

Manually Set the Due Date

1. In Check Out, Renew by User or Renew by Item, you can optionally set a different due date. Before scanning the item's barcode, click the **Modify Due Date tool** at the top right of the barcode field.

iPad 주		11:44 AM		* 76% 💷
Check Out		Checl	k Out	(U)
Check In	JOE Bubba loo			
Renew				
In-house Use	Item ID			
Item Status	Check Out		Switch User	
Holds Pull List				



3. Select the appropriate Due Date.

01/26/2016 11:59 PM								
0	Jan		2 3 2		016	0		
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
27		29		31	1	2		
3	4	5	6	7		9		
10	11	12	13	14	15	16		
17	18	19		21		23		
24	25	26	27	28	29	30		
31	1	2	3	4	5	6		
Set Never Policy Cancel						ancel		



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- 4. Click Set.
- 5. Select what items should use this due date.



6. Click **OK**.