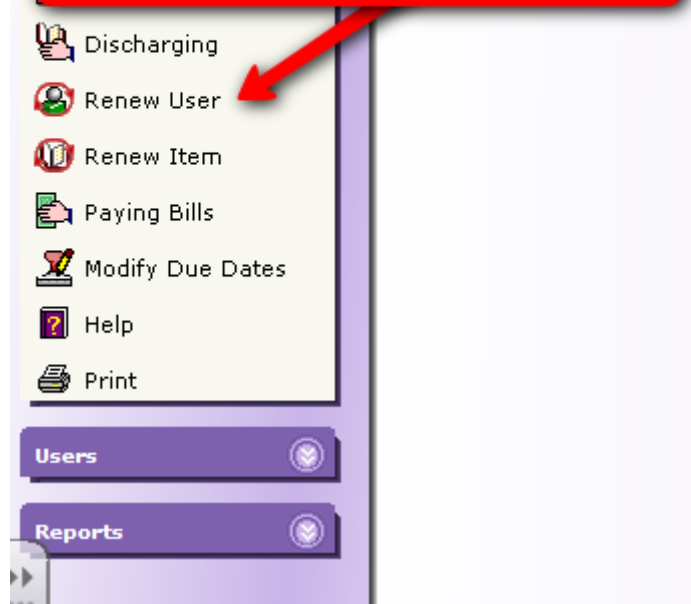


Renewing a User

Step 1:

If you need to renew a specific User so that they will not have any Overdue books, click on the following in the Toolbar....



Step 2:

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
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When the "Renew User" screen appears, you can either scan the User's name, or you can manually enter the User's name here.

Step 3:

Renew User : User is BLOCKED

User is BLOCKED

Alerts

Overdues: 2

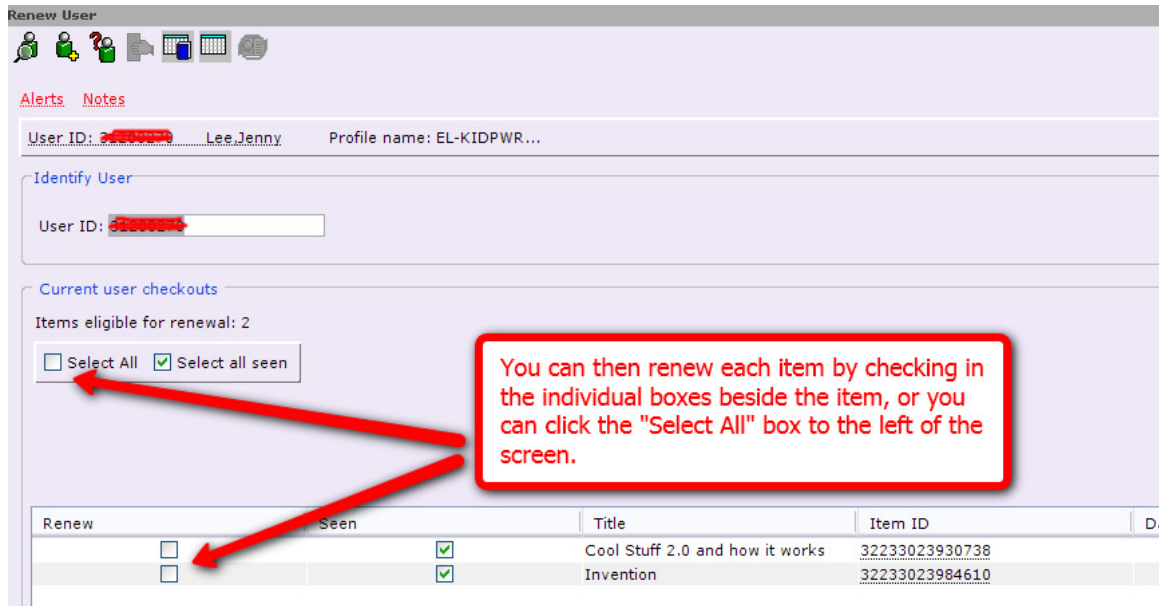
Notes

Select All Select all seen

At this point, you can click the "Investigate" button to see what the charges are to that User.

