The Mark Item Used wizard guides you through the process of marking an item, for statistical data, as having been used in the library.

1. *Click* on Special Circulation Functions Wizard Group

   Mark Item Used

2. *Click* on Mark Item Used Wizard.

3. **Type** *or scan* the item number or use the lookup item Helper Button.

4. When completed, a list of items marked "used" displays*. View* specific item information using the glossary. The resulting list can be printed using the PRINT wizard.