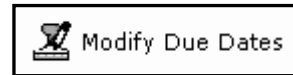


The Modify Due Dates wizard guides you through the process of modifying an item's due date.

1. **Click** on Special Circulation Functions Wizard Group.



2. **Click** on Modify Due Dates Wizard

Modify Due Dates user search screen displays.

NOTE: *If the Modify Due Dates properties helper is set to "Start with search helper", your User Search screen will display first.*

3. **Select** the appropriate user.
4. **Check** the individual titles to modify due date or **Click** the Select All option.
5. **Click** Apply Same Due Date to select the same due date for each/all selected item(s) if desired.
6. **Click** the calendar gadget next to the appropriate Title or Apply Same Due Date to select the modified date due.
7. **Click** Modify User Due Dates to save your changes