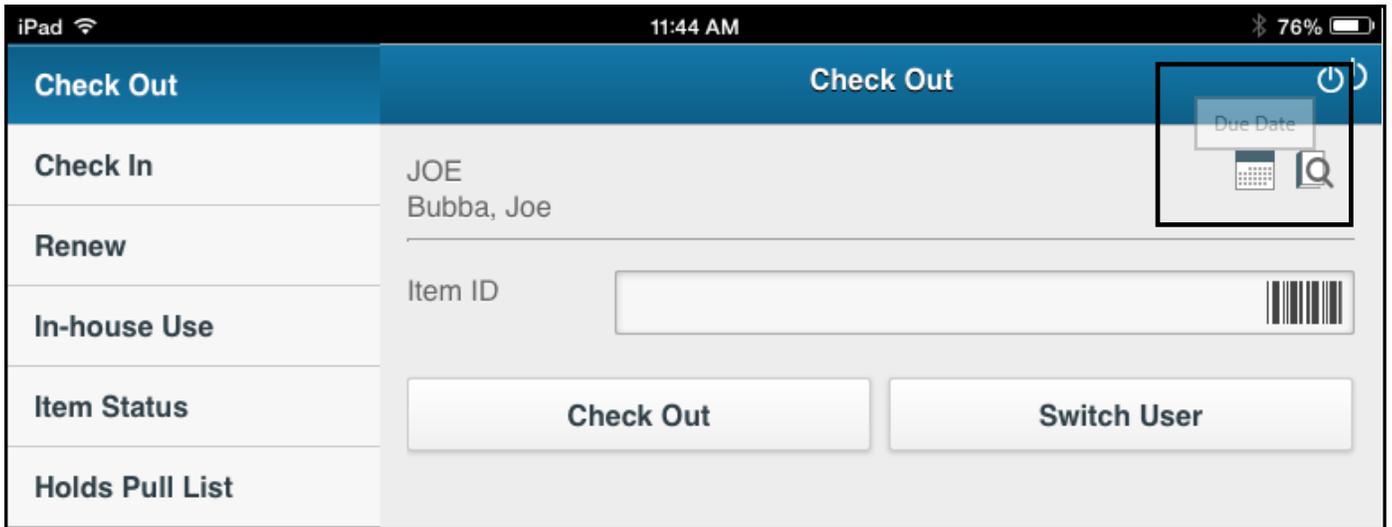
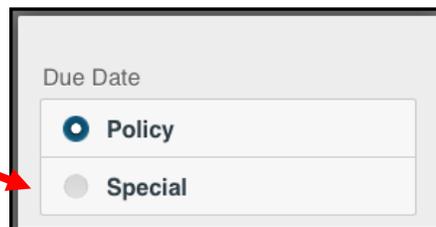


**Manually Set the Due Date**

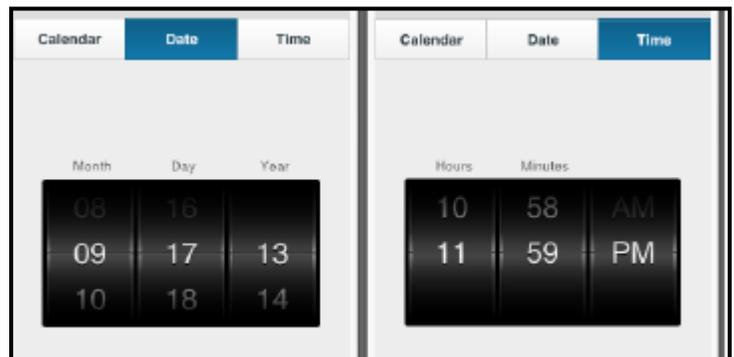
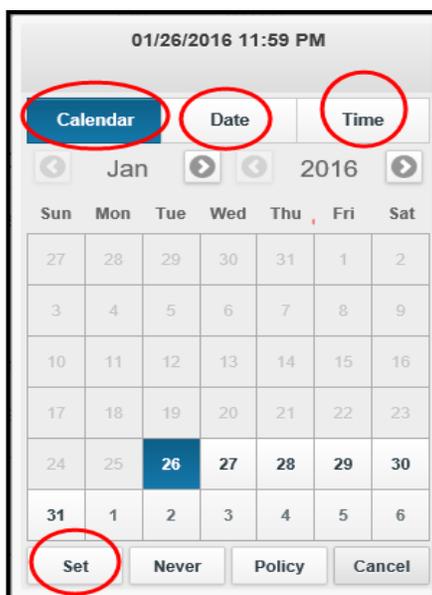
1. In Check Out, Renew by User or Renew by Item, you can optionally set a different due date. Before scanning the item's barcode, click the **Modify Due Date tool** at the top right of the barcode field.



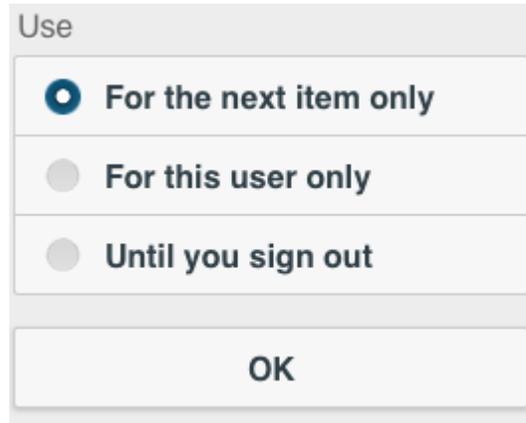
2. Tap **Special**.



3. Select the appropriate Due Date.



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



The image shows a dialog box titled "Use" with three radio button options and an "OK" button at the bottom. The first option, "For the next item only", is selected with a blue radio button. The other two options, "For this user only" and "Until you sign out", have unselected grey radio buttons.

6. Click **OK**.