


Renew Material

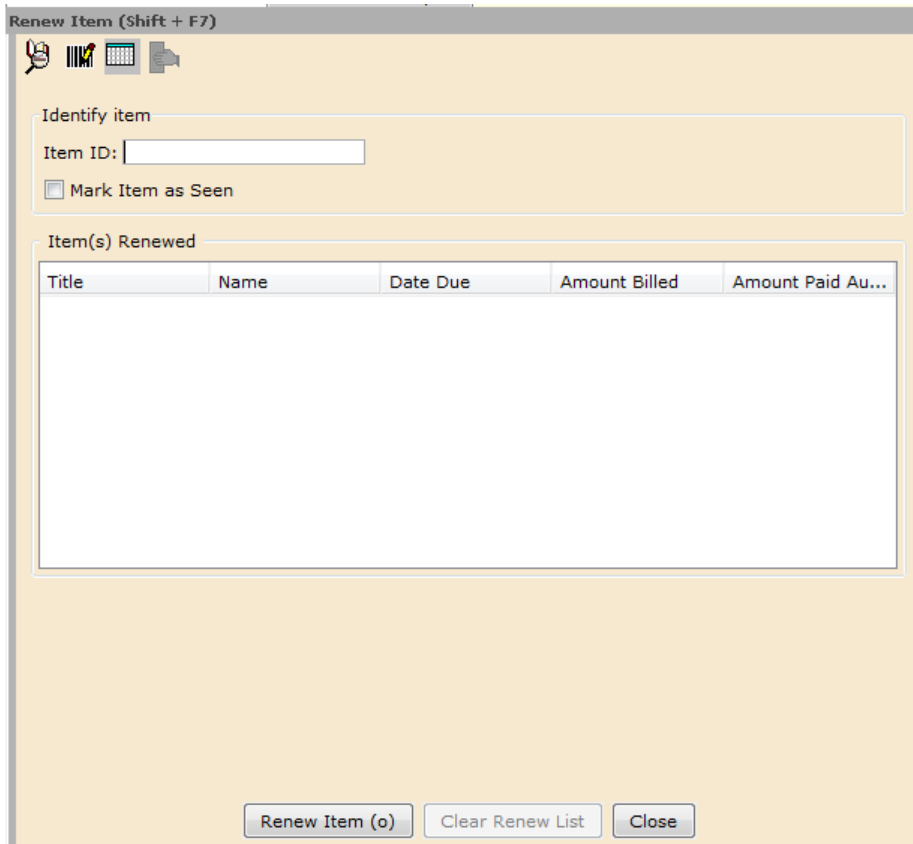
WorkFlows offers three ways to renew items: the Renew Item and Renew User Wizards and with a right click while viewing the patron record. WorkFlows assigns the new due date based on the date of actual renewal, not on the original due date.

Renew Item Wizard

Use the **Renew Item** wizard to renew an item that you have in hand.

To renew a single checked-out item

1. On the Common Tasks toolbar, click the **Renew Item** wizard . The following window appears:



Title	Name	Date Due	Amount Billed	Amount Paid Au...
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2. Scan the item and it now appears in the Item(s) Renewed list. Note the new Date Due. Click **Close** to exit this window.

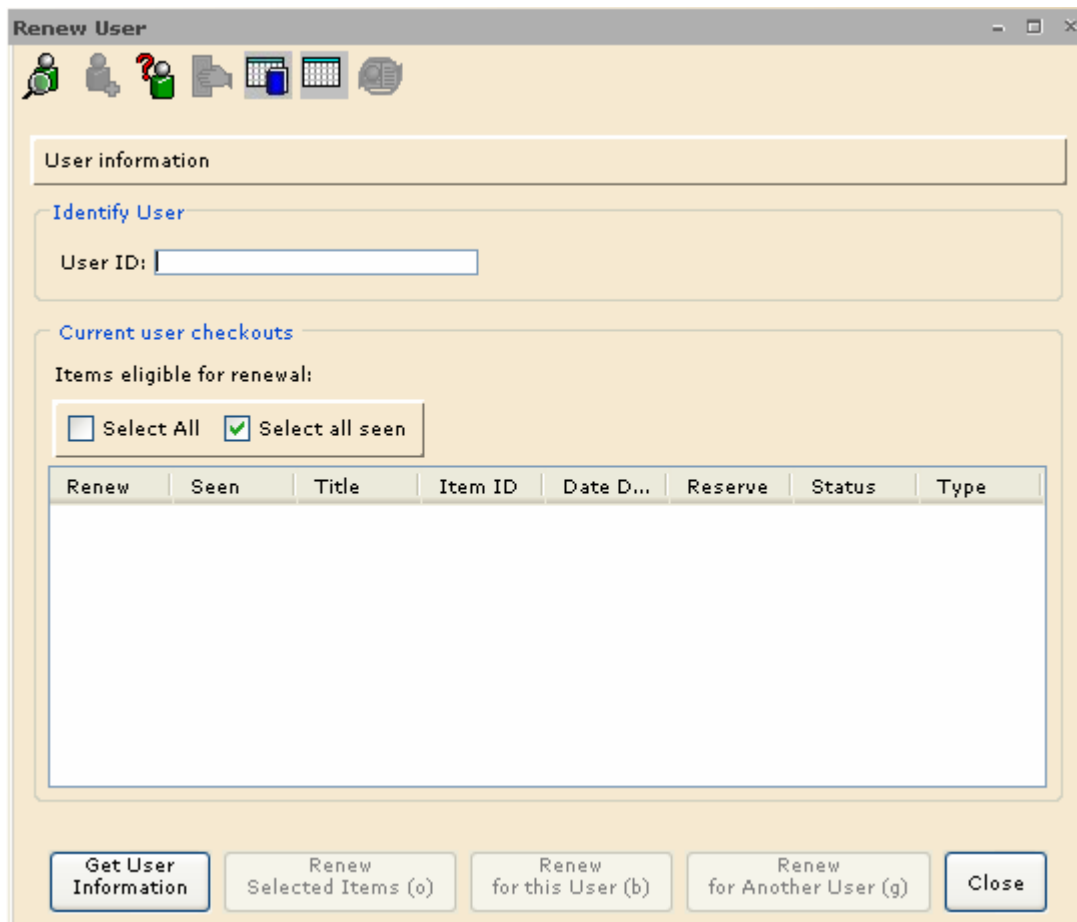
NOTE: If a window pops up after a barcode is entered, read it and respond before continuing. It could be an alert that the item has a hold which means it cannot be renewed or that the item has been renewed 3 times already. *Do not override these blocks!*

Renew User Wizard

The **Renew User** wizard can renew all of a user's materials in one step. This wizard is helpful when patrons renew material over the telephone or if they do not have the material physically present. You can also use this wizard to review all of a patron's checkouts and then renew all or some of them.

To renew checked-out items

1. On the Common Tasks toolbar, click the **Renew User** wizard . The following window appears:



Renew User

User information

Identify User

User ID:

Current user checkouts

Items eligible for renewal:

Select All Select all seen

Renew	Seen	Title	Item ID	Date D...	Reserve	Status	Type
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Get User Information Renew Selected Items (o) Renew for this User (b) Renew for Another User (g) Close

2. Scan the barcode from the user's card, or type the **User ID** and tap the **Enter** key or click **Get User Information**. The following window appears:

Renew User (F7)

Notes

Name: COLOSE II, PAUL A.
 Id: 23910001739872
 Group ID:
 Profile name: NCCADULT...

Identify User

User ID: Email: colose@verizon.net
 Home phone: 302-475-2221 EMAIL
 Street: 1906 HARWYN ROAD
 CITYSTZIP: WILMINGTON, DE 19810

Current user checkouts

Items eligible for renewal: 4

Select All Select all seen

Renew	Seen	Title	Item ID	Date Due	Reserve	Status	Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Learning di...	361970007...	1/25/2013,...			BOOK
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The atrocit...	322200034...	2/1/2013,2...			BOOK
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rise of the ...	339100452...	1/18/2013,...			DVD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Real steel [...	339100452...	1/18/2013,...			DVD

Get User Information Renew Selected Items (a) Renew for this User (b) Renew for Another User (d) Close

3. To renew all materials, check the **Select All** or **Select all Seen** box

- A "seen" renewal means the item is physically present for the renewal

OR

To renew selected items, check the corresponding renew box(es).

4. Click **Renew Selected Items** to renew the items, and then click **Close** to exit the window.

NOTE: If a window pops up after a barcode is entered, read it and respond before continuing. It could be an alert that the item has a hold which means it cannot be renewed or that the item has been renewed 3 times already. *Do not override these blocks!*

NOTE: Patrons can renew material through the Online Public Access Catalog without staff intervention. The Renew Materials feature is available under My Account in the OPAC. WorkFlows and all OPACs operate within the library's policies and will not let a user renew material beyond the maximum number of times allowed.

Renew While Viewing with a Right-Click

If the **Display User** Wizard or **CheckOut** Wizard has been used to bring up a patron's record on the screen, you may **right-click** on the item to be renewed and choose **Renew as Seen** or **Renew as Unseen** from the pop up menu.

Display User

Display User (Alt + F10)

Notes

Name: COLOSE, PAULA A.
Id: 23910001739872
Group ID:
Profile name: NCCADULT...

Identify user

User ID: 23910001739872

Email: colose@verizon.net
Home phone: 302-475-2221 EMAIL
Street: 1906 HARWYN ROAD
CITYSTZIP: WILMINGTON, DE 19810

Summary | Addresses | Extended Info | Bills | Checkouts | Holds | Suspension

Checkouts:4(\$0.00)

Title	Item ID	Date Charged	Date Due	Recall Date Due	Status	Type
Learning disabilit...	36197000776114	12/17/2012,13:27	1/25/2013			BOOK
The atrocity archi...	32220003498918	12/23/2012,13:43	2/1/2013			BOOK
Rise of the planet...	33910045227262	1/11/2013,17:45	1/18/2013			DVD
Real steel [video...	33910045240125	1/11/2013,17:45	1/18/2013			DVD

Display options

Checkout library Owning library

Library: All libraries Type of checkout: All

Display this User (0) | Display Another User | Close

Context menu options: Bill User for Item, Change Item ID, Claims Returned, Discharge, Display Holds, Display Item, Mark Item Lost, Mark Item Missing, Modify Due Date, Place Hold, Print Checkout Slip, **Renew As Seen**, Renew As Unseen

CheckOut

Check-Out (F5)

Notes

Name: COLOSE, DIANN E., DDL STAFF
Id: 23910001739815
Group ID:
Profile name: STAFF...

Identify user

User ID: 23910001739815

Email: decolose@netscape.net
Home phone: 302-475-2221 EMAIL
Street: 1906 HARWYN ROAD
CITYSTZIP: WILMINGTON, DE 19810

Identify item

Item ID:

List of checkouts

Title	Item ID	Date Due	Billed	Amount Paid Auto...	Type
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Current user checkouts:1(\$0.00)

Title	Item ID	Date Charged	Date Due	Recall Date Due	Status	Type
Managing electro...	33314000027850	10/25/2012,15:11				FLBOOK

Holds:4

Title	Item ID	Level	Status	Placed	Expires	Suspended	Unsuspen...
The reader...	339100405...	TITLE	(unavailable)	10/15/2012	10/15/2013		
The dark k...	339100457...	TITLE	(unavailable)	12/20/2012	12/20/2013		
Men in blac...	338040015...	TITLE	(unavailable)	12/20/2012	12/20/2013		
Abraham Li...	333164000...	TITLE	(unavailable)	1/6/2013	1/6/2014		

Get User Information | Check Out To Use | Close

Context menu options: Bill User for Item, Change Item ID, Claims Returned, Discharge, Display Holds, Display Item, Display User, Mark Item Lost, Mark Item Missing, Modify Due Date, Place Hold, Print Checkout Slip, **Renew As Seen**, Renew As Unseen