

# **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.

	ser Checkout	s 1 🔲 🗐 🐵				- 0
Use	er Informa	tion				
	hoto ot On	Name: Profile name		Status: Amount owed:	BLOCKED \$1.00	)
1 2 2	File	Library: User categor	DLFN ies: Y	Available holds: Overdues:	0	
		Homeroom:	2B-GERDING	Privilege expires	5:6/30/2017	
		r checkouts				
lter	ns eligibl Select Al	e for renewal: 11 40 Select all se				_
iter	ns eligibl	e for renewal: 11 40 Select all se Seen Title	e item ID Date Du		tatus	Туре
iter	ns eligibl Select Al	e for renewal: 11 40 Select all se Seen Title V Capt	e Item ID Date Du ain U <u>32612015</u> 10/17/200	07 (o	verdue) l	READPRO
Iter Re	ns eligibl Select Al	e for renewal: 11 40 Select all se Seen Title V Capt V Don'	e Item ID Date Du ain U <u>32612015</u> 10/17/200 t rea <u>32612010</u> 8/25/200	07 (o 98,	verdue) l	READPRO ^
iter	ns eligibl Select Al	seen Title	e Item ID Date Du ain U <u>32612015</u> 10/17/200	07 (o 98,	verdue) l l	READPRO

#### 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.

₽	Harry Potter and the goblet of fire / Rowling, J. K.						
	FIC ROW 6.8	Copy:1	ID:326200651590	029			
	Title: Harry Author: Rowlir		e goblet of fire				
	Copy:	1	Holds:				
	Туре:	FICTION	Price:	\$8.99			
	Shelf location	AVAILABLE	Checked out to:	22620001450336			
	Material type:	BOOK	Funding source:	UNKNOWN			

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.

Get User Renew	R <u>e</u> ne <b>w</b>	Rene <u>w</u>	Close
Information Selected Items (0)	for this User	for Another User	

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**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							
ltems eligible	for renewal: 2						
🗆 Select All		l					
Renew	Title	Item ID	Date Due	Reserve	Status	Туре	
	Harry Potter	. 3262006515	7/27/2005,2			FICTION	
	Harry Potter	. 3262006515	7/27/2005,2			FICTION	

### After:

Current user checkouts								
Items eligible for renewal: 2								
Sele								
Renew	Title	ltem ID	Date Due	Reserve	Status	Туре		
	Harry Potter and the goblet of 3	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 renewa	al: 2		
Select All 🔽 Select	all seen		
Renew	Seen	Title	: Ite
	<b>v</b>	The 1900s	32612100
	~	Cha Cla Dis Dis Dis Edi Man Get I	User for Item ange Item ID ims Returned charge play Holds play Item play User t Item Note rk Item Lost rk Item Missing dify Due Date
		Pla	ce Hold nt Checkout Slip

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