

Offline Renew Item

The Offline Renew Item wizard guides you through the process of renewing a user's checked out items.

1. **Select** Offline toolbar



2. **Select** Renew Item wizard



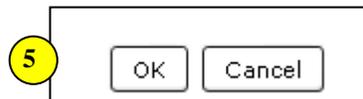
3. **Scan** the item barcode to enter it in the Item ID field

4. **Use** the Calendar gadget to specify an alternate due date for the item (by default, circ rule will determine date due).

The screenshot shows the 'Renew Item' wizard interface. At the top, there are input fields for 'Item ID' and 'Alt due date'. Below these is a table with two columns: 'Item ID' and 'Alt due date'. The table contains five rows of data. A red circle highlights the 'Alt due date' field in the foreground, which contains the date '08/18/2006' and a calendar icon.

Item ID »	Alt due date
32620000114238	08/18/2006
32620000114238	08/18/2006
32620000170115	08/18/2006
32620000171444	08/18/2006
32620000172640	08/18/2006

5. **Click** OK to complete discharge of the item, or **click** Cancel to close the wizard without saving changes.



6. After all items for a user have been checked in, begin scanning item barcodes for the next user, or **click** Cancel to close the Renew window.

NOTE:

If renewal item is to be due on same date as checkouts are due, renewal can be done via the Check Out wizard.

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