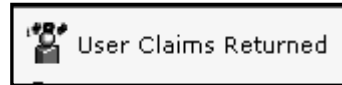


1. **Click** on Special Circulation Functions Wizard Group.
2. **Click** on User Claims Returned Wizard
3. **Locate** the appropriate user.



4. Title and date due for all items checked out to user, display in the List of Checkouts.
5. **Use** the calendar gadget to select the date for the claims returned item.
6. **Click** OK to save the entries.
7. User record will now display date next to the items that user claims to have returned.

