

1. **Click** on Checkout, Checkin, Renewals...Wizard group.
2. **Click** on Renew User Checkouts Wizard.
3. **Locate** user's record.  
*Renew User* screen displays.



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.

5. **Click** Renew Selected Items at the bottom of the screen.

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

6. **Click** on Renew This Item or Do Not Renew.

*Renew User* screen displays.

7. An informational message appears that the item(s) have been renewed. Continue to Renew For This User, Renew for Another User or Close.