1. ***Click*** on Checkout, Checkin, Renewal… Wizard.

2. ***Click*** on the Renew Single Item Wizard.

    Renew Single Item
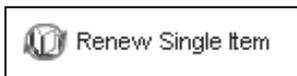
   Renew Item screen displays.

3. ***Scan or type*** in Item barcode number or use the Lookup Item Button.

4. *Renew This Item?* Screen displays (depending on property setting).

5. ***Select*** Renew This Item or Do Not Renew.

6. *Renew Item* screen displays with renewed item, new due date, and any associated bills displayed.

7. If applicable, renew another item.

8. ***Click*** on Close when finished.