If you are certain that you would like to renew all charges that a User might have, click on the "Enter Override & Renew Items" button.

Step 4:

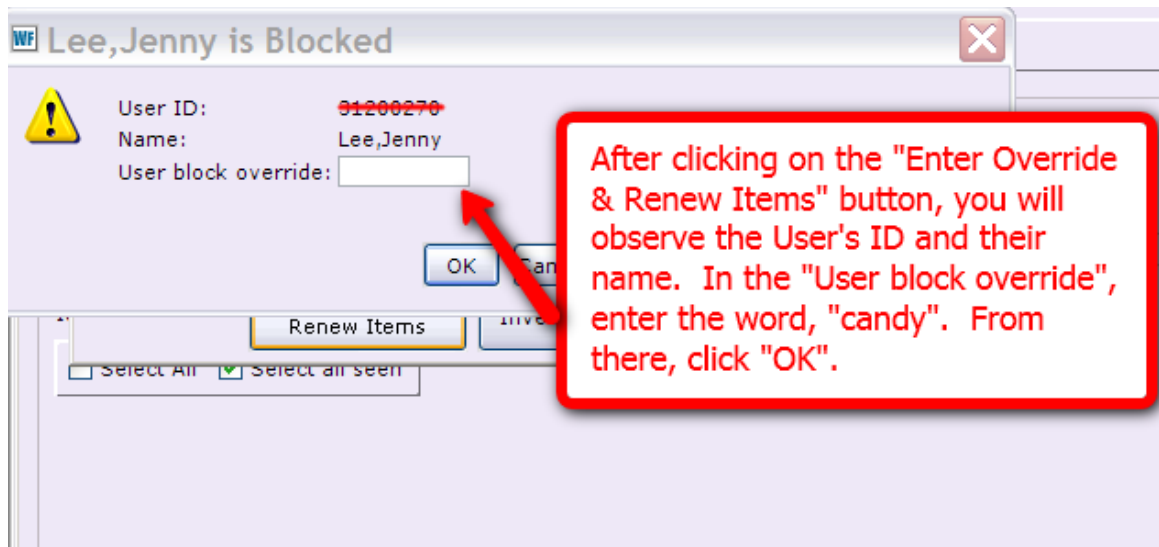


The screenshot shows the 'Renew User' interface. At the top, there are icons for help, home, and other functions. Below that, there are tabs for 'Alerts' and 'Notes'. The user information is displayed as 'User ID: [redacted] Lee, Jenny' and 'Profile name: EL-KIDPWR...'. There is a section for 'Identify User' with a 'User ID' field containing a redacted value. Below that, it says 'Current user checkouts' and 'Items eligible for renewal: 2'. There are two checkboxes: 'Select All' (unchecked) and 'Select all seen' (checked). A table below shows two items:

Renew	Seen	Title	Item ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cool Stuff 2.0 and how it works	32233023930738
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invention	32233023984610

A red callout box with arrows pointing to the 'Select All' checkbox and the 'Renew' checkboxes in the table contains the text: 'You can then renew each item by checking in the individual boxes beside the item, or you can click the "Select All" box to the left of the screen.'

Step 5:



The screenshot shows a dialog box titled 'Lee, Jenny is Blocked'. It contains a warning icon, 'User ID: 01200270', 'Name: Lee, Jenny', and a 'User block override:' field. There are 'OK' and 'Cancel' buttons. A 'Renew Items' button is highlighted with a yellow box. A red callout box with an arrow pointing to the 'Renew Items' button contains the text: 'After clicking on the "Enter Override & Renew Items" button, you will observe the User's ID and their name. In the "User block override", enter the word, "candy". From there, click "OK".'

Step 6:

