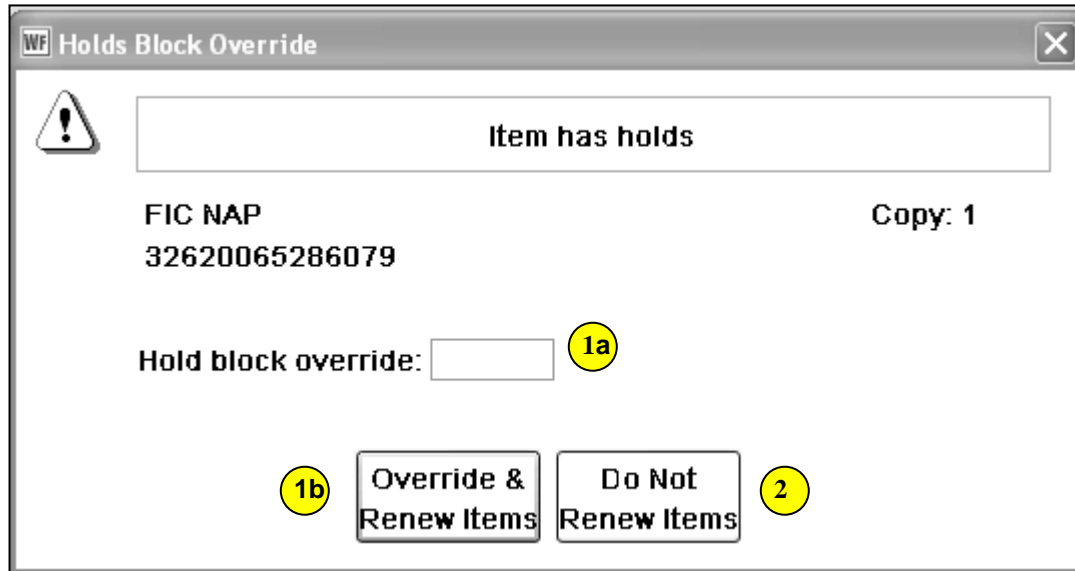
Renew Item: screen displays with the renewed item, new due date, and any associated bills displayed.

Title	Name	Date Due	Amount Billed	Amount Paid Au...
Stars of the Major...	Cross, AMANDA M...	8/25/2008,23:59		
Remarkable physi...	Cross, AMANDA M...	8/25/2008,23:59		
Marquette and Jo...	Parkinson, DOMIN...	8/25/2008,23:59		

8. **Select** from options.

Exceptions to the Renewal Process

Holds Block Override screen will display if the item has a hold by another user.



Options:

1. Override & Renew Item.
 - a. **Type** in the “hold block override” password.
 - b. **Click** on Override & Renew Item.
- OR**
2. **Click** on Do Not Renew Items.



TIP: Right-click menus

Right-click menus are ‘popup’ or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a right mouse click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

NOTE: Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list. Additionally, not all options allow for multi-record selection.



Note: For more detailed information or specific questions, use HELP wizard.