

Renew User Checkouts

The Renew User Checkouts wizard guides you through the process of renewing a user's checked-out materials. This wizard is designed to handle renewal of items that are not physically presented at the desk for renewals.

1. **Click** on Checkout, Checkin, Renew...Wizard Group.
2. **Click** on Renew User Checkouts Wizard.
3. **Locate** user's record.



Renew User screen displays.


4. **Select** items to be renewed.
 - a. To renew all eligible items, **check** the Select All box
 - b. To renew specific items, **check** the boxes next to each item to be renewed.
 - c. To record the newal as a "seen" renewal, place a checkmark in the Select all seen check box before scanning or typing the item ID. (A "seen renewal" indicates item is physically present at the time of renewal).

5. **Click** Renew selected items at the bottom of the screen.

Renew This Item? screen displays (if property setting is set to review the renewals).

6. **Click** on Renew This Item or Do Not Renew. Renew User screen displays.

7. **Select** from options.

 **TIP!** *Resize columns to see more of the title! Click on the line between columns and drag in the desired direction.*

Before:

Current user checkouts

Items eligible for renewal: 2

Select All

Renew	Title	Item ID	Date Due	Reserve	Status	Type
<input type="checkbox"/>	Harry Potter ...	3262006515...	7/27/2005,2...			FICTION
<input type="checkbox"/>	Harry Potter ...	3262006515...	7/27/2005,2...			FICTION

After:

Current user checkouts

Items eligible for renewal: 2

Select All

Renew	Title	Item ID	Date Due	Reserve	Status	Type
<input type="checkbox"/>	Harry Potter and the goblet of...	326200651...	7/27/2005,2...			FICTION
<input type="checkbox"/>	Harry Potter and the prisoner ...	326200651...	7/27/2005,2...			FICTION



TIP: Right-click menus

Right-click menus are 'popup' or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a right mouse click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

NOTE: Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list. Additionally, not all options allow for multi-record selection.

Current user checkouts

Items eligible for renewal: 2

Select All Select all seen

Renew	Seen	Title	Item ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The 1900s	32612100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The 1900s	32612100

- Bill User for Item
- Change Item ID
- Claims Returned
- Discharge
- Display Holds
- Display Item
- Display User
- Edit Item Note
- Mark Item Lost
- Mark Item Missing
- Modify Due Date
- Place Hold
- Print Checkout Slip

Note: For more detailed information or specific questions, use HELP wizard.