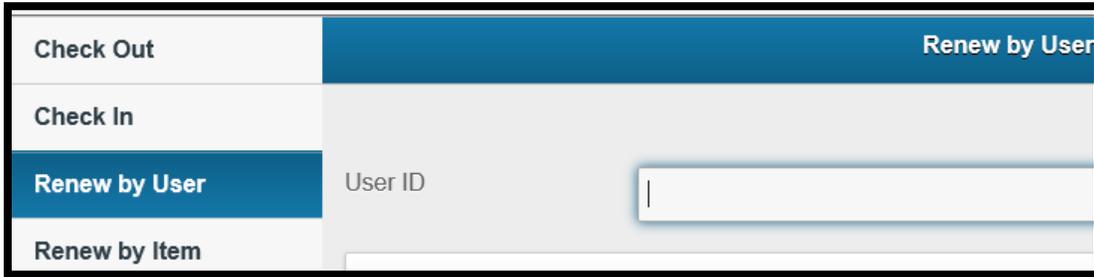
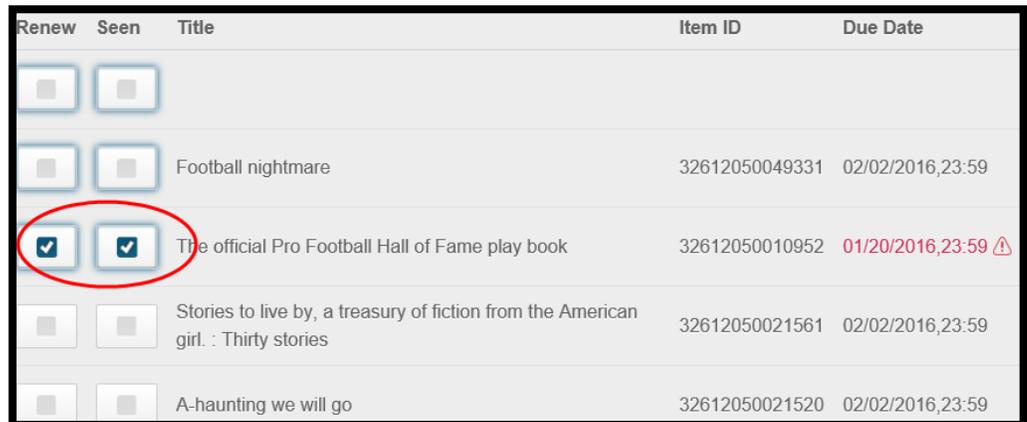


**To Renew item(s) by pulling up a user's account**

1. Open **Renew by User** from the side menu.



2. Pull up the user's account (scan barcode or search name).
3. Uncheck the items you do not wish to renew.



4. Select whether the items are seen or unseen.

5. Click **Renew items.**

**Item(s) renewed:**